OHIO DEPARTMENT OF HEALTH

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John R. Kasich / Governor

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 or 614-752-9524. For technical questions or issues regarding EIDC, please e-mail 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**.
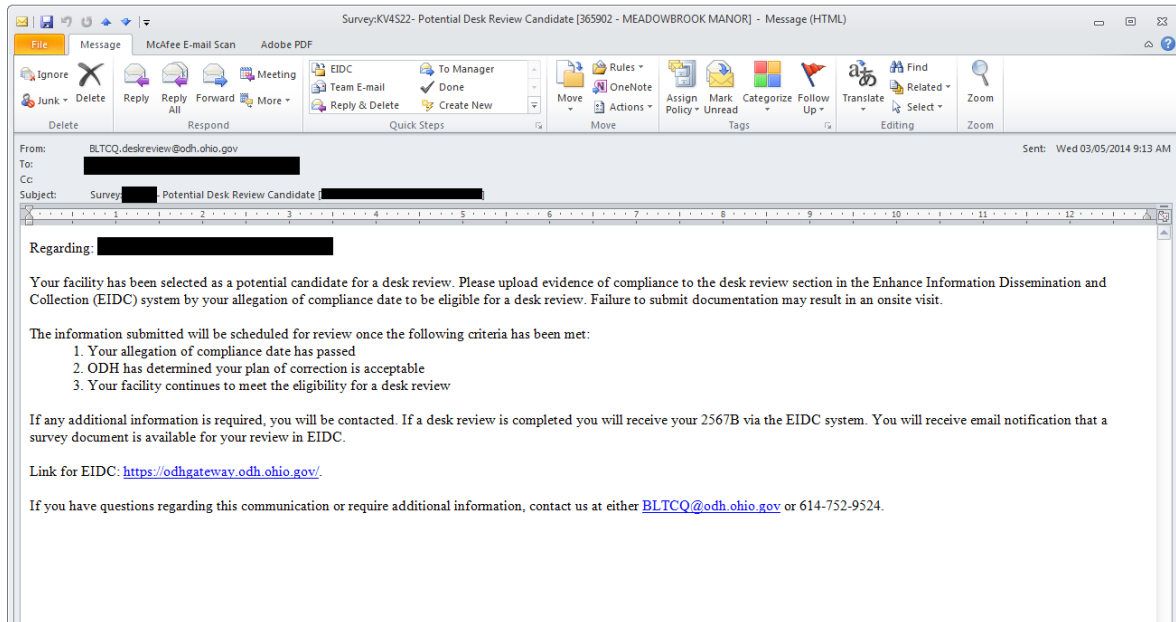
2. To access the **Enhanced Information Dissemination and Collection (EIDC)** system, go to https://odhgateway.odh.ohio.gov. Type in your username and password, then click on **"Login."** If you have forgotten or lost your username and/or password, click on the "I forgot my password" or "I forgot my user name" link.

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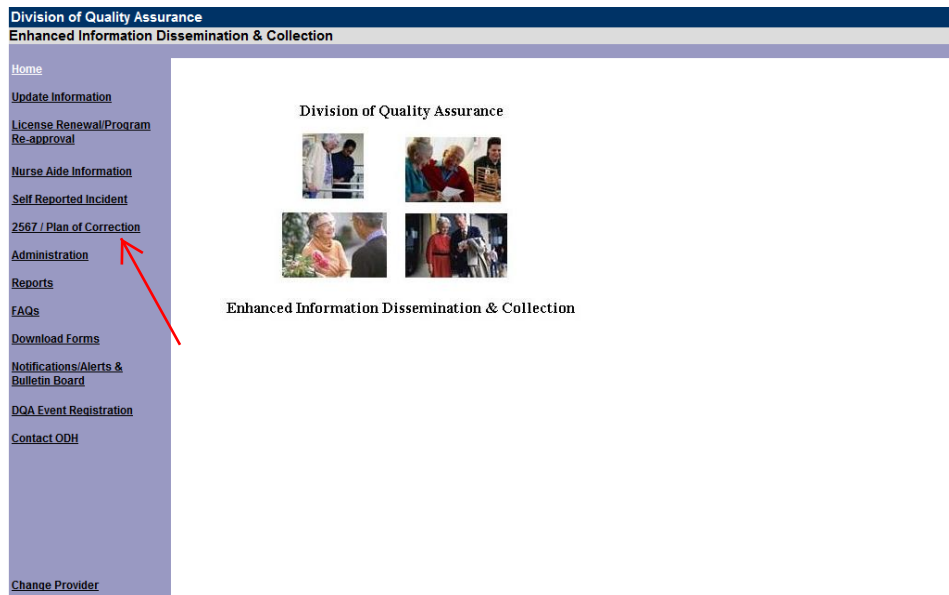
4. Select your facility name.
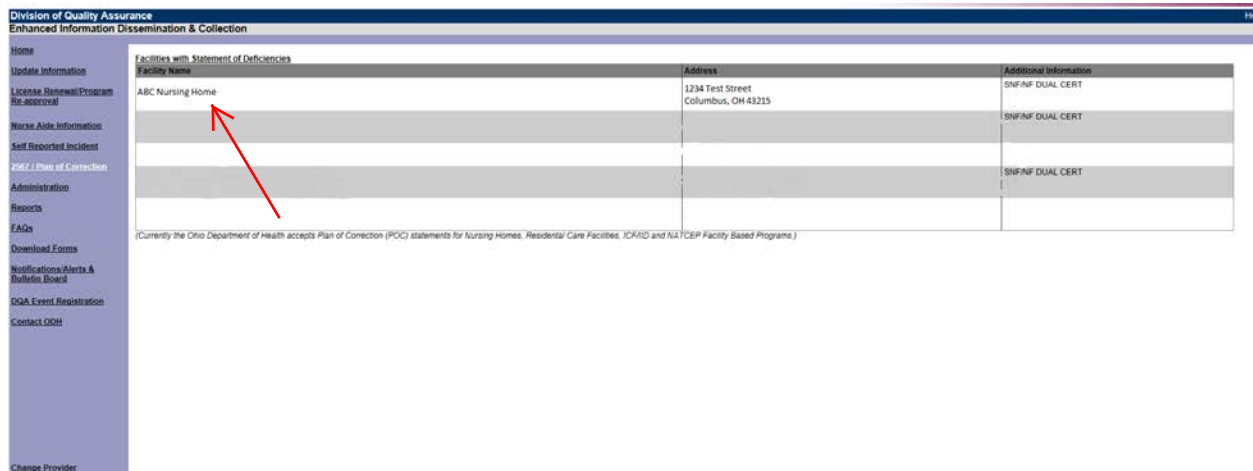
NOTE: If you oversee more than one facility and have requested an EIDC account for each, the facility(ies) will be listed above.

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: [   ] [Add Email Address]

Email addresses associated with this provider
(Remove Email)

(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
✔		ED7T21	2014	01/23/2014	01/23/2014	02/05/2014			
✔		ED7T11	2014	01/21/2014	01/23/2014	02/05/2014			
✔		0X8I12	2013	11/29/2013	11/29/2013	11/29/2013			
✔		E2K111	2013	10/08/2013	10/08/2013	10/23/2013			
✔	✔	0X8I11	2013	09/24/2013	09/24/2013	10/31/2013	11/08/2013		11/08/2013
✔		42OZ11	2013	05/23/2013	05/23/2013	06/05/2013			
✔		QL4O11	2013	01/09/2013	01/09/2013	01/17/2013			
✔		32BW12	2012	11/28/2012	11/28/2012	02/12/2013			
✔		32BW22	2012	11/28/2012	11/28/2012	02/12/2013			
✔		32BW21	2012	10/04/2012	10/04/2012	10/18/2012	10/29/2012		10/29/2012
✔		32BW11	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
X = 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	2567 Federal Form (BLD 01) - Finalized
	02/05/2014	2567 Federal Form (BLD 01)

Guidelines for writing an acceptable plan of correction

[I acknowledge I have read the above documents]

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.

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.

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)

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