Formatting Requirements

Lee County Emergency Management (LCEM) has instituted an electronic based Comprehensive Emergency Management Plan (CEMP) and Emergency Power Plan (EPP) review process to meet the needs of the growing number of AHCA regulated healthcare facilities that are required to submit their CEMPs/EPPs for review by the County Emergency Management Agency. The following requirements have been established to ensure efficient and timely reviews of your plans:

- **ALL FACILITIES: CEMPs ONLY formatting requirements**.
    - All plan submissions are electronic only.
    - All plan submissions are **ONE** complete file only.
    - All plan submissions **INCLUDE** the **COMPLETED CRITERIA** at the beginning of the plan.
    - All plan submissions will be PDF, Microsoft Word, or TIFF files.
    - All plans submissions will be formatted correctly.
        - Header with Facility Name and CEMP year.
        - Footer with page number - on **every** page.
        - No dark or illegible pages.
        - No pages turned, upside down, or cut off.
        - No handwritten plans or plan edits will be accepted.
        - All supporting documentation is to be included in the annexes.
            - **ALFs and NHs:** This includes copies of approved EPPs, supporting agreements, and the EPP approval letter.
    - **DO NOT** password protect the file, or submit incomplete plans.
    - As January 1, 2019, plans will be rejected (letter of Non-Review) for failure to comply with the above requirements.

- **NEW ALF & NURSING HOME FACILITIES: EPPs ONLY formatting requirements**.
    - All plan submissions are electronic only.
    - All plan submissions are **ONE** complete file only.
    - All plan submissions will be PDF, MS Word, or TIFF files.
    - All supporting documentation is to be included, per Florida Administrative Code requirements.
    - Please use the AHCA Crosswalk for the correct facility type, located in the document library, here: https://www.leegov.com/publicsafety/emergencymanagement/hcportal.
    - Once the initial EPP is approved, it now becomes an annex in your CEMP for all future submissions.
- **Your facility approval letter contains your CEMP Due Date - mark it on your calendar.**

Submission Requirements & Upload Portal Instructions

When submitting your plan for the initial review, or resubmitting the entire plan due to deficiencies, make sure the entire CEMP and/or EPP is saved as one document in one of the following formats: Word, PDF, or TIFF image.

As always, please have your AHCA Surveyor contact your facility's plan reviewer directly to discuss the status of your CEMP/EPP. Receipt letters, e-mails, or any other type of documentation will not be provided by LCEM.

- ♦ *Caitlyn Eck (239-533-0692) - Adult Day Care Centers (ADCC), Ambulatory Surgery Centers (ASC), Hospitals (H), Intermediate Care Facilities for the Developmentally Disabled (ICFDD), and Residential Treatment Facilities for Children & Adolescents (RTF)*

- ♦ *Celeste Fournier (239-533-0694) - Assisted Living Facilities (ALF) and Nursing Homes (SNF)*

- ♦ **HOSPICES, HOME HEALTH AGENCIES, HOME MEDICAL EQUIPMENT PROVIDERS, AND NURSE REGISTRIES** are required to submit your CEMPs to the Florida Department of Health. Please contact the FDOH-Lee County office for more information.

- **SUBMISSION AND RESUBMISSION of <u>CEMPs or EPPs</u> via the CEMP Upload Portal**.

  - Go to: http://www.leegov.com/publicsafety/Pages/hcportal.aspx, click on **CEMP Upload Portal**;

    - ♦ The portal works in Firefox, IE, and Chrome browsers.

    - ♦ Please click on the link or copy and paste it into your browser to reach the home page.

    - ♦ Either click on the Healthcare Facility/Contracted Developer button or go the "Register" drop down in the upper right area of the screen to create a login.

    - ♦ Complete the form; bold fields are required.

      - ♦ Write down your password.

      - ♦ Max 2 per licensed facility (Administrator/Plan Developer).

    - ♦ Once your access has been approved

      - ♦ Login to the Portal;

      - ♦ Update the contact information for your facility (Administrator/Safety Liaison);

      - ♦ Submit your plan(s) for review.

- **APPROVAL & DEFICIENCY LETTERS** will be sent via e-mail to the Administrator, or Administrator's designee, upon completion of the review, as a PDF file. Make sure to add EMHealthcare@leegov.com and EMHealthcare2@leegov.com to your trusted contacts.

  - CEMPs and EPPs are reviewed in the order they are received.

    - Delinquency and/or AHCA Surveys **will not** compel a quicker plan review.