

Facility:
Date:
Surveyor:

Exit Conference Plan of Correction Instructions
Condition
Home Health

Directions: Fill in the appropriate data and provide to the facility during the Exit Conference. The facility and/or agency will use these guidelines to assist them with completing their Plan of Correction (POC).

Condition-Level Deficiencies:

- A Statement of Deficiencies and Plan of Correction form will be sent to your agency within ten working days of the survey Exit Conference date.
- The POC must be developed, written, and returned to our office within ten calendar days of receiving the Statement of Deficiencies.
- Directions for completing the POC will be sent with the Statement of Deficiencies.
- HOSPICE: Send the signed Statement of Deficiencies and Plan of Correction to: _____
- HOME HEALTH: Send the signed Statement of Deficiencies and Plan of Correction to: _____

POC Guidelines

- The POC must address each regulation cited.
- Even though multiple deficiencies may be related, a separate POC must be developed for each deficiency. Do not combine multiple tags cited in one POC statement.
- The POC must be specific and realistic, stating exactly how the deficiency was, or will be, corrected.
- The POC must be written on the Plan of Correction forms (Federal POC form and state POC form) with the Statement of Deficiencies (CMS-2567 and/or state form). On Form CMS-2567 and the state form, the provider types "See Attachment" by each regulation cited and submit your plan on the separate POC forms.
- Do not forget to sign and date both the Federal and/or state Statement of Deficiency forms.
- The agency must begin the POC planning and activities immediately after the completion of the survey. Do not wait to receive the Statement of Deficiencies to plan and implement your corrective actions.
- Do not use day 45 as your POC completion date. You must have the corrective actions in place in a timely manner so that during the follow-up survey there is a clinical record of information that reflects your revised policies and procedures.

Identify one person by title to monitor and provide oversight of the entire POC and indicate this on the POC Form.

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CMS must receive a credible allegation of compliance (acceptable POC) prior to the follow-up survey.

CMS will complete a follow-up survey visit after your completion date but prior to day 45. Day 45 is: _____.

- Per the State Operations Manual (SOM §2728B), an acceptable POC must contain the following elements:
 - The plan for correcting the specific deficiency: The plan should address the processes that led to the deficiency cited.
 - The procedure for implementing the acceptable POC for the specific deficiency cited
 - The monitoring procedure to ensure that the POC is effective and that the specific deficiency cited remains corrected and/or in compliance with the regulatory requirements
 - The title of the person responsible for implementing the acceptable plan of correction
- Do not send any patient or employee identifiable information.
- Do not use any personal names or financial information on the POC.
- Do not attach forms, policies, or other documents.