

## **PROVIDER COMPLIANCE EXIT CONFERENCE GUIDELINES**

### **I. EXIT CONFERENCE WELCOME**

- Introductions if there are new attendees.

**NOTE:** Pass around signature sheet.

### **II. IDENTIFICATION OF IMMEDIATE RISK to HEALTH, SAFETY AND/OR WELFARE**

- Indicate that there are no immediate risks to health and/or safety.

**OR**

- Identify that there are immediate risks to health and/or safety.

**NOTE:** If the review indicates such a risk, the reviewer(s) must ensure that the situation that posed the immediate risk has been corrected or that the survey team has approved a plan for immediate implementation and/or resolution. This must be completed before the surveyor(s) leaves the site.

### **III. SUBMIT INFORMATION/DOCUMENTATION**

- IMPORTANT TO EMPHASIZE:** This is the final opportunity to submit any information or documentation that would address any potential deficiencies.
- No documentation will be accepted after the Exit Conference in order to avoid the finding of a deficiency.
- After the Exit Conference if you have any additional information, please submit with the POC.

### **IV. GENERAL SUMMARY**

- Identify areas of positive performance- **VERY IMPORTANT- DO NOT SKIP**
- Identify areas of deficiency

### **V. REPORT INFORMATION**

- The Report will be sent to the certified provider no later than 21 calendar days after the date of the review.
- The Report will include:
  - A cover letter
  - Combined Initial Report and POC response form
  - An “Acknowledgement Form” (for reviews conducted by CB only)
  - POC instructions
  - Appeal information
- The cover letter includes specific instructions and timelines. A response is needed within 14 calendar days of the date of the cover letter.
- It is important for the provider to send verifying documentation along with the POC. For example, if the provider’s POC response states that specific staff have received training on Incidents Adversely Affecting Health and Safety, then evidence of that training should be submitted with the POC.
- The POC is to be emailed back on the report format. Any substantiating documentation can be mailed or faxed to the reviewer. The processing info will be on the cover letter.
- Appeal process is outlined in the Provider Compliance Review rule (5123:2-9-08).

### **VI. QUESTIONS AND ANSWERS**