

**Agency for Health Care Administration
Division of Health Quality Assurance
Bureau of Field Operations**

Survey Report Distribution

OVERVIEW

This protocol is intended to ensure consistent distribution of survey reports and related documents outside the Agency. This protocol does not modify existing procedures for processing survey reports within the Agency or making referrals to appropriate agencies as necessary.

BACKGROUND

In addition to processing survey reports through the licensure and certification programs within the Agency, Agency staff have historically prepared multiple copies of survey reports and distributed them to various entities. Concerns relative to patient confidentiality and the efficiency of sending copies of documents without a statutory requirement to do so necessitate development of a protocol to ensure these documents are available as appropriate.

PROTOCOL

GENERAL INSTRUCTIONS.

Communication needs to be established and maintained with state agencies charged with placement of clients in facilities regulated by the Agency for Health Care Administration(AHCA). When a survey results in enforcement activities based on Class I or Class II violations or when a moratorium is imposed at the facility or other licensure action is taken such as licensure denial or revocation or when immediate jeopardy is noted in a facility and Department of Children and Families(DCF), or Agency for Persons with Disabilities(APD) clients are in that facility, AHCA staff should contact the appropriate agency district office to apprise them of the pertinent licensure action.

PROGRAM SPECIFIC INSTRUCTIONS.

Nursing Homes. Within 60 days of a routine survey or within 30 days of an appraisal visit or other onsite visit such as a complaint investigation, the field office will provide a copy of the survey report to the appropriate local ombudsman council and the appropriate Department of Children and Families district office in the area the facility is located and to at least one public library or in the absence of a public library, the county seat in the county where the facility is located. District contact information can be obtained via the following websites:

DCF <http://www.dcf.state.fl.us/admin/dcfcontacts.shtml>

Ombudsman Council <http://ombudsman.myflorida.com/provider.jsp>

Assisted Living Facilities/Adult Family Care Homes. Within 60 days of a routine survey or within 30 days of an appraisal visit or other onsite visit such as a complaint investigation, the field office will provide a copy of the survey report to the appropriate local ombudsman council in the area the facility is located and to at least one public library or in the absence of a public library, the county seat in the county where the facility is located. When a survey results in enforcement activities based on Class I or Class II violations or when a moratorium is imposed at the facility or other licensure action is taken such as licensure denial or revocation or when immediate jeopardy is noted, a copy of that report will be provided to the appropriate Department of Children and Families(DCF) district office. District contact information can be obtained via the following web sites:

DCF <http://www.dcf.state.fl.us/admin/dcfcontacts.shtml>

Ombudsman Council <http://ombudsman.myflorida.com/provider.jsp>

End Stage Renal Dialysis Facilities. Within 60 days of any survey, the field office will provide a copy of the survey report to the Network office located at the following address:

Attention: Susan McGovern
FMQAI: The Florida ESRD Network
5201 W Kennedy Blvd, Suite 900
Tampa, FL 33609

Intermediate Care Facilities for the Developmentally Disabled.

Within 60 days of a routine survey or within 30 days of an appraisal visit or other onsite visit such as a complaint investigation, the field office will provide a copy of the survey report to the appropriate Agency for Persons with Disabilities (APD) district office in the area the facility is located and to at least one public library or in the absence of a public library, the county seat in the county where the facility is located. District contact information can be obtained via the following web site:

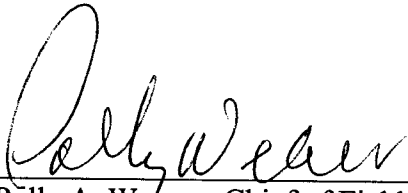
APD <http://apd.myflorida.com/about/docs/progadmin.pdf>

Crisis Stabilization Units. Within 60 days of a routine survey or within 30 days of an appraisal visit or other onsite visit such as a complaint investigation, the field office will provide a copy of the survey report to the Department of Children and Families district office in the area the facility is located and to at least one public library or in the absence of a public library, the county seat in the county where the facility is located. District contact information can be obtained via the following website:

DCF <http://www.dcf.state.fl.us/admin/dcfcontacts.shtml>

Residential Treatment Facilities. Within 60 days of a routine survey or within 30 days of an appraisal visit or other onsite visit such as a complaint investigation, the field office will provide a copy of the survey report to the Department of Children and Families district office in the area the facility is located and to at least one public library or in the absence of a public library, the county seat in the county where the facility is located. District contact information can be obtained via the following website:

DCF <http://www.dcf.state.fl.us/admin/dcfcontacts.shtml>



Polly A. Weaver, Chief of Field Operations
Division of Health Quality Assurance

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Date