

Deficiency Report and the Plan of Correction Instructions

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Purpose

Introduction In providing an electronically method of responding to the Deficiency Report with the Plan of Correction is to provide a secure method of submitting the Plan of Correction to KDOA for review and approval.

In addition, it has been mandated that all Survey Deficiency reports and Plan of Corrections will be posted on-line for public access.

KDOA will post the Deficiency Report with the Approved Plan of Correction to the Public via the On-line Adult Care Home Directory on the KDOA website (www.agingkansas.org).

Accessing the Application

IntroductionThe Facility Home Page is a KDOA web application that is a subset of the Kansas Online
Tracking of Adult Care Homes (KOTA) Web Application. KDOA uses KOTA for Facility
licensing, Facility change requests, e-mail blasts and survey scheduling.

Use Microsoft Internet Explorer or FireFox browser to access the KDOA web application site. All KDOA web Applications are secured and encrypted.

How To Follow the steps in the table below to access and signin to the Facility Home Page.

Step	Action	Result
1.	Open the internet browser. Access the	The KDOA Provider Web Site Home Page
	KDOA Provider Information Resource	will be displayed.
	Web Site.	
	www.aging.state.ks.us	
2.	Click on the Web Application button in	The Web Application Signin page will
	the Other Resource Links box or the	display.
	Web Application Logon link under Web	
	Applications Menu.	

Continued on next page

Accessing the Application

How To Continued

Step	Action	Result
3.	Type in the Username and password	NOTE: The username and initial
		password is issued by the KDOA
		HelpDesk when access is requested.
		Passwords expire every 60 days.
4	Click the OK button	The Facility Home page will display. The
4.	Click the OK button.	The Facility Home page will display. The
		with the KDOALCE Licensing Division
		with the KDOA LCE LICENSING DIVISION.



Facility Home

Page RegionsThe below table explains the difference regions within the page. Also listed is what type of
data is displayed and the purpose or actions that can be taken within the region.

Region	Purpose
Facility Information	The demographics of the Facility on File:
	Facility Type(s) Phone/FAX
	Mail Preference (E-Mail or
	Mail) • Facility Web Page
	State ID Administrator Name and Title
	Facility Type(s) Administrator E-mail
	Address Administrator License Number
	To update or change any of the above information, the appropriate
	change form will need to be completed and submitted.
Facility Statistical Reports	Create Facility Statistical Reports during the reporting timeframe
	only.
Deficiencies Report (2567) and POCs	Listing of any deficiencies received, and the ability to enter the Plan
	of Correction for those deficiencies. Will also display the final report.
Create CTO Button	Accesses the Community Transition Opportunity (CTO) Application
	Available only if user has CTO Worksheet access.
Request Change of Administrator /	Includes the availability to enter credit card payment information in a
Operator	secured environment for payment of the required fees.
Request Change of Address / Email /	No fee is charged
Webpage	
Request Change of Resident Capacity	Includes:
	A file upload option for the Floor Plans.
	socured environment for payment of the required fees
Request for Change in Lise of	Includes a file unload ontion for the Floor Plans
Required Room	
Request for Dual	Request for an Administrator/Operator to Supervise more than one
Administrator/Operator	Facility.
Annual Renewal Application	The Annual License Renewal Appication. Will display three (3)
	months prior to the License Renewal date.
Feedback Quesionnaire	An online Feedback form to KDOA regarding a recent survey
	experience. This is secure form with the results access only for the
	Commissioner and Director of the Survey and Certification
	Commission.
Resident Capacity - Total Beds	Indicates the number of beds currently licensed for the facility.
Bed Assessments Listing	For Facilities that are required to submit Bed Assessment information
	and payments.
Change Requests Submitted	A listing of the Change Requests submitted. The listing will indicate if
	KDOA has processed the change.
Correspondence History	A quick listing of the electronic correspondence sent to the facility via
	e-mail blasts.

Survey Deficiency and Plan of Correction

Introduction In order for the Deficiency Report to display on the Facility Home Page for data entry, KDOA will need to complete the following:

- Enter the Deficiency tag(s) into the web application.
- Upload an acrobat reader format version of the Deficiency report. This is the same report e-mailed to the Administrator at the time of the survey.

How To Follow the steps in the table below to enter a Plan of Correction.

Step		Action			Res	sult	
1.	Report is	eport is displayed on the Facility Home					
	Page und	ge under the "Deficiency reports					
	(2567) an	d POCs" Region.					
	Start & Exit Date						
Facility State ID Report Status				of the	Survey		
Deficiency Reports (2567) and POCs			,				
	Select a	Deficiency Report and co	orresponding POC (More)	$ \longrightarrow $		
	State I	D Status	Deficiency Repo	ort POC	Start Date	Exit Date	
	N08906	5 Work In Progress	Bedrock NF 02-06	-12 ASP987	02/07/2012	02/09/2012	
	N08906	5 Approved By Agency	Bedrock 01-15-20	11 ASP2011	01/16/2011	01/18/2011	
						1-2	
The foll	owing are	the different statu	link us definitions c	windo of the repor	w link ts.		
Sta	- k						
	atus		De	finition			
V	VIP W	ork in Progress – ,	De Allows the Fac	finition ility to data	enter the	Plan of	
C	VIP W CC CBF CC	ork in Progress – A prrection. Impleted by Facili e Plan of Correction	De Allows the Fac ty – Status ind	finition ility to data icates that [.]	enter the the Facility	Plan of / has submitte	d
	VIP W CC CBF CC th BA Ap PI	ork in Progress – A prrection. Impleted by Facili Plan of Correction Proved by Agencian of Correction.	De Allows the Fac ty – Status ind on to KDOA. y – Status indio	finition ility to data icates that [.] cates that K	enter the the Facility DOA has a	Plan of / has submitte pproved the	d
2.	VIP W Cc CBF Cc BA Ap PI	ork in Progress – A prrection. Impleted by Facili e Plan of Correction proved by Agence an of Correction.	De Allows the Fac ty – Status ind on to KDOA. y – Status indic POC column.	finition ility to data icates that cates that K Blank Plan deficiency	enter the the Facility DOA has a of Correct tags will d	Plan of / has submitte pproved the tion form listir lisplay in a sep	d ng the parate
2.	VIP W Cc CBF Cc BF Ap BA Ap Pl	ork in Progress – A prrection. Impleted by Facili e Plan of Correction proved by Agence an of Correction.	De Allows the Fac ty – Status ind on to KDOA. y – Status indio POC column.	finition ility to data icates that cates that K Blank Plan deficiency window.	enter the the Facility DOA has a of Correct tags will d	Plan of y has submitte opproved the tion form listir lisplay in a sep	d ng the parate
2. 3.	VIP W Cc CBF Cc BA Ap PI Click on th Click on th	ork in Progress – A prrection. Impleted by Facili e Plan of Correction proved by Agence an of Correction. The link under the F	De Allows the Fac ty – Status ind on to KDOA. y – Status indic POC column.	finition ility to data icates that cates that K deficiency window. The acrobs	enter the the Facility DOA has a of Correct tags will d	Plan of / has submitte pproved the tion form listir lisplay in a sep	d d barate
2. 3.	VIP W Cc CBF Cc BF Cc th BA Ap Pl Click on th Deficiency	ork in Progress – A prection. Impleted by Facili e Plan of Correction proved by Agence an of Correction. The link under the F me form link under	De Allows the Fac ty – Status ind on to KDOA. y – Status indic POC column.	finition ility to data icates that cates that K deficiency window. The acroba of the 256	enter the the Facility DOA has a of Correct tags will d at reader f 7 Deficien	Plan of / has submitte pproved the tion form listir lisplay in a sep format (pdf) ve cy Report will	d arate ersion

Continued on next page

Survey Deficiency and Plan of Correction

How To Continued



How To Follow the steps in the table below to data enter the Plan of Correction.

Step	Action	Result
1.	The Plan of Correction window is open.	
	International Accession Procession International Accession Procession International Accession Procession International Accession Procession Procession International Accession Procession International Accession Procession International Accession Procession Procession International Accession Procession International Accession Procession International Accession Procession International Accession Procession International Accession Procession International Accession Accession Accession Accession Procession International Accession Procession International Accession Procession International Accession Accession Accession Accession Accession Accession Accession Procession International Accession Acce	
2.	Click on the tag to answer.	Plan of Correction for Tag #### window is displayed.
	Image: Instrume Tages Image: Imag	
3.	Enter the response. There is a limit of 3985 characters for the field. If more space is needed, add a new tag (instructions on next page).	<u>TIP</u> : Use a word processing software then copy / paste into the field.

Continued on next page

Plan of Correction Data Entry

How To Continued

Step	Action	Result
4.	Enter an Expected Completion Date which is required.	
	Impo//websaper-same kit-goor series into the statute intervention of the statute into the statute intervention into the statute into the statute intervention into the statute intervention into the statute intothe statute into the statute into the statute into the	ur response and then copy and paste the response into Auch Supporting Documentation: Subtrin Save the POC Acrobat Reader (pdf) format or into a graphic (pf, pg)
5.	Click on "Save POC" button.	After the save, you can close the window and come back to change the information until the POC is Submitted to KDOA.
6.	Click on " Return " button.	Returns to the Plan of Correction window.

Adding an Additional Deficiency Tag

Introduction If additional space needed to complete the Plan of Correction for a tag, an additional tag can be added.

How To Follow the steps in the table below to add an additional tag.

Step	Action	Result		
1.	On the Plan of Correction Window, click	Add POC Tag region will di	splay.	
	on the "Add New POC Tag" button.			
	un out une ubbattomet alle			
	Plan of Correction			
	State ID N089065 ASPEN ASP987 Status Work In Pro	ogress (WIP) Submit POC to KDOA	Close Window)	
	Deficiency Report Bedrock NF 02-06-12 Show Defin	Ciency Report Add New POC Tag		
L				
2.	Type the tag number. If it is a			
	continuation, indicate it by noting "con"			
	after the tag number.			
<u>F1</u>	Type in the response to this "TAG". You can use a word proce	essing program to draft your response an.	. 03/01/2011 1 - 1	
Ac	d a POC Tag			
т	Tag F159 con Add this Tag Cancel 'Add a Tag'			
For	technical assistance with this page, please contact the KDOA Help	Desk at 785-296-4987 or HelpDesk@agir	ng.ks.gov.	
For	For Plan of Correction assistance please contact Irina Strakhova at 785 368 7055 or Irina Strakhova@agina ks.gov			
3.	Click on the "Add this Tag" button.	Tag will be added to the Pl	an of	
	Correction Detail table.			
E	ntry by NURSINGFACILITY, Administrator title			
F	lan of Correction Detail. Click a Tag to enter a response.			
	ID Provider's Plan of Correction (X5) Prefix (Each corrective action should be cross-referenced to the appropriate deficiency) Date			
	Type in the response to this "TAG". You can use a word pro	cessing program to draft your response an	03/01/2011	
	1-2			
			1	

Introduction At times it may be necessary to upload documents that support the Plan of Correction.

How to Follow the steps below to attach a file.

Step	Action		Result
1.	To display the file upload region, click on the "Attach Supporting Documentation" button.		The region and file upload fields will display.
2.	Click on the Browse k	outton	Choose File to Upload dialog box displays.
3.	Browse to the saved	document to be	For best results attach only the following
	attached. Document	s must be saved first.	type of documents:
			1 · · ·
	Document Type		Action
	Word	Convert documents to	o pdf before attaching **
	Excel	Convert documents to	p pdf before attaching **
	PDF (Acrobat)	Attach with no addition	onal steps needed
	Graphics	Attach JPG or GIF type FAX) files	e graphics – do not attach TIF (Electronic
4.	On the Choose File to	Upload dialog box,	File is selected and entered into the
5	Enter a Name in the File Name field		Use an identifying name of the file
6.	Click on the Upload c	or Delete File button	Completes the upload. Table of the attached file(s) is displayed.
	To Attach / Upload File: Steps to Upload a File: Browse to the file location by clicking on the Browse - botton Type a unique name in the "File Name" field easy identification. Click the "Upload of Delete File" button. Denot upload "doc" or "sist" files. (Save "docs" hour" files as PDPs then upload the F File size limited to fint! File Name: Attached / Uploaded Files Application DR121_120_ABPEN_TAG IX F159 Name States integer to files	To Delete a File: Only the person who uploaded the file deleted Click on the dheckbox next to the file deleted Click on the "Upload or Delete File" Den file 1 Upload or Delete File Source edded by	le can to be button. Prevail Unseiter 062012 062012 MM Close the 'Attach Supporting Documentation' diatogue
	Background check record III 38.763 (hedground jpg) 89/82/2913 09/28/39 NURSINGFACILITY		

Continue on next page

Uploading Supporting Document(s)

How to Continued

Step	Action	Result	
7.	To delete a file, click on the check box	File is deleted from the form.	
	under the delete column. Click the		
	Post/Delete File button.	<u>NOTE</u> : Only the user that uploaded the	
		file will be able to delete the file.	
8.	To view a file, click on the file name link.	The file will open in a separate window.	
9.	Repeat until all required documents are	The Upload Region will close leaving only	
	attached to the form.	the Supporting Documentation table	
		displaying.	
	When complete, click on the "Close the		
	Attach Supporting Documentation		
	dialogue" button.		
	COM Ships Technol. Song is good block, mill P + & 2 G X	Nes A. C. GEACENVING. COPOCENCY II CONSTRUCT	
	Plan of Correction (POC) for Tag F159		
	State ID N089065 Asses Event ID ASP387 Status Work in Progress (MIP)		
	Plan of Cloradion Entry		
	Type in the response to this "TAG". You can use a word processing program to draft your tres area.	response and then copy and pasts the rangemus arts -	
	If there are supporting documents that you would like to include, attach them with the "Atta frost with an Expedied Completion Date. Then attach the scanned the documents with a ke	ch Supporting Documentstion" button, Sove the POC pobul Reader (pdf) format or into a graphic (pdf (pg)	
	- IDUNE		
	447 st 3985	- 21	
	Separity Determination Added Hard Department	ting Delumentation)	
	Expected Compation Date EMITIONT (Bare POC) (Beam)		
	For factinical assistance with the page, please contact the KORA Help Desk at 785-296-4987 or HelpDesk@aping.ks.gov. For Plan of Correction assistance, please contact this Straktowa of 785-396 or imme Straktowa@aping.ks.gov		
	Locassonia activities assessmentical	1. A state Web state II.	

Submit the Plan of Correction to KDOA

Introduction When the Plan of Correction is complete, it must be submitted to KDOA for review and approval. If additional information is needed by KDOA, the Plan of Correct can be placed back into Work In progress status for data entry. An e-mail notice will be sent to the Administrator stating what information is needed.

How To Follow the steps in the table below to submit the completed Plan of Correction to KDOA.

Step	Action	Result	
1.	On the Plan of Correction window, enter	Status will change to CBF – Completed	
	the Title of the person submitting the	by Facility. The POC will display on a	
	form. Click on the "Submit POC to	KDOA Worklist.	
	KDOA" button.		
	BOOK Weld Asses Heared Page Plan of Correction Sure to Mossesses ADPOINT ASPEST Definition Definit Definition Definition Definition Definition	Alter of the formation of the state of the s	
2.	Once approved by KDOA, the following The Deficiency Report and the Approve		
	will occur: Plan of Correction will be posted to the		
	All links and buttons are disabled Public On-line NF Directory.		
	for further editing.		
	Status will change to ABA –		
	Approved by Agency		
	Plan of Correction		
	Itute C M083048 ASPEN ASP987 Itutes Completed By 7	acting (CDF) (Chie Minise)	
	Deficiency Report Bedrock NF 82-06-12	(Insur)	
	ID Providents Flags all Corrections Other Complete Description Other Complete Description Other Complete Description Fills Type in the relations to this TAC ² . You can use a word processing program to douby our relations with their cogs and pacts the complete Description. DOUT		
	If there are suggraphing documents that your would live to include, attach there in than the POC tript with an Expected Completion Calls. Then attach the scares	48 the "Allich Supporting Decisionerstation" button ultime Stockmants into a reported Reader (pdf) theread	
	Errors a graphic (pr. (pc) formal F155 Continuing with the task F155 response CON	01012012	
	For factorized assistance with this page, preserve contact the KDOA Heep Deak at 765-206 For Flare of Correction assistance, pressee contact time Streamone at 785-368-7055 on the	-487 or HelpClusingegreg.bs.gov mit.Stockhove@apprg.bs.gov	
	Destruction reaction of subsectors of a 11 Air, in MCREAKER ADJUST, Administrator POC association/2022/2012 08 18 06 PM by DEEV/2008EReaver, modified 3502/2012 08 34	TT-ABLEY NURBERGENCEUTY	



Deficiency Report and the Plan of Correction Quick Reference

Purpose

Introduction In providing an electronically method of responding to the Deficiency Report with the Plan of Correction is to provide a secure method of submitting the Plan of Correction to KDOA for review and approval.

In addition, it has been mandated by CMS that all Survey Deficiency reports and Plan of Corrections will be posted on-line for public access.

KDOA will post the Deficiency Report with the Approved Plan of Correction to the Public via the On-line Adult Care Home Directory on the KDOA website (<u>www.agingkansas.org</u>).

Survey Deficiency and Plan of Correction

Step		Action	Result
1.	Report is displayed on the Facility Home Page		
	unde	r the "Deficiency reports (2567) and POCs"	
	Regio	n.	
The foll	lowing a	are the different status definitions of the rep	oorts.
St	atus	De	finition
V	VIP	Work in Progress – Allows the Facility to da	ata enter the Plan of Correction.
	CBF	Completed by Facility – Status indicates the	at the Facility has submitted the Plan of
		Correction to KDOA.	
A	ABA Approved by Agency – Status indicates that KDOA has approved the Plan of Correction.		t KDOA has approved the Plan of Correction.
2.	Click	on the link under the POC column.	Blank Plan of Correction form listing the
	deficiency		deficiency tags will display in a separate window.
3.	Click	on the form link under the Deficiency	The acrobat reader format (pdf) version of the
	Report column.		2567 Deficiency Report will display in a separate
			window.
4.	Resize	e the two windows side by side.	TIP: If the Deficiency Report is positioned on the
			left side of the screen, the POC window can be
			positioned partially over the report.

Plan of Correction Data Entry

Step	Action	Result
1.	The Plan of Correction window is open.	
2.	Click on the tag to answer.	Plan of Correction for Tag #### window is
		displayed.
3.	Enter the response. There is a limit of 3985	TIP: Use a word processing software then copy /
	characters for the field. If more space is needed,	paste into the field.
	add a new tag (instructions on next page).	
4.	Enter an Expected Completion Date which is	
	required.	
5.	Click on "Save POC" button.	After the save, you can close the window and
		come back to change the information until the
		POC is Submitted to KDOA.
6.	Click on " Return " button.	Returns to the Plan of Correction window.

Adding an Additional Deficiency Tag

Step	Action	Result
1.	On the Plan of Correction Window, click on the	Add POC Tag region will display.
	"Add New POC Tag" button.	
2.	Type the tag number. If it is a continuation,	
	indicate it by noting "con" after the tag number.	
3.	Click on the "Add this Tag" button.	Tag will be added to the Plan of Correction Detail
		table.

Uploading Supporting Document(s)

Step	Action		Result
1.	To display the file upload region, click on the		The region and file upload fields will display.
	"Attach Supporting Do	cumentation" button.	
2.	Click on the Browse button		Choose File to Upload dialog box displays.
3.	Browse to the saved document to be attached.		For best results attach only the following type
	Documents must be saved first.		of documents:
	Document Type		Action
	Word	Convert documents to pd	If before attaching **
	Excel Convert documents to pdf before attaching **		If before attaching **
	PDF (Acrobat)	Attach with no additional steps needed	
	Graphics	Attach JPG or GIF type graphics – do not attach TIF (Electronic FAX) files	
	products available to c installing and using fre	convert files to a pdf format eware products.	t. However, caution should be used when
4.	On the Choose File to on Open button	Upload dialog box, click	File is selected and entered into the Upload File field.
5.	Enter a Name in the Fi	le Name field.	Use an identifying name of the file.
6.	Click on the Upload or	Delete File button	Completes the upload. Table of the attached
			file(s) is displayed.
7.	To delete a file, click o	n the check box under	File is deleted from the form.
	the delete column. Click the Post/Delete File		
	button.		<u>NOTE</u> : Only the user that uploaded the file will
			be able to delete the file.
8.	To view a file, click on the file name link.		The file will open in a separate window.
9.	Repeat until all required documents are		The Upload Region will close leaving only the
	attached to the form.		Supporting Documentation table displaying.
	When complete, click	on the "Close the Attach	
	Supporting Document	ation dialogue" button.	

Submit the Plan of Correction to KDOA

How To Follow the steps in the table below to submit the completed Plan of Correction to KDOA.

Step	Action	Result
1.	On the Plan of Correction window, enter	Status will change to CBF – Completed
	the Title of the person submitting the	by Facility. The POC will display on a
	form. Click on the "Submit POC to	KDOA Worklist.
	KDOA" button.	
2.	Once approved by KDOA, the following	The Deficiency Report and the Approved
	will occur:	Plan of Correction will be posted to the
	All links and buttons are disabled	Public On-line NF Directory.
	for further editing.	
	 Status will change to ABA – 	
	Approved by Agency	