

ON-LINE REPORT FILING

NURSING HOMES & ASSISTED LIVING FACILITIES



NURSING HOMES		ASSISTED LIVING FACILITIES	
Report Type	Submit to AHCA	Report Type	Submit to AHCA
Adverse Incident 1-Day	1 business day from receipt by risk manager	Adverse Incident 1-Day	Within 1 business day of the incident
Adverse Incident 15-Day	Within 15 calendar days of the incident	Adverse Incident 15-Day	Within 15 calendar days of the incident
Liability Claims	Monthly	Liability Claims	Monthly
Bed Vacancy	Monthly		
Staffing	Semi-annual basis or more frequently as requested		

BACKGROUND

Both nursing homes and assisted living facilities are required to report to the Agency for Health Care Administration (AHCA) reports regarding adverse incidents and liability claims. Nursing homes also report staffing information and the number of available beds.

Individuals authorized to submit reports for these facilities can do so through the Internet using a confidential logon and password unique to the facility.

WHERE DO I FIND INFORMATION ABOUT ON-LINE FILING?

Each authorized user must apply for a logon and password in order to submit reports on-line. Information about this option can be found at:

<http://www.fdhc.state.fl.us/reporting/index.shtml>

After accessing the AHCA On-Line Reporting web site, click on "New User Application." Print out a copy of the application and fill it out completely. A copy of your facility's license must accompany the application. For answers to your questions, feel free to email us at fdau_email@fdhc.state.fl.us.

Completed applications may be mailed or faxed to:

Agency for Health Care Administration
Facility Data Analysis Unit
2727 Mahan Dr., MS # 47
Tallahassee, Florida 32308
Fax (850) 922-2217

DO I NEED SPECIAL SOFTWARE?

The application was designed to work with the following types of browsers:
Netscape 4.7 or higher and MS Internet Explorer 6.0 or higher.

REPORTING MISUSE OF CONFIDENTIAL LOGONS

Anyone with access to this web site must abide by the following:

- Do not disclose or lend your USER ID and/or PASSWORD to someone else.
- Do not make any disclosure of this data that is not specifically authorized.
- Do not intentionally cause corruption or disruption of these files.

If you become aware of any violation of these security requirements, immediately report that information to the Agency for Health Care Administration. By calling:

850-922-6089

