



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 (www.agingkansas.org).

Survey Deficiency and Plan of Correction

Step	Action	Result								
1.	Report is displayed on the Facility Home Page under the “Deficiency reports (2567) and POCs” Region.									
<p>The following are the different status definitions of the reports.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Status</th> <th style="text-align: center;">Definition</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">WIP</td> <td>Work in Progress – Allows the Facility to data enter the Plan of Correction.</td> </tr> <tr> <td style="text-align: center;">CBF</td> <td>Completed by Facility – Status indicates that the Facility has submitted the Plan of Correction to KDOA.</td> </tr> <tr> <td style="text-align: center;">ABA</td> <td>Approved by Agency – Status indicates that KDOA has approved the Plan of Correction.</td> </tr> </tbody> </table>			Status	Definition	WIP	Work in Progress – Allows the Facility to data enter the Plan of Correction.	CBF	Completed by Facility – Status indicates that the Facility has submitted the Plan of Correction to KDOA.	ABA	Approved by Agency – Status indicates that KDOA has approved the Plan of Correction.
Status	Definition									
WIP	Work in Progress – Allows the Facility to data enter the Plan of Correction.									
CBF	Completed by Facility – Status indicates that the Facility has submitted the Plan of Correction to KDOA.									
ABA	Approved by Agency – Status indicates that KDOA has approved the Plan of Correction.									
2.	Click on the link under the POC column.	Blank Plan of Correction form listing the deficiency tags will display in a separate window.								
3.	Click on the form link under the Deficiency Report column.	The acrobat reader format (pdf) version of the 2567 Deficiency Report will display in a separate window.								
4.	Resize 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.								

Deficiency Report and the Plan of Correction Quick Reference

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 characters for the field. If more space is needed, add a new tag (instructions on next page).	TIP: Use a word processing software then copy / paste into the field.
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 New POC Tag" button.	Add POC Tag region will display.
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.

Deficiency Report and the Plan of Correction Quick Reference

Uploading Supporting Document(s)

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 button	Choose File to Upload dialog box displays.										
3.	Browse to the saved document to be attached. Documents must be saved first.	For best results attach only the following type of documents:										
<table border="1" style="margin: auto;"> <thead> <tr> <th style="text-align: center;">Document Type</th> <th style="text-align: center;">Action</th> </tr> </thead> <tbody> <tr> <td>Word</td> <td>Convert documents to pdf before attaching **</td> </tr> <tr> <td>Excel</td> <td>Convert documents to pdf before attaching **</td> </tr> <tr> <td>PDF (Acrobat)</td> <td>Attach with no additional steps needed</td> </tr> <tr> <td>Graphics</td> <td>Attach JPG or GIF type graphics – do not attach TIF (Electronic FAX) files</td> </tr> </tbody> </table> <p>** Office 2007 and 2010 has a save as option to save files to a pdf format. There are freeware products available to convert files to a pdf format. However, caution should be used when installing and using freeware products.</p>			Document Type	Action	Word	Convert documents to pdf before attaching **	Excel	Convert documents to pdf before attaching **	PDF (Acrobat)	Attach with no additional steps needed	Graphics	Attach JPG or GIF type graphics – do not attach TIF (Electronic FAX) files
Document Type	Action											
Word	Convert documents to pdf before attaching **											
Excel	Convert documents to pdf before attaching **											
PDF (Acrobat)	Attach with no additional steps needed											
Graphics	Attach JPG or GIF type graphics – do not attach TIF (Electronic FAX) files											
4.	On the Choose File to Upload dialog box, click on Open button	File is selected and entered into the Upload File field.										
5.	Enter a Name in the File 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 on the check box under the delete column. Click the Post/Delete File button.	File is deleted from the form. NOTE: 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 attached to the form. When complete, click on the " Close the Attach Supporting Documentation dialogue " button.	The Upload Region will close leaving only the Supporting Documentation table displaying.										

Deficiency Report and the Plan of Correction Quick Reference

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 the Title of the person submitting the form. Click on the “ Submit POC to KDOA ” button.	Status will change to CBF – Completed by Facility. The POC will display on a KDOA Worklist.
2.	Once approved by KDOA, the following will occur: <ul style="list-style-type: none">• All links and buttons are disabled for further editing.• Status will change to ABA – Approved by Agency	The Deficiency Report and the Approved Plan of Correction will be posted to the Public On-line NF Directory.