



**DATE:** April 11, 2014

**TO:** Nursing Home Providers

**FROM:** Barbara Stewart, Acting Bureau Chief  
Bureau of Long Term Care Quality  
Ohio Department of Health

**RE:** Online Management of Desk Review Documentation

This memo is to advise you of the transition to an online process for management of desk reviews via the ODH Enhanced Information Dissemination and Collection (EIDC) system. This desk review module is an upgrade to the Online Survey Processing system that is currently in use for receipt of the 2567 and submission of the plan of correction. A desk review documentation tab will be available with your survey if the survey is potentially eligible for a desk review. Please refer to the user guide for additional information.

**Current Online Survey Process Features:**

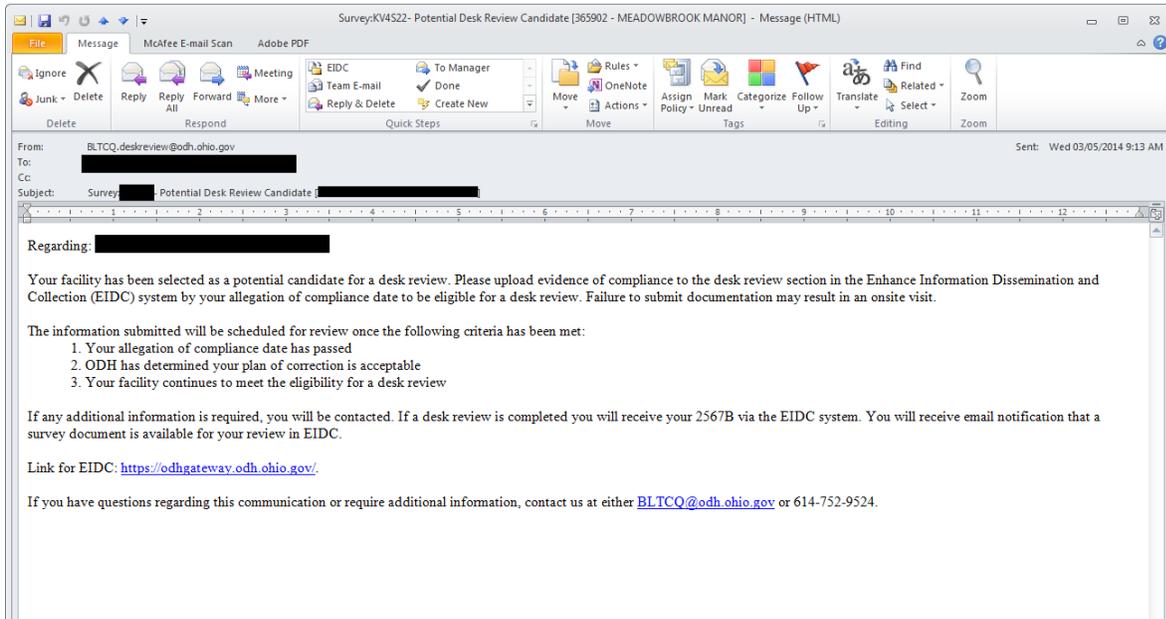
- Accessible 24 hours / 7 days per week
- Access services from ANY computer with internet connection
- Receive electronic copies of survey reports and notice letters
- Submit plans of correction and receive ODH approvals
- Submit waiver and Informal Dispute Resolution (IDR) requests
- Submit desk review evidence

**To access the online system, you must have an active EIDC account. Please go to <http://publicapps.odh.ohio.gov/eid> and select EIDC User Account Request to request a new account or make changes to an existing account.**

If you have questions regarding the online survey process, please contact [BLTCQ@odh.ohio.gov](mailto:BLTCQ@odh.ohio.gov) or 614-752-9524. For technical questions or issues regarding EIDC, please e-mail [liccert@odh.ohio.gov](mailto:liccert@odh.ohio.gov) or contact the EIDC helpdesk at 614-995-4263. Thank you for your assistance as we work to provide more efficient and accessible services.

# Processing Desk Review USER GUIDE update 03/12/14

1. An email will be sent from **BLTCQ.Deskreview** if your facility has been selected as a potential candidate for a desk review. You will then need to log into the **Enhanced Information Dissemination and Collectin (EIDC)** system.



2. To access the **Enhanced Information Dissemination and Collection (EIDC)** system, go to <https://odhgateway.odh.ohio.gov>. Type in your username and password, then click on **“Login.”** If you have forgotten or lost your username and/or password, click on the **“I forgot my password”** or **“I forgot my user name”** link.

## ODH Application Gateway

**Login:**

Welcome to the Ohio Department of Health's (ODH) Application Gateway. This Gateway is provided to allow a single point of access to all ODH applications.

Please enter your identity information on the right and click on the "Login" button to access your applications.

\* **User name:**

\* **Password:**

[I forgot my password](#)

[I forgot my user name](#)

\* Indicates required field

**NOTE:** You will need to have an EIDC account to access the 2567/POC. To request an EIDC account, Please go to <http://publicapps.odh.ohio.gov/eid> and select **EIDC User Account Request** to request a new account or make changes to an existing account (i.e., request password reset). You will receive an email response back (normally within 1 business day) with

the information you've requested. Please note that you must affiliate yourself with the facility(ies) you oversee when requesting an account.

### 3. Select "2567/Plan of Correction."

The screenshot shows the website header for the Division of Quality Assurance, Enhanced Information Dissemination & Collection. A vertical navigation menu on the left contains the following links: Home, Update Information, License Renewal Program Re-approval, Nurse Aide Information, Self Reported Incident, 2567 / Plan of Correction (highlighted with a red arrow), Administration, Reports, FAQs, Download Forms, Notifications/Alerts & Bulletin Board, DQA Event Registration, Contact ODH, and Change Provider. The main content area features a title 'Division of Quality Assurance', four small images, and the text 'Enhanced Information Dissemination & Collection'.

### 4. Select your facility name.

The screenshot shows the same website header as above. The main content area displays a table titled 'Facilities with Statement of Deficiencies'. A red arrow points to the first row of the table. Below the table is a note: '(Currently the Ohio Department of Health accepts Plan of Correction (POC) statements for Nursing Homes, Residential Care Facilities, TCFRD and NATCSP Facility Based Programs.)'

Facility Name	Address	Additional Information
ABC Nursing Home	1234 Test Street Columbus, OH 43215	SNF/NF DUAL CERT
		SNF/NF DUAL CERT
		SNF/NF DUAL CERT

**NOTE:** If you oversee more than one facility and have requested an EIDC account for each, the facility(ies) will be listed above.

5. You will see  next to the survey event ID. This indicates that the survey has been selected as a potential desk review candidate. Select the survey event ID (in blue underline) to open up the survey.

Please indicate email addresses to which notifications will be sent for this provider. The Ohio Department of Health highly recommends that each facility identify email addresses that are a Statement of Deficiencies are sent out.

Email Address:

**Email addresses associated with this provider**  
[\(Remove Email\)](#) [REDACTED]

(Select Survey to see Statement of Deficiencies and Submit POC)

POC Status	IDR Status	Event Id	Survey Year	Survey Date	Exit Date	SOD Sent	POC Submitted	POC Due	POC Approved
✓		<a href="#">ED7T21</a> 	2014	01/23/2014	01/23/2014	02/05/2014			
✓		<a href="#">ED7T11</a> 	2014	01/21/2014	01/23/2014	02/05/2014			
✓		<a href="#">0X8I12</a>	2013	11/29/2013	11/29/2013	11/29/2013			
✓		<a href="#">E2K111</a>	2013	10/08/2013	10/08/2013	10/23/2013			
✓	✓	<a href="#">0X8I11</a>	2013	09/24/2013	09/24/2013	10/31/2013	11/08/2013		11/08/2013
✓		<a href="#">42OZ11</a>	2013	05/23/2013	05/23/2013	06/05/2013			
✓		<a href="#">QL4O11</a>	2013	01/09/2013	01/09/2013	01/17/2013			
✓		<a href="#">32BW12</a>	2012	11/28/2012	11/28/2012	02/12/2013			
✓		<a href="#">32BW22</a>	2012	11/28/2012	11/28/2012	02/12/2013			
✓		<a href="#">32BW21</a>	2012	10/04/2012	10/04/2012	10/18/2012	10/29/2012		10/29/2012
✓		<a href="#">32BW11</a>	2012	09/30/2012	10/03/2012	10/19/2012	10/29/2012		10/29/2012

- Graphics Key**
-  = Available for Review
  -  = Pending ODH Approval
  -  = More Information Required
  -  = POC Not Accepted
  -  = Approved/Completed by ODH
  -  = Potential Desk Review Candidate

6. Select the **Desk Review Documentation** tab.

Notices | Statement of Deficiencies | POC Documentation | Verify and Submit | **Desk Review Documentation**

Below is the Statement of Deficiencies document. If there were any letters that were emailed to you, they are also listed below. Please acknowledge below that

Status	Letter Date	Document Name
	02/20/2014	<a href="#">2567 Federal Form (BLD 01) - Finalized</a>
	02/05/2014	<a href="#">2567 Federal Form (BLD 01)</a>

[Guidelines for writing an acceptable plan of correction](#)

This Plan of Correction has been app

7. Click on the **Select Tag** field box (highlighted in yellow). You can select all tags or specific tag(s) that applies to the document you are uploading. Please provide your evidence of compliance for each deficiency by the allegation of compliance date.

Please upload evidence of compliance for each deficiency by your allegation of compliance date. When uploading supporting documents select the applicable F tag(s) and/or N tag(s). More than one tag may be selected for each document. Tags cited at severity level one will not display as an option when uploading supporting documentation (i.e. A, B, and C deficiencies are considered substantial compliance). Examples of supporting documents may include: audit tools, inservice logs, training documents, policies/procedures, pictures, work orders, etc.

Tag	Uploaded Files
F - 0225 E	
F - 0226 E	
F - 0253 D	
F - 0323 D	
F - 0441 D	
N - 0359	
N - 0437	
N - 0616	
N - 0734	

Select Tag:

Category: Desk Review

Description:

Select Document to Add:  All Tags

- F - 0225 E
- F - 0226 E
- F - 0253 D
- F - 0323 D
- F - 0441 D
- N - 0359
- N - 0437

(Accepted file types are PDFs and Common image files)

Plan of Correction has been approved by ODH.

**Note:** Any uploaded documents with a file size that exceeds 10 MB will be indicated in red. Documents that exceed 10 MB may be slow in uploading or opening the files. It is recommended that the documents be split into multiple smaller files.

Please upload evidence of compliance for each deficiency by your allegation of compliance date. When uploading supporting documents select the applicable F tag(s) and/or N tag(s). More than one tag may be selected for each document. Tags cited at severity level one will not display as an option when uploading supporting documentation (i.e. A, B, and C deficiencies are considered substantial compliance). Examples of supporting documents may include: audit tools, inservice logs, training documents, policies/procedures, pictures, work orders, etc.

Tag	Uploaded Files
F - 0241 D	<a href="#">copier-poc@pocmail.com_20140303_120303stma.pdf</a>
F - 0332 D	<a href="#">copier-poc@pocmail.com_20140303_124649Nurses2.pdf</a>
F - 0362 E	
F - 0441 D	<a href="#">copier-poc@pocmail.com_20140303_124649Nurses2.pdf</a>
F - 0514 D	<a href="#">copier-poc@pocmail.com_20140303_124649Nurses2.pdf</a>
N - 0206	
N - 0439	
N - 0533	
N - 0801	

Select Tag:

Category: Desk Review

Description:

Select Document to Add:  (Accepted file types are PDFs and Common image files)

Required Fields

Tag	Document	Description	Submitted By	Created Date	Category
F - 0241 D	<a href="#">copier-poc@pocmail.com_20140303_120303stma.pdf</a>	In service staff Resident Dignity	CHRIS HOPE	03/03/2014 01:33:41	Desk Review
F - 0332 D	<a href="#">copier-poc@pocmail.com_20140303_124649Nurses2.pdf (File Size: 15.3 MB)</a>	Nursing Medication Reeducation	CHRIS HOPE	03/03/2014 01:37:25	Desk Review
F - 0441 D	<a href="#">copier-poc@pocmail.com_20140303_124649Nurses2.pdf (File Size: 15.3 MB)</a>	Nursing Medication Reeducation	CHRIS HOPE	03/03/2014 01:38:06	Desk Review
F - 0514 D	<a href="#">copier-poc@pocmail.com_20140303_124649Nurses2.pdf (File Size: 15.3 MB)</a>	Nursing Medication Reeducation	CHRIS HOPE	03/03/2014 01:38:45	Desk Review

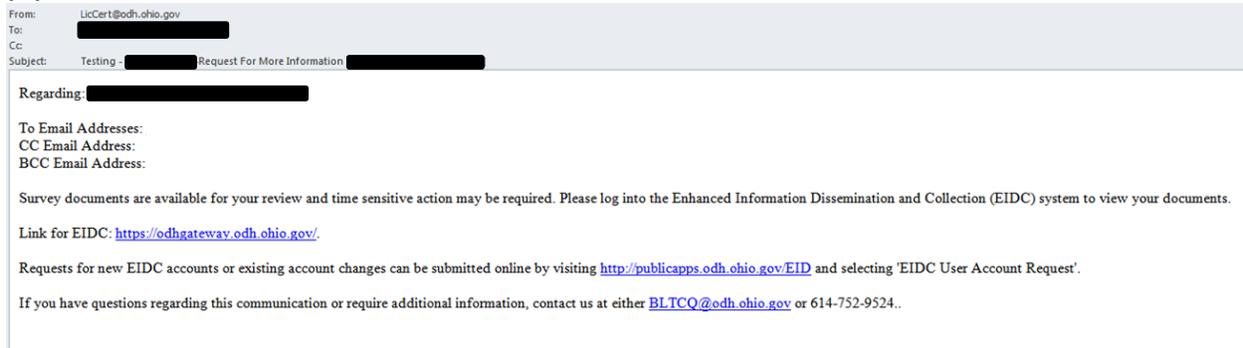
This Plan of Correction has been approved by ODH.

8. Click on **Upload and Submit Documentation** for each document. A message box will appear indicating that the document has been sent to ODH. Click **OK**.

In addition, you will also receive an email for each document notifying you that it was sent to ODH.

9. If additional documents are needed to complete the desk review, the request for information communication will be sent by ODH and you will be notified by email (A) that additional documentation has been requested. The communication will be indicated in red within the (B) **Desk Review Documentation tab** under the **Desk Review Request Information column**.

(A)



(B)

Notices | Statement of Deficiencies | POC Documentation | Verify and Submit | **Desk Review Documentation**

Please upload evidence of compliance for each deficiency by your allegation of compliance date. When uploading supporting document each document. Tags cited at severity level one will not display as an option when uploading supporting documentation (i.e. A, B, and C documents may include: audit tools, inservice logs, training documents, policies/procedures, pictures, work orders, etc.

Tag	Uploaded Files	Desk Review Request Information
F - 0280 D	<ul style="list-style-type: none"> <li><a href="#">Audit_tool.docx</a></li> <li><a href="#">Desk_Review_Summary_of_Evidence.PDF</a></li> <li><a href="#">Desk_Review_Worksheet.PDF</a></li> <li><a href="#">Inservice_Log_Sheet.docx</a></li> <li><a href="#">Training_documents.docx</a></li> </ul>	Please submit your inservice logs for this tag.
N - 0432	<ul style="list-style-type: none"> <li><a href="#">Audit_tool.docx</a></li> <li><a href="#">Desk_Review_Summary_of_Evidence.PDF</a></li> <li><a href="#">Desk_Review_Worksheet.PDF</a></li> <li><a href="#">Inservice_Log_Sheet.docx</a></li> <li><a href="#">Training_documents.docx</a></li> </ul>	Please provide evidence of compliance by submitting your policy and procedure

Select Tag:

Category: Desk Review

Description:

Select Document to Add:   (Accepted file type:  = Required Fields)

10. Once the desk review has been completed and processed, the 2567b form will be sent in EIDC.