Pennsylvania
Department of Health

Dear Administrator:

The letter is to advise you that the Department of Health's (Department) Division of Acute and Ambulatory Care (DAAC), will use the email address provided on the "Password Agreement" for the "Point of Contact/Password Agreement Holder (PWAH), as the official means of communication with the facility. The CEO/Administrator signing that agreement is responsible to ensure that the email address is monitored appropriately, either by themselves or their designee, so that communications from the Department are received and responded to in a timely manner.

The CEO/administrator appointed by the governing body must complete/sign the password agreement. The email address provided to the Department must be the email address of the person responsible to receive licensure notifications. The "Password Agreement" also requires entry of the current emergency contact for the facility. This information is needed to keep the information current in our database. **The "Password Agreement" must be returned within 30 days of receipt.** Please complete and sign the enclosed "Password Agreement" form and email completed form to RA-DAAC@pa.gov.

The Point of Contact/PWAH designated on the "Password Agreement" will receive official communication from the Department to the email address provided including, but not limited to, the following:

Plan(s) of Correction

Facilities must submit a Plan of Correction in response to a Statement of Deficiencies through the Department's online site. To comply with the requirement, the facility must have an email address and internet access. The Department assigns a unique facility identifier and confidential password to facilities. Upon receipt of this agreement, the Department will issue the unique facility login identifier, password and written instructions for placing a Plan of Correction on the POC/Online Licensing website.

Following each survey, a facility can log onto the Department's web address with the provided login information to review the Statement of Deficiencies. The facility shall enter its Plan of Correction, indicate the date of completion and submit the Plan of Correction online for review by the Department of Health. Facilities have 10 days from the date the Statement of Deficiencies is made available for review to submit a Plan of Correction.

Division of Acute and Ambulatory Care staff then review the Plan of Correction and notify the facility electronically of its approval or rejection. The Department publishes the DAAC survey findings (Statement of Deficiencies) and Plans of Correction on the Department's public website for all hospitals, ambulatory surgical facilities and portable x-ray facilities. The findings from all surveys are available on the website, except Medicare validation and Emergency Medical Treatment and Labor Act (EMTALA) surveys. The entire report, including both the Statement of Deficiencies and Plan of Correction, is available to the public on that website 40 days after the last day of the survey.

The Department is committed to working with facilities to make electronic submission of a Plan of Correction as easy as possible, and to providing complete and accurate information about the surveys through the Department of Health's website.

Licensure/Registration Renewals

The Department will send via email a notice that the licensure/registration renewal application is available for the facility to complete. The "Password Agreement" Holder (PWAH) will use the same unique facility login identifier and password used to submit a Plan of Correction, to log in to the POC/Online Licensing website and complete the online license/registration application. Application rejections, approvals and notices to print new license will be sent via email to the PWAH.

Annual Medical Care Accountability and Reduction of Error Act (MCARE Act) Surcharge

The Department will email a letter in the spring of each year to the PWAH that explains the surcharge the facility must pay pursuant to the MCARE Act, 40 P.S. 1303.101 et seq. Included with the letter will be a statement assessing the amount due to the Department and the date by which it must be paid.

The letter serves as the required 30-day notice permitting the Department to impose an administrative penalty of $1000 per day on facilities that fail to pay the surcharge by the due date. 40 P.S. 1303.305(g).

The Department reserves the right to begin the imposition of the penalty if payment is not received timely.

Exception Requests

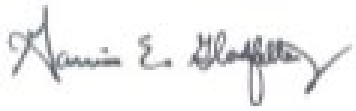
The Department will consider exceptions to regulations and FGI Guidelines if requested with adequate justification for the request. The most current forms and instructions can be found linked here for Hospitals and ASFs. The form may only be signed by the PWAH or CEO/Administrator for the facility. Determination letters are emailed to the PWAH.

Message Board

The Department posts important information for facilities on the message board. The Department encourages and expects all licensed/registered facilities to check the message board at least once a month. The message board is accessed through the POC/Online Licensing website. Messages are posted on the message board for 60 days. Viewing the message board once a month will insure that licensed/registered facilities will have had the opportunity to review important messages and information shared by the Department.

It is the responsibility of the licensed/registered facility to maintain a current Password Agreement, to provide the Department with any change to the email address used for official communication with the Department and to notify the Department if the designated PWAH changes. If you have any questions, please contact DAAC at 717-783-8980.

Sincerely,



Garrison E. Gladfelter, Jr.
Chief, Division of Acute and Ambulatory Care
Pa. Department of Health