

Certification Process - Independent Study

Basic

You are going to schedule a recertification survey using ACO, cite tags, and create an enforcement case for <A> Certification Review NH.

Part 1 (Certification)

1 Locate Facility

- In ACO, you can print the Certifications to be Scheduled report for nursing homes, for the month of July to see that **<A> Certification Review NH**, where A is your training letter, is listed.

2 Schedule surveys and cite tags

- Create a certification kit and schedule health and LSC surveys for **<A>Certification Review NH** using ACO, 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**.

3 Add a survey attachment

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

4 Create an action item

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

5 Generate the Training Deficiencies letter to the facility

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

Part 2 (Enforcement)

6 In AEM, add an enforcement case

Open ACO, and on the Enforcement tab, find the **<A> Certification Review NH** facility you were using for Part 1.

- Create a enforcement case using the survey you created last week.
- Change Federal Type to **Opportunity to Correct**.

7 Print Certification Milestones report

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

8 Enter Completion Dates

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

9 Create Revisit Survey

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