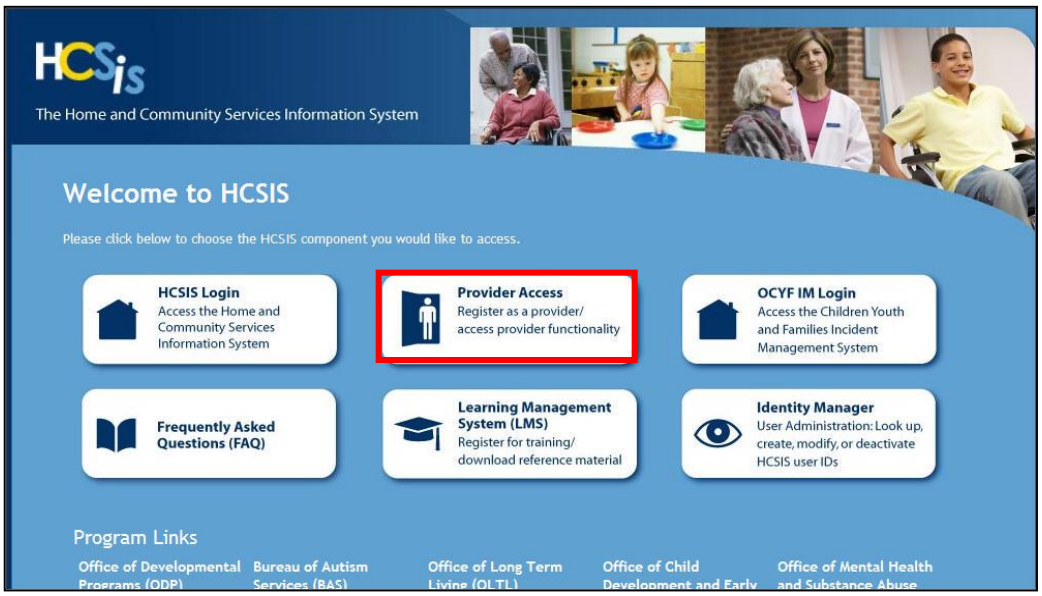
SUBMITTING A PLAN OF CORRECTION

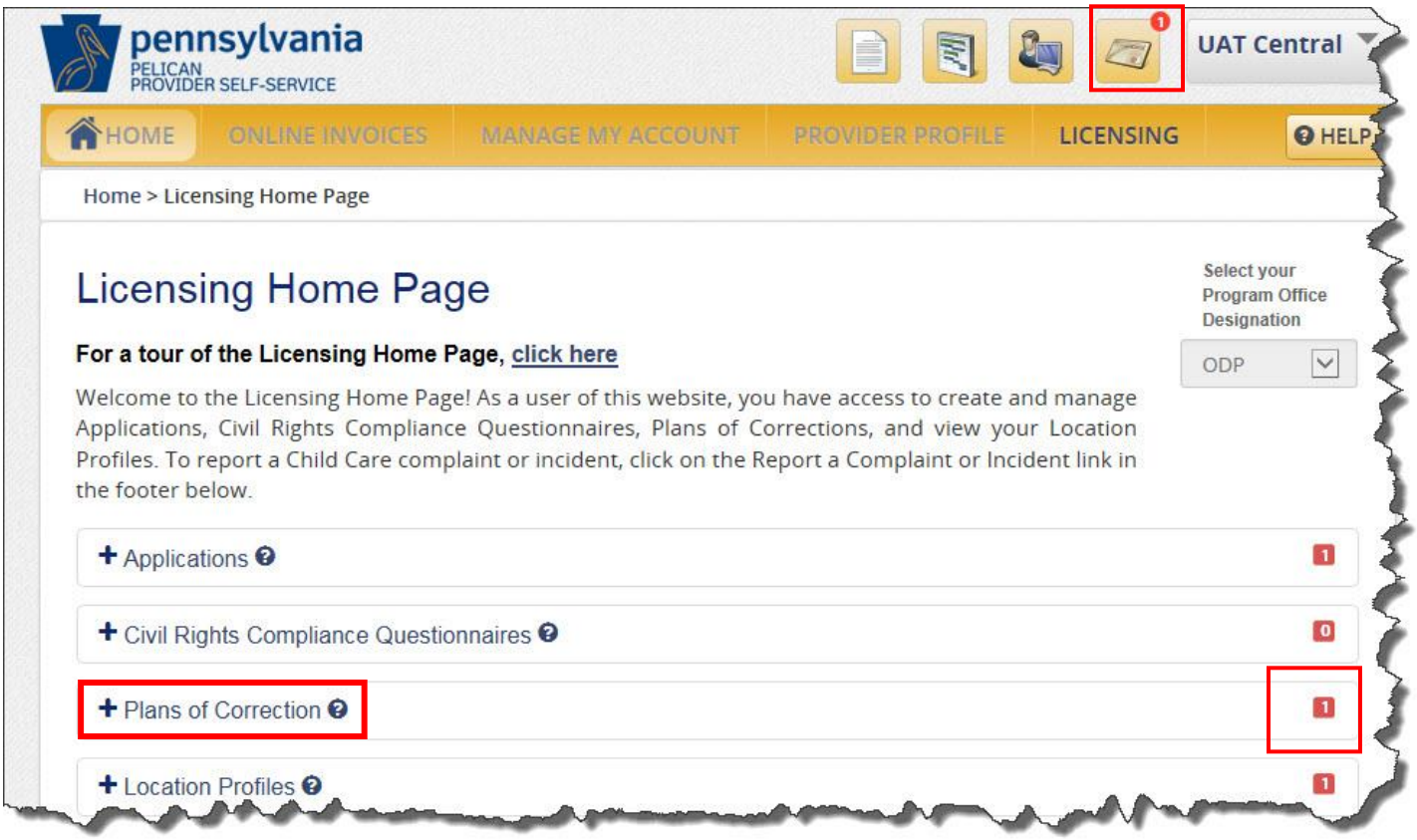
This job aid describes the steps required for a Provider to submit a POC.

1. Access the HCSIS Provider Portal and enter your login information.

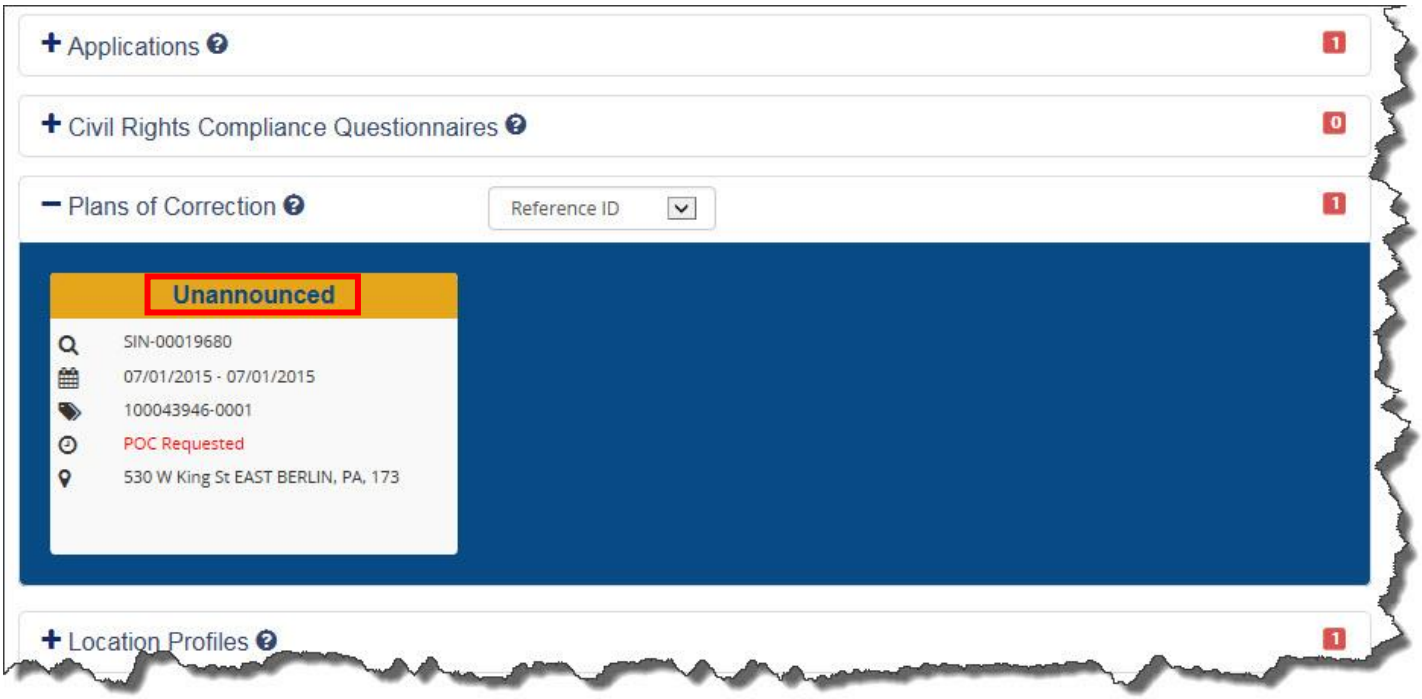


2. Click the link to Access Certification and Licensing.

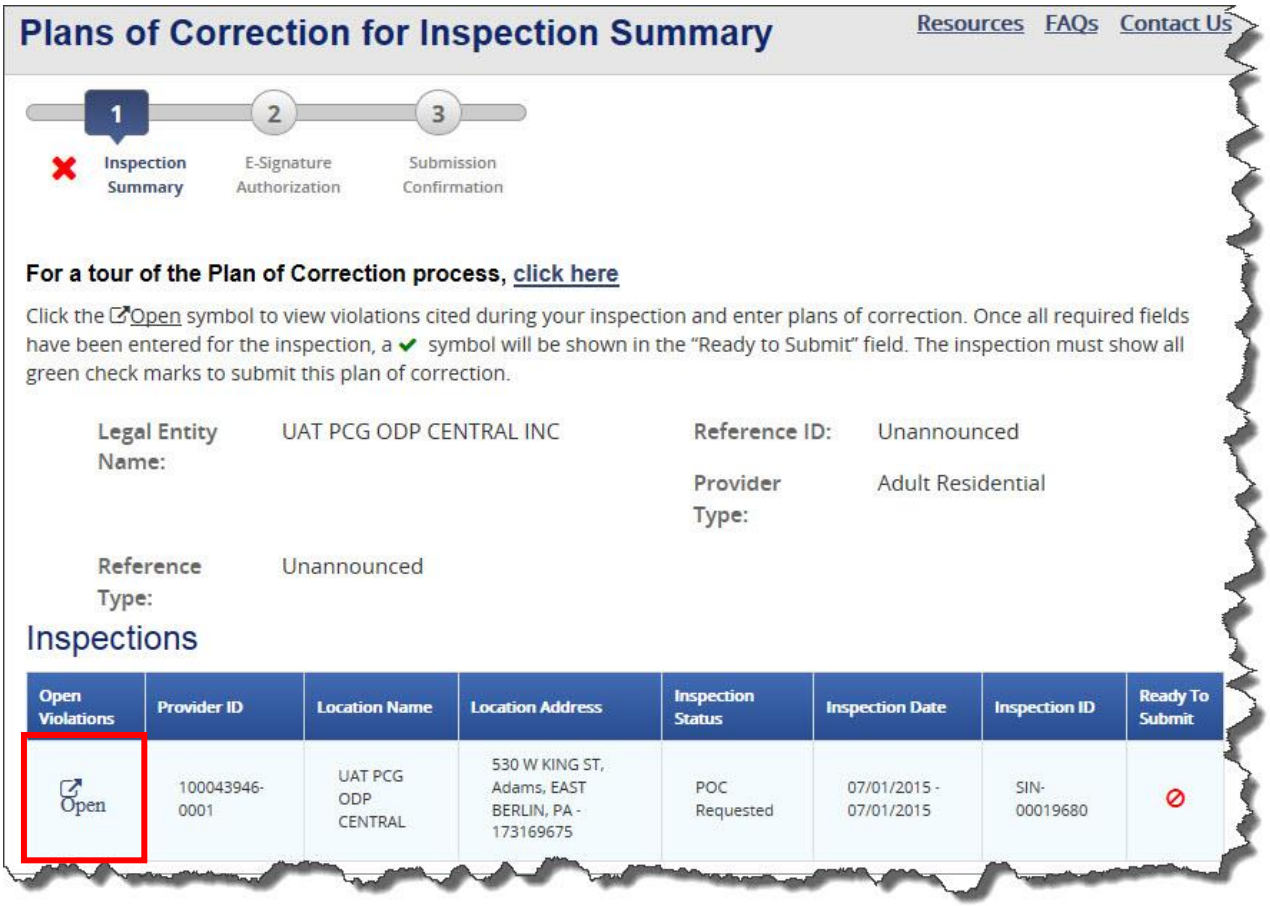
- The Licensing Home Page displays with information for the provider. Notice the red number 1 at the top of the screen and at the right side of the screen in the same row as Plans of Correction. The number at the top alerts you that some licensing action is required and the number at the right is alerts you that POC action, specifically, is required.



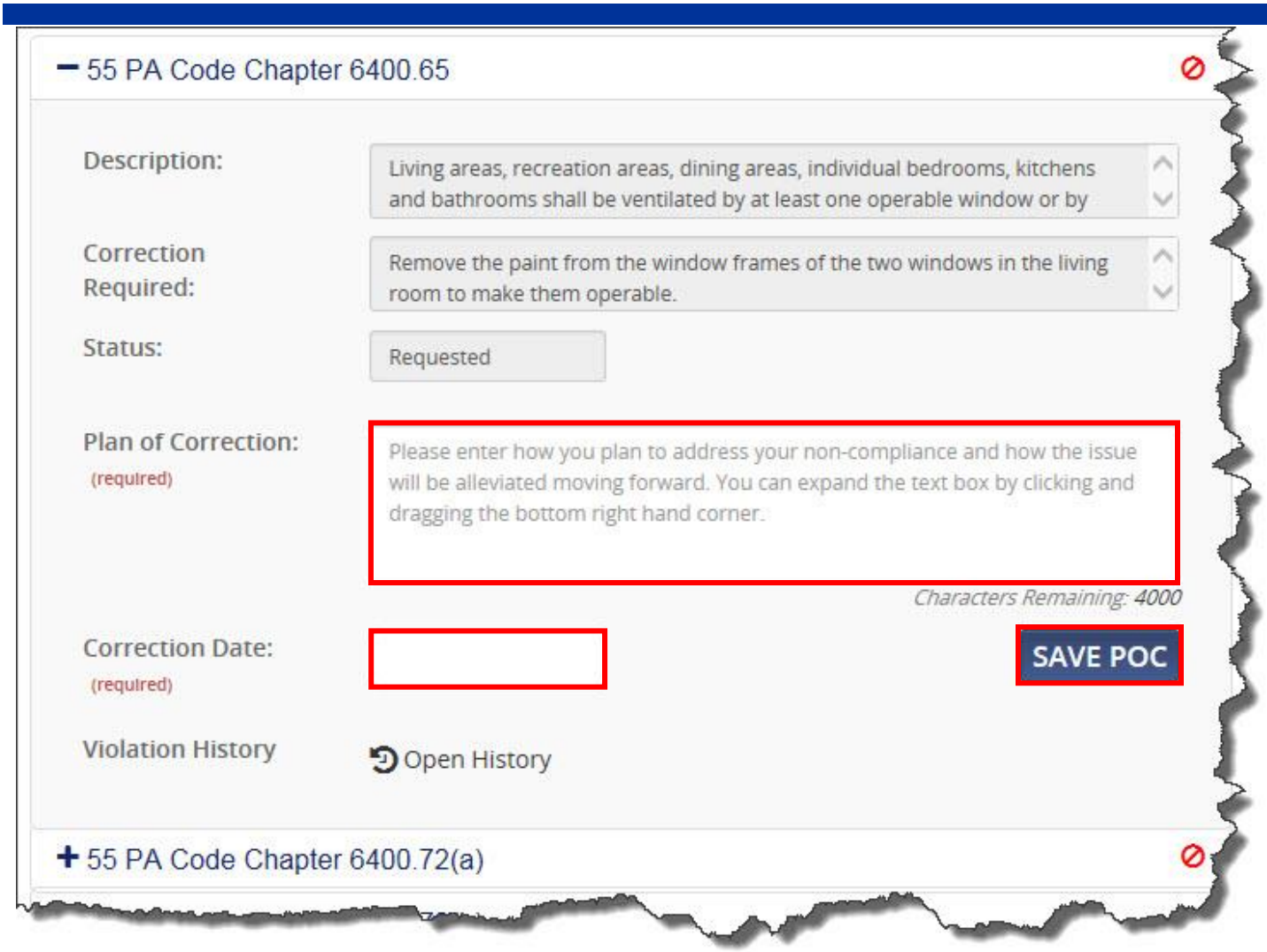
3. Click Plans of Correction to display the inspections for which POCs are requested.
4. Click the hyperlink for the pending POC.



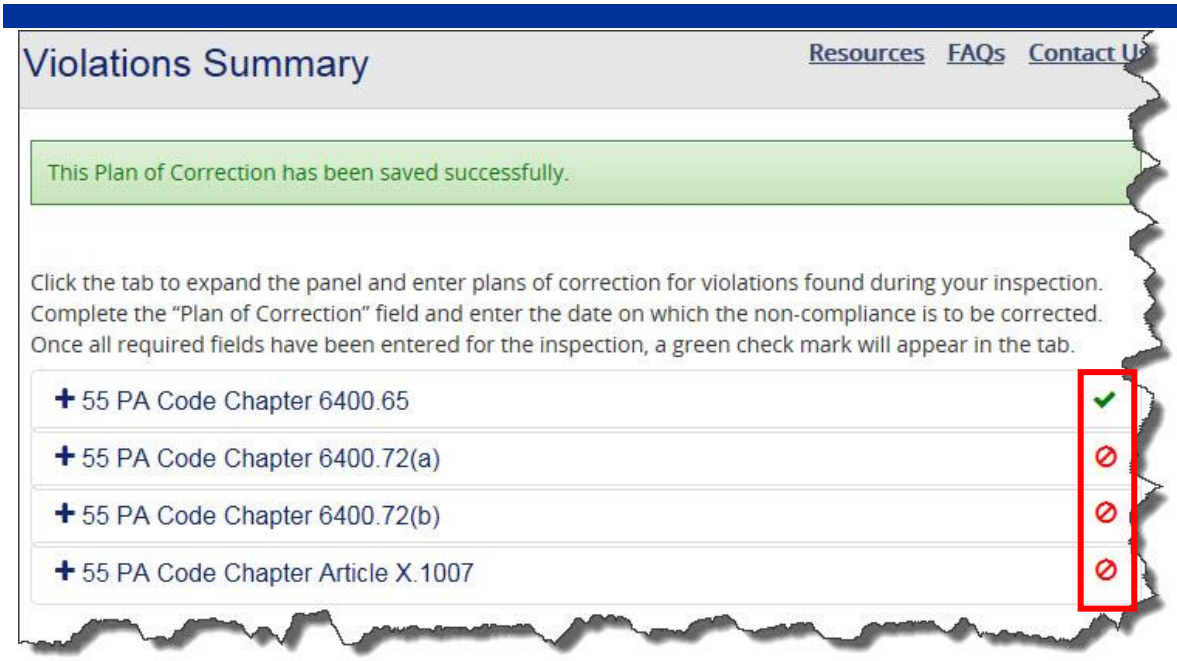
5. Select [Open] to work with the desired violation.



6. Enter the **Plan of Correction.**
7. Enter the **Correction Date**.
   - The Provider's Correction Date refers to the date that the Provider anticipates having the correction completed.



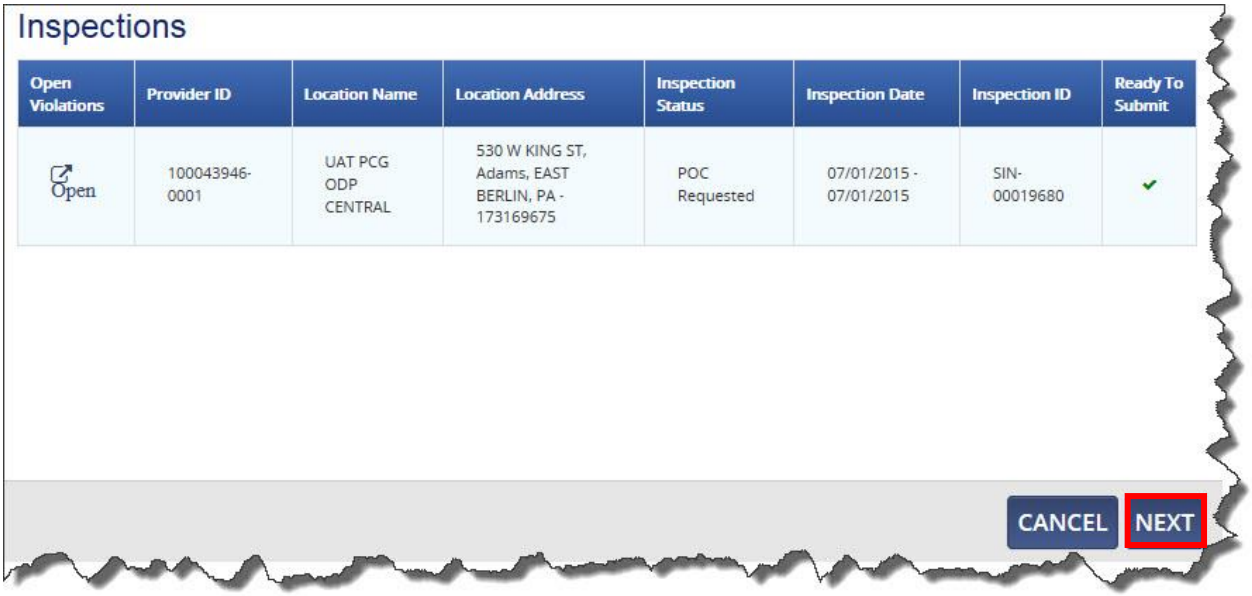
8. When all the information is complete, click [SAVE POC].
   - If there are more violations that do not yet have Plans of Correction, a message will display to complete them.



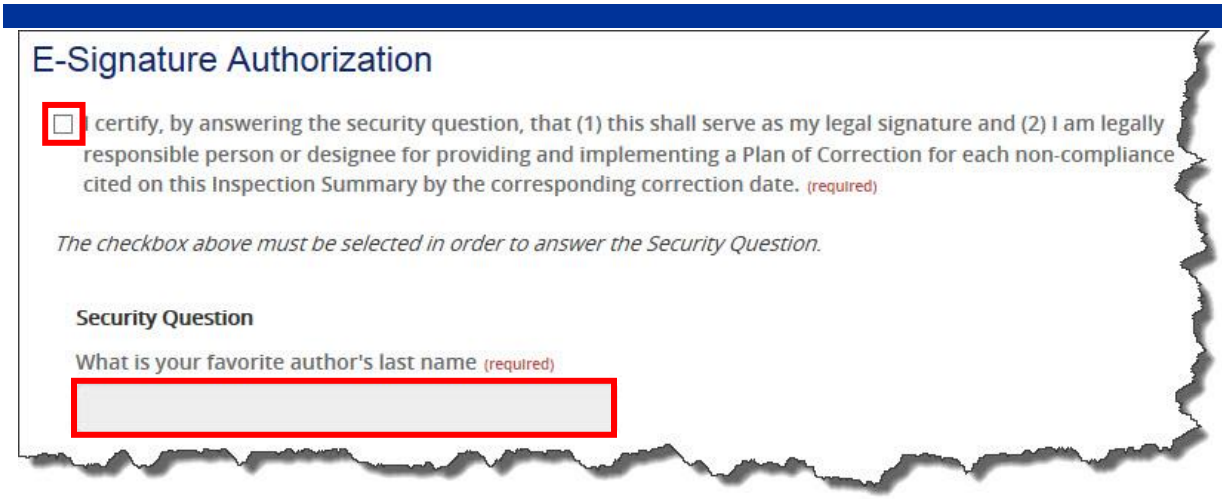
9. Repeat steps 6 - 8 for each violation on the Inspection Summary.

   Note: *If users need to save the Plan of Correction and complete it a later time they may do so by clicking SAVE AND QUIT.*

10. When all violations have a Plan of Correction and Correct Date, click [NEXT].



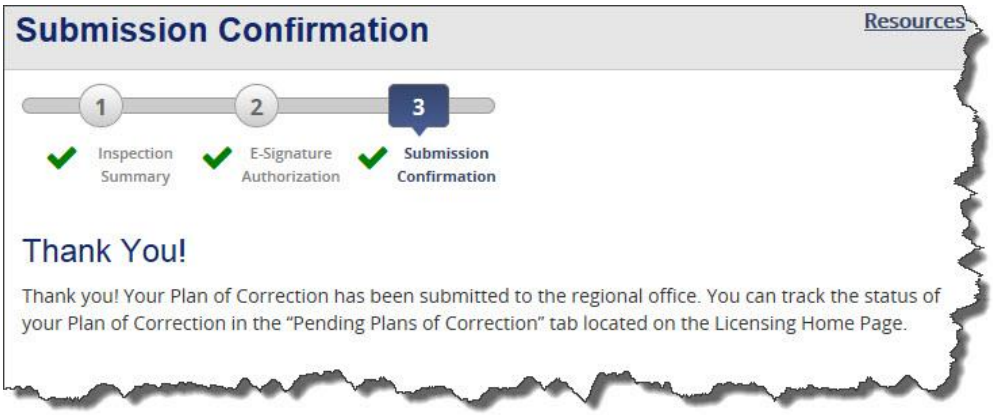
11. When all POCs and POC Correction Dates are entered for all inspections on the application, click [NEXT].



12. Click Authorization for E-Signature checkbox.
13. Answer the required Security Question.

    Note: *If you don't recall your security question that you established when your account was first set up contact your BP Admin. If you are the BP Admin at the location, contact the HCSIS Help Desk.*

14. Click [SUBMIT POC].
    - A confirmation message is received.

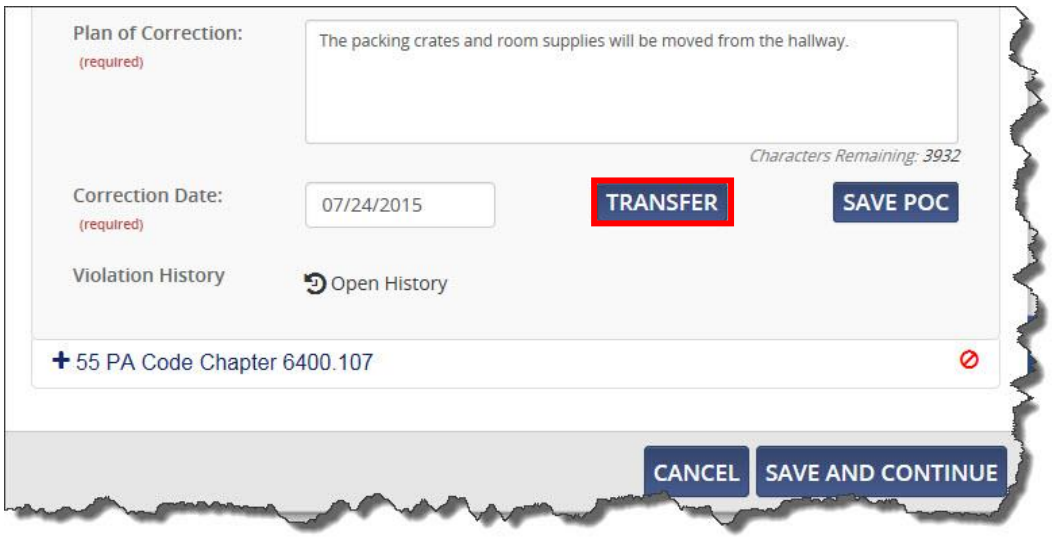


Note: *All documentation supporting the Plan of Correction should be sent to the licensing representative. Please note the inspection ID on all documents to ensure an efficient review.*

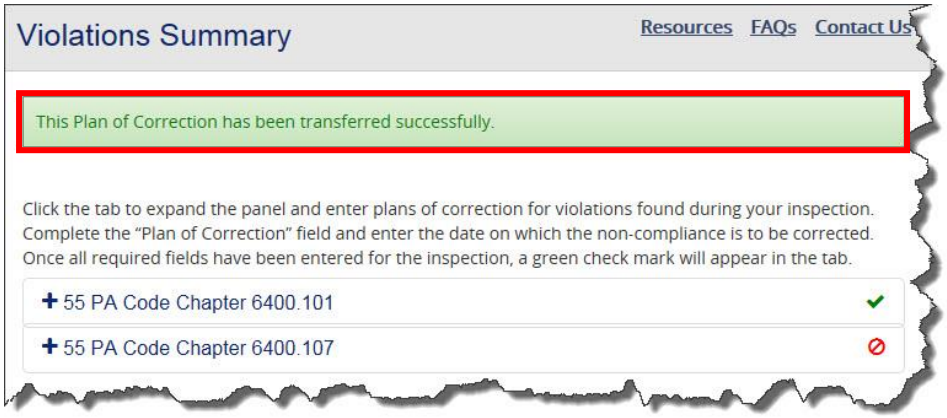
TRANSFER POC AND POC CORRECTION DATE TO OTHER INSPECTIONS

If the same violations are cited on multiple inspections for the same application, the POC and POC Correction Date can be replicated to those citations by using the TRANSFER button.

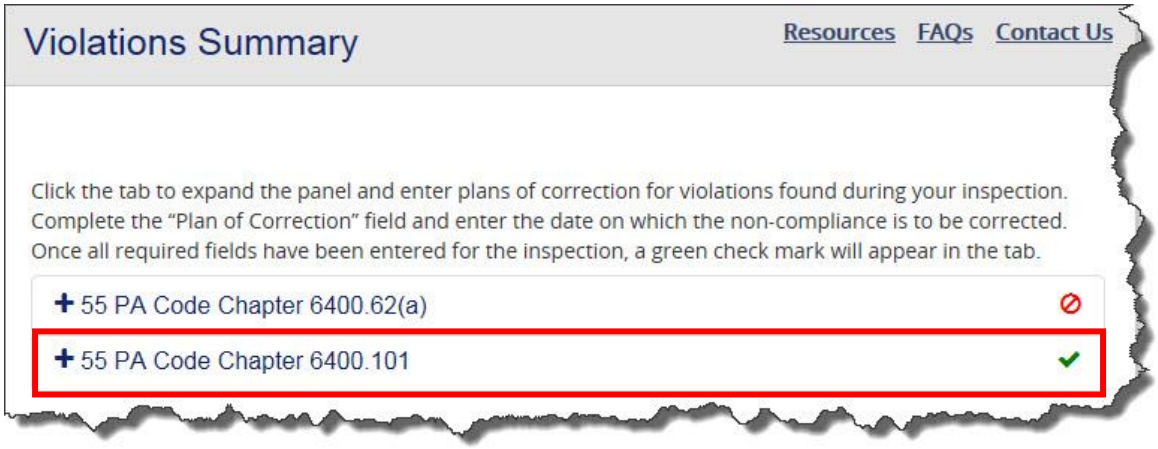
1. Follow steps 6 – 9 above for the first inspection requiring a POC and POC Correction date.



2. Select the Transfer button to transfer the POC and POC Correction Date that are to be replicated to the same citation on other inspections for the same application.
   - If the same citation does not exist on any other inspections for the application, the button will not display.
3. Click [TRANSFER] for the desired citation(s).
   - A confirmation message is received.



- The POC information is transferred to matching citations on another inspection for the application.



6. Follow steps 10 – 14, above, to complete the submission of the Plan of Correction.