

Facility:  
Date:  
Surveyor:

Exit Conference Plan of Correction Instructions  
Standard  
Home Health

Directions: Fill in the appropriate data and provide to the facility during the Exit Conference.

Standard 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 Plan of Correction (POC) must be developed, written, and returned to our office by within ten calendar days of receiving the Statement of Deficiencies.
- Directions for completing the POC will be sent with the Statement of Deficiencies.
- Please call \_\_\_\_\_ [fill in the number] if you do not receive the Statement of Deficiencies within 14 days of the survey Exit Conference date.
- 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 (Form CMS-2567 and/or state form). On Form CMS-2567 and the state form, type "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.

Exit Date:

Last Possible Completion (X5) Date:

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

- Per the State Operations Manual (SOM §2728B), an acceptable POC must contain the following elements:

Citation: S&C 14-14-HHA  
Provider Type: Home Health

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- 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 POC
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- 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.