Licensing Review Process

1. Database query occurs on the 15th of each month. Evaluation a renewal process is not 100% certain. From the discussion it sounded like it happened earlier, but it may be at the positioned location as well.

2. Acute care has two admins that function interchangeably. Longterm care has one admin who performs the functions of both acute care admins.

3. Currently acute care checks for renewals pending receipt by comparing the paper applications present in the office versus the list generated by ASPEN.

4. Scanned files are stored, but not associated in the database with the facility or license.

5. Ambulatory assessment is constantly contacted to determine if a facility is in arrears. Whether or not the facility is or is not does not affect application processing.

OPC ENFORCEMENT ASSERTS THAT NO RENEWALS WILL GO OUT UNTIL FEES ARE PAID

6. ePay payments are not automatically associated with a facility or license unless the facility provided that information on their own.

7. Moreover it does not categorize what fees the facility may be paying (amendments, fines, renewals, etc).

8. Licensing attempts to allocate payments to pay categories when possible.

9. Multiple check logs exist within acute care admin 1, acute care admin 2, and the supervisor.

Comments:
- Document is updated on the 15th of each month.
- Evaluation a renewal process is not 100% certain. From the discussion it sounded like it happened earlier, but it may be at the positioned location as well.
- Acute care has two admins that function interchangeably. Longterm care has one admin who performs the functions of both acute care admins.
- Currently acute care checks for renewals pending receipt by comparing the paper applications present in the office versus the list generated by ASPEN.
- Scanned files are stored, but not associated in the database with the facility or license.
- Ambulatory assessment is constantly contacted to determine if a facility is in arrears. Whether or not the facility is or is not does not affect application processing.
- ePay payments are not automatically associated with a facility or license unless the facility provided that information on their own.
- Moreover it does not categorize what fees the facility may be paying (amendments, fines, renewals, etc).
- Licensing attempts to allocate payments to pay categories when possible.
- Multiple check logs exist within acute care admin 1, acute care admin 2, and the supervisor.
Notes:
* Acute care has two admins that function interchangeably. Long term care has one admin.

1. Send the application back to the facility and inform them that an amendment also needs to be submitted.
2. An amendment may be in process and not complete. If it is complete and not yet in ASPEN, licensing will update the licensing database and proceed with the renewal. If it is not complete, licensing can continue both the amendment and renewal processes.
3. This is the first reference to ‘Do Not Renew’ in the original process flows. However initial contact occurs once the renewal application is received, and the results do not affect processing of the renewal.
HFEL Licensing Renewal Process (12/18/2013)

Notes:
*Acute care has two admins that function interchangeably. Longterm care has one admin.
1. Scans are done by the mailroom and are not directly associated with the license number or facility.