

# Certification Process - Independent Study

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## Advanced

You are going to schedule a recertification survey using either AST or ACO (your choice), cite tags, enter an IDR and create an enforcement case for <A> Certification Review NH.

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### 1 Locate Facility

- If using ACO, you can print the Certifications to be Scheduled report for nursing homes to see that **<A> Certification Review NH**, where A is your training letter, is listed.
- In AST locate your facility in the Certifications to be Scheduled folder.

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### 2 Schedule surveys and cite tags

- Create a certification kit and schedule health and LSC surveys for **<A>Certification Review NH** using ACO or AST, using a date last week as the start and exit dates for the surveys and add yourself to the survey team.
- Cite two tags on the health survey, **0323** with SS of **A** and **0333** with SS of **E**

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### 3 Create an action item

- Create action item to send SOD letter to provider dated last week and assign to yourself.

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### 4 Add a survey attachment

- From the Citation Manager, choose any file from C:\Aspen Tech Train and attach it to the Health survey.

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### 5 Generate the Training Deficiencies letter to the facility

- Use today's date as the date created
- Close your action item.

**6 In AEM, add an enforcement case**

- Change Federal Type to **Opportunity to Correct**.

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**7 Schedule IDR for tag with SS of E**

- Select **02 Requested** for IDR Status, and schedule as a desk review for today.
- After the desk review, it was determined that SS should change to B. Change IDR Status to **06 SS Change to B**, enter comments in the IDR Notes section.

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**8 Print Certification Milestones report**

- In the Alpha tree, right-click the certification kit and select **Quick Reports | Certification Milestones** to view details.

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**9 Enter Completion Dates**

- Select **Tracking | Certifications**, open your certification, and enter a **Completion Date** of today for both tags.

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**10 Create Revisit Survey**

- Create a revisit survey with Start and Exit dates of today.