Plan Submission Needed



HAIP Divison notified by PA DOH Licensure Bureau of:

New Facility, New Service, Change of Ownership

OR

Field Surveyor recommends IC Plan resubmission



Facility Administrator/CEO receives email from $\ensuremath{\mathbf{HAIP\ Division}}$

- 1. Requesting name of facility IP
- 2. Notification of need to submit IC Plan for review and approval



Facility Administrator/CEO emails name and contact information of IP or POC to HAIP Division , RA-DHHAI@pa.gov



HAIP Division emails IP or POC details of the IC Plan **phased** review and approval process with resources attached

IC Plan and Supporting Documents Submitted via email



IP or POC

- 1. Reviews email and IC Plan Resources
- 2. **Utilizes** resources to **develop** IC plan, Risk Assessment, IC policies
- 3. Ensures all documents meet requirements of Checklist p.1



IP or POC follows Checklist and submits IC plan and supporting documents to HAIP Division, RA-DHHAI@pa.gov within 30 days



Submission will include:

IC Plan
Infection Prevention and Control Risk Assessment
14-17 Policies to support implementation

Plan Submission Screening



HAIP Division acknowledges receipt of submission via email



HAIP Division screens submission using a standardized screening rubric within 14 business days of receipt



HAIP Division emails screening outcome to facility

- •Accepted plans move to Plan Submission Review Queue
- Rejected plans returned with rubric for correction and resubmission within 14 business days. Process repeated until ALL submission requirements met.



Questions: RA-DHHAI@pa.gov, Weekly Q&A

Plan Submission Review



Reviewer notifies facility via email when review starts



Reviewer utilizes standard review process to review submitted documents within *30 days* of review start



Reviewer emails review outcome to facility

- •Letter of approval with expectation of plan implementation
- Rejected plans returned with suggested edits and resubmission time. Process repeated until APPROVAL.



Questions: Email or scheduled consultations with Reviewer

Acronyms:

HAIP Division – Pennsylvania Department of Health (PA DOH), Bureau of Epidemiology, Healthcare Associated Infection Prevention (HAIP) Division, Infection Control (IC) Plan Review Team

IP – Infection Preventionist

POC – Interim Point of Contact

Checklist – Infection Control Plan Submission Checklist

Reviewer – Assigned HAIP Division IC Plan Review Team Member



IC Plan Process

Infection Control Plan Submission Checklist

- Facility to utilize pgs.1 & 2 as a checklist to verify ALL documents are included in submission and comply with submission checklist criteria (format, content, dating, etc.)
- Overview of IC Plan Review Process

Infection Control Plan Toolkit

- Provides the why behind IC Plans
- Includes MCARE (and other relevant laws) overview and how it pertains to IC plans
- Links to document examples for facility review

How to Submit an IC Plan & Utilize IC Plan

Resources 16 minute video of the IC Plan Resources & submission process

IC Plan Resources

IC Plan, Risk Assessment, Policies

Infection Control Plan Outlines

- Outline for each setting (Hospital, LTC, ASF)
- Starting point to write a plan & ensure all MCARE topics in plan

Infection Control Risk Assessment Resource

• Template to perform facility specific risk assessment

Infection Control Policy & Procedure Development Resource

• Starting point for developing and revising IC policies & Highlights suggested information to include in key IC policies

Policy and Procedure Outline

• Includes all recommended elements of policy structure, approvals and dating

Questions

Weekly Q&A with Review Team (Every Wednesday 1-2pm)

Join on your computer or mobile app Click here to join the meeting
Or call in (audio only) +1 267-332-8737,,375837352#
Phone Conference ID: 375 837 352#

Email

- Review Team, RA-DHHAI@pa.gov
- Assigned Facility Reviewer

IC Plan Consultations Request (Review Phase Only)

- Form sent during review phase if plan is rejected
- Dedicated scheduled time with reviewer to ask questions on plan rejection and needed revisions for approval.

Review Team

IC Plan Submission Screening Rubric

- Standard Criteria Checklist to screen IC plan submissions
- Facility will only receive if their plan fails screening; as a reference to make revisions necessary for plan approval.

IC Plan Review Form

- Detailed form used by Reviewer to ensure standardized review process
- Includes all MCARE and regulatory elements necessary for plan approval

12/2023