

FYI Friday: Facility Focused Tips

DHEC Healthcare Quality



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The Healthcare Quality "FYI Friday" newsletter is for the regulated community meant to proactively provide tips and reminders about resources and regulations. View [previous editions](#) on our website.

Tip 1

CRCFs: Submitting Administrator Changes

Did you know an administrator change can be completed at the click of a button?

Regulation 61-84 section 604 states: "The licensee shall notify the Department via telephone or email within seventy-two (72) hours of any change in administrator status. The licensee shall provide the Department in writing within ten (10) days the name of the newly-appointed administrator, the effective date of the appointment, copy of the administrator's license and the hours each day the individual will be working as the administrator of the facility."

Use the link below to submit all administrator changes to the Department. We encourage you to bookmark this link for future reference.

[Submit Administrator Changes](#)



Don't forget that you can check what facilities are OSS or accept Medicaid online.

Visit <https://www.getcaresc.com/facility-locator> to search South Carolina service providers.

Nursing Homes: Quality Assurance Additional Information for Federal Surveys

Tip 2

It is a DHEC Courtesy to allow 24 hours from the time of the exit of a federal survey to present any additional information to the management team via email at nhteam@dhec.sc.gov to be considered during the Quality Assurance (QA) review process. However, the information presented cannot be information that was done as a "correction" during the time of the survey for concerns identified during the survey.

For example:

On the survey on 01/23/24, survey staff identified medications left at the bedside.

Facility submitted information:

Employee counseling on 01/23/24 related to leaving medications at the bedside.

This information would not be acceptable as "additional information" submitted for review.

Tip 3

Facility Name Changes

Did you know? If you submit a facility name change to the Department it is **not effective** until the Department completes processing the request and provides you with your amended License.

REMINDER: Send in your 2023 Emergency Evacuation Plan Summary Form! If not you can submit it at HQEP@dhec.sc.gov.

Fire & Life Safety: Documentation Maintenance

Tip 4

The [Regulations](#) and [Codes](#) require that inspection and testing documentation be maintained at the facility and be available upon request.

This includes all Fire Protection features such as fire alarm, fire sprinkler, fire-rated door, kitchen hood suppression and hood cleaning. Inspection and testing documentation is also required to be maintained for emergency lights, exit lights and delayed egress doors. *If you maintain it there should be a record of it.*

The records should be available at any time an inspector makes a request, including when the facility administrator is not in the building. If you need guidance, please contact the [Division of Fire & Life Safety](#).

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