



- Comments:**
1. There are two admins for acute care who can function interchangeably with one another.
  2. There are three separate teams covering north, central, and south New Jersey.
  3. There is no standard format for the personal logs. Could be paper or electronic.
  4. The team secretary can refer any application to the team leader
  5. There is no standard format for the personal logs. Could be paper or electronic.
  6. Other state agencies may include medicaid, DCA, or any agency with a vested interest. It is at the analysts interpretation of regulation which agencies need to be contacted.
  7. Surveys in progress or planned may not be in ASPEN yet. Some survey reports may require a week or so to complete and enter into ASPEN
  8. 2-3 cycles of completeness questions may occur, and the process may take several months.
  9. The team composes a large printout packet with all of the completeness questions, answers, the application, and any other relevant documents for review by survey. It is sent via intraoffice mail.
  10. The facility should have followed the instructions set out by the team, therefore there should not be any significant deviations that would cause survey to reject the facility.
  11. Licensing enters the amended license information: date, changes in ownership, changes in service, address, etc. - whatever changes had been approved.