

Healthcare Facility Portal Web Application Overview

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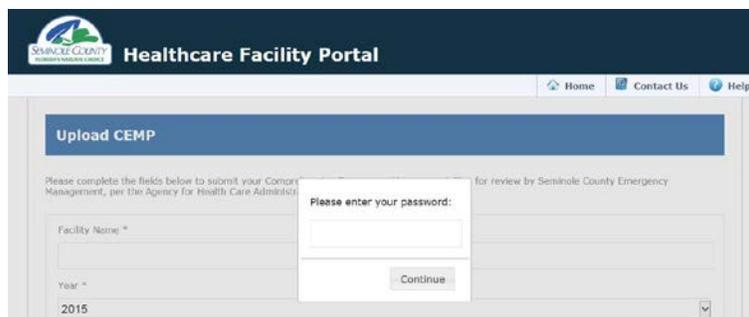
IMPORTANT SUBMITTAL INFORMATION

1. All plans must be submitted on-line through the Healthcare Upload Portal;
2. The plan must be in PDF, DOC, or DOCX format;
3. Plans cannot be password protected;
4. Plans must include AHCA's Emergency Management Planning Criteria specific to your facility. The criteria will serve as the suggested plan format. List the page number and paragraph of where the information is located in your plan on the line to the left of each item on the criteria.
5. Criteria, Contact Sheet and Review Acknowledgement form must be included before the basic plan when uploading to the portal.
6. Plans must be submitted as one document with all supporting documentation inserted after the basic plan.
7. Use identifiers (blank page) between each section to separate the annexes / appendixes / MA Agreements/floor plans etc.
8. All submissions can be uploaded as one (1) complete document, to include criteria, CEMP, MA Agreements, Fire Plan, annexes etc. or separately as appropriate.
9. The fire plan must be a separate appendix; if approved by a municipality, ensure the approval letter from the fire marshal is included.

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Upload CEMP

This module is password protected. The password is given by the System Administrator. The Upload CEMP section is where the Healthcare Facilities upload their documents in a secure way and entered their information including contact email.



Upload CEMP Form

This form is used to upload the facilities' CEMP documents and their contact information.

1. **Facility Name:** The Healthcare Facility Name. Please find and select your facility using the drop down list. In case the facility is not listed please select other and enter the name.
2. **Year:** The CEMP year. This field automatically selects the current year and adds two other options to upload CEMP for the previous and next years.
3. **Contacts Name:** The person's contact name.
4. **Contacts Email:** The facility's contact email. The system uses this email address to send status notifications.
5. **Contacts Cell Phone:** The facility's contact phone.
6. **Submission Type:** There are two options to submit the CEMP document (Initial Submission and Re-upload). Please select the "Initial Submission" option when uploading the CEMP for the first time (Healthcare Facility and year).
7. **Emergency Plan (CEMP):** The actual CEMP file. Please click browse and select the CEMP document to upload to the selected Facility.
8. **Mutual Aid Agreement(s):** Please click browse and select the Mutual Aid Agreement(s) document to upload to the selected Facility.
9. **Fire Plan:** Please click browse and select the Fire Plan document to upload to the selected Facility.
10. **Other:** Please click browse and select any other related document to upload to the selected Facility.
11. **Upload Files:** Uploads the file(s) after all the required fields are filling out. The system will send a confirmation email to the contacts email address.

(Note: The Healthcare Portal requires uploading at least one of the four types: "Emergency Plan", "Mutual Aid Agreement", "Fire Plan" and "Other")

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Upload Documents

Please complete the fields below to submit your Comprehensive Emergency Management Plan for review by Seminole County Emergency Management, per the Agency for Health Care Administration's licensure requirements.

- 1 Facility Name *
- 2 Year *
- 3 Contacts Name
- 4 Contacts Email *
- 5 Contacts Cell Phone
- 6 Submission Type *
- 7 Emergency Plan (CEMP)
 No file chosen
- 8 Mutual Aid Agreement(s)
 No file chosen
- 9 Fire Plan
 No file chosen
- 10 Other
 No file chosen

By clicking on the "Upload File" button, you acknowledge the following:

- For Initial Submissions - Emergency Management, by Florida Statute, has 60-calendar days, from date of submission, to complete their review;
- Any revisions must be made and the plan resubmitted to the County Office of Emergency Management within 30 days of receiving notification from the county agency that the plan must be revised. If revisions are not submitted within the time allowed, the CEMP will be considered out of compliance and must be uploaded as an initial plan;
- For Re-Submissions - Emergency Management, by Florida Statute, has 15-business days, from date of re-submission, to complete their review;
- If you do not currently have an approved CEMP, AHCA will be notified, and your facility administrator will receive a delinquency notice.
- CEMPs are reviewed in the order they are received, and in compliance with the appropriate time period associated to the type of submission;
- All submissions can be uploaded as one (1) complete document, to include criteria, CEMP, MA Agreements, Fire Plan, annexes etc. or separately as appropriate.
- Emergency Management does not review Home Health, Nurse Registry, and Home Medical Equipment facility plans. These plans should be submitted to the Florida Department of Health.

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