

# CEMP & EPP Review Process & Best Management Practices

Lee County Emergency Management



# Lee County

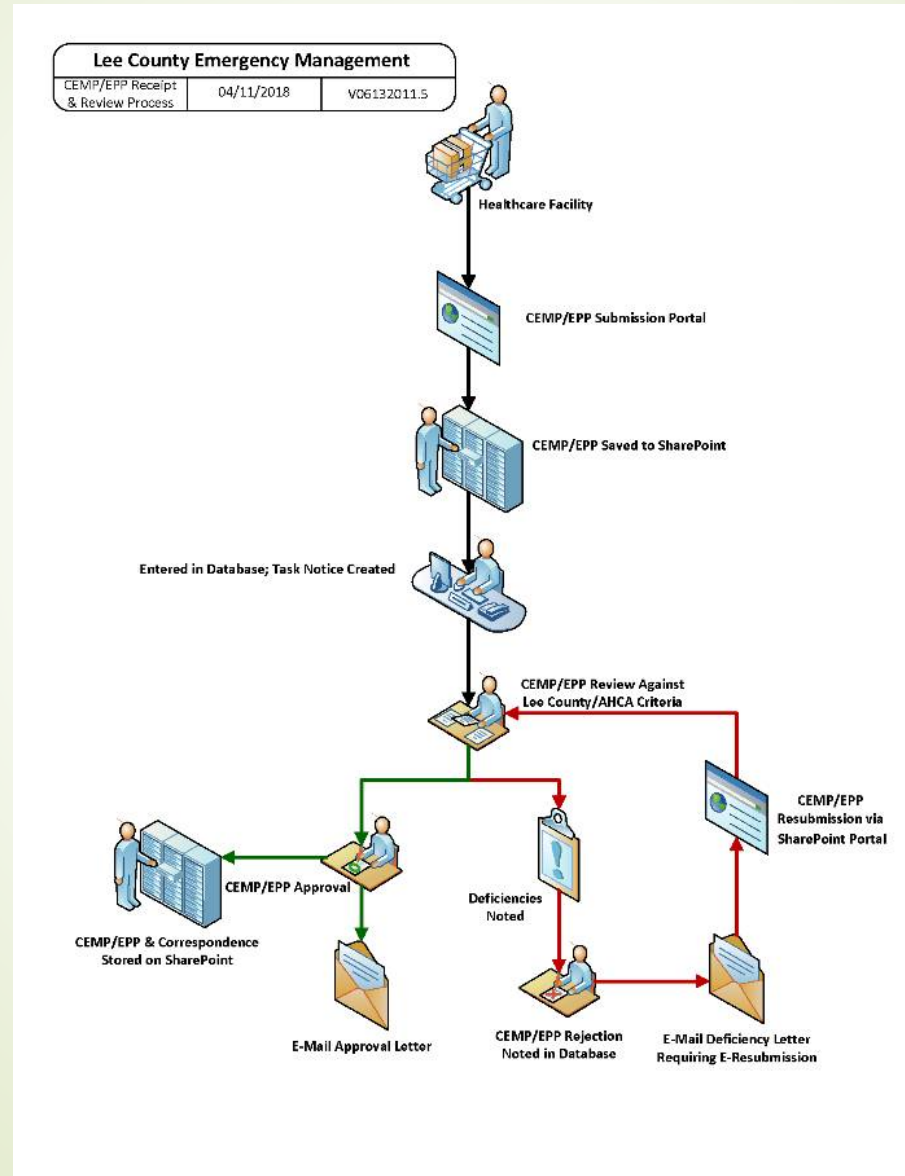
- Location: Southwest Florida, coastal county
- Population: 700,000+
- Number of Healthcare Facilities: 142
  - ALFs: 68
  - Nursing Homes: 19
- Number of Clients Served: 8,711
- Number of Plan Reviewers: 2.5



# CEMP Plan Review Myths

- Significant differences between counties review processes.
- Approval letters provided without review.
- Plans are not read, or reviewed thoroughly.
- Lack of familiarity with facilities, administrators, etc.

# CEMP & EPP Review Process





# The Process

- All facilities have been issued a CEMP Due Date.
- All plan components submitted as one electronic document.
- No receipt letters are issued.
- Plan reviews completed electronically.
  - within 60-days if initial
  - Within 15 business days if resubmission
- Approvals and Rejections provided electronically.

# CEMP Upload Portal

# CEMP Electronic Review

Name	Facility	Contact Name	Contact E-mail	Submission Type	Uploaded
00_EPPs	...				
204_CEMP2017_REJECTED	Heartland Health Care	Todd Harmon	theran.harmon@hcr-manorcare.com	Re-submission	01/03/2018 07:33:48
132_CEMP2017_REJECTED	The Woodlands	Corazon Burias	woodlands_alf@yahoo.com	Re-submission	01/04/2018 11:19:56
145_CEMP2017_APPROVED	Discovery Village at the Forum	Tara O'Sullivan	tosullivan@discoveryvillages.com	Re-submission	01/04/2018 16:06:51
110_CEMP2017_REJECTED	Cape Chateau	Lorraine Gnoflo	lorrainegnoflo5@gmail.com	Re-submission	01/05/2018 09:25:49
211_CEMP2017_REJECTED	The Rehabilitation and Helathcare Center of Cape Coral	Shavon Chester	Admissions@rehabandhealthcarecenterofcapecoral.com	Re-submission	01/08/2018 11:10:35
133_CEMP2017_REJECTED	Brookdale Bonita Springs	Kayleigh Saalfeld	Keyleigh.saalfeld@brookdale.com	Initial	01/10/2018 14:00:19
141_CEMP2017_REJECTED	PARADISE LOVE ALF	Odalys Gonzalez	paradiselovealf@gmail.com	Initial	01/11/2018 12:07:57
210_CEMP2017_REJECTION	The Larsen Pavilion	Cameron Honeycutt	cameronhoneycutt@shellpoint.org	Re-submission	01/12/2018 13:53:49
147_CEMP2017_REJECTED	American House Bonita Springs	Eugene Valentine	bonitasprings@americanhouse.com	Re-submission	01/12/2018 17:16:06
116_215_CEMP2017_APPROVED	Calusa Harbour	Louetta Muller, Winans Davis	loumuller@comcast.net	Re-submission	01/14/2018 13:22:26
135_CEMP2017_REJECTED	La Colonia 1 A.L.F., Inc.	Lazaro Florez	Lf5star5@aol.com	Re-submission	01/17/2018 11:50:49
309_CEMP2018_R	Sweet Home Adult Day Care	Louetta Muller, Dania Pulin	loumuller@comcast.net	Initial	01/17/2018 19:08:04
604_CEMP2018_I	Ft Myers Eye Surgery Center	Dawn Teska	dteska@sneadeye.com	Initial	01/18/2018 10:40:36
160_CEMP2018_R	Thrive At Beachwalk	Sue Dumas	sue.dumas@thriveatbeachwalk.com	Re-submission	01/22/2018 11:13:22
103_CEMP2018_I	Brookdale Cape Coral	Brenda Shadowen	bshadowen@brookdale.com	Re-submission	01/22/2018 14:08:12
216_CEMP2018_R	La Colonia II A.L.F., Inc.	Lazaro Florez	Lf5star5@aol.com	Re-submission	01/24/2018 15:56:00
301_CEMP2018_R	HAPPY FAMILY ADULT DAY CARE	YUDEY MIRANDA	yudeymiranda@hotmail.com	Re-submission	01/25/2018 11:36:32
115_CEMP2018_R	Pacifica Senior Living	Chad Johnson	ed.ftmyers@pacificaseniorliving.com	Re-submission	01/30/2018 07:44:46
151_CEMP2018_R	The Crossings at Hancock Creek	Dahlia Black	dahlia.black@saberhealth.com	Re-submission	01/30/2018 18:49:59
132_CEMP2018_R	The Woodlands	Corazon Burias	woodlands_alf@yahoo.com	Re-submission	01/31/2018 11:08:35
150_CEMP2016_REJECTED	Tzuriel Assisted Living	Julia Arrendell	arrendellj@yahoo.com	Initial	02/04/2016 07:42:02
104_CEMP2017_REJECTED	Brookdale Fort Myers Lakes Park	Anne Zeiher	azeiher@brookdale.com	Initial	05/01/2017 11:44:28
102_CEMP2017_REJECTED	Brookdale The Colony	Pollie Little	plittle@brookdale.com	Initial	06/08/2017 15:06:17
137_CEMP2016_REJECTED	Angel Works Managment,LLC	Diane Pozzie	angelworksalf@gmail.com	Initial	06/22/2016 14:10:55
403_CEMP2017_REJECTED	Suffridge Group Home	Loretta Weigand	Lkweigand@rescare.com	Initial	06/29/2017 06:41:10
134_CEMP2017_REJECTED	Springs at Shell Point	Rita Southern	ritasouthern@shellpoint.org	Re-submission	06/29/2017 18:22:20



# The Plan Review

- What I'm Looking for
  - Completed Crosswalk;
  - All agreements are signed and up to date;
  - Required Standard Operating Procedures;
  - Separate Clearly Marked Fire Plan;
  - Organization and page numbers;
  - All Procedures outlined are realistic and attainable.
- Is this a usable plan??
- Will your newest staff member be able to execute it?



# CEMP Review Results



John E. Manning  
District One  
Cecil L. Pendergrass  
District Two  
Larry Kiser  
District Three  
Brian Hammersh  
District Four  
Frank Mann  
District Five  
Roger Desjardis  
County Manager  
Richard Wm. Vesich  
County Attorney  
Donna Marie Collins  
Hearing Examiner

Friday, January 19, 2018

**RE: Comprehensive Emergency Management Plan – APPROVAL**

Facility: *Discovery Village at the Forum*; [tosullivan@discoveryvillages.com](mailto:tosullivan@discoveryvillages.com)

Dear Administrator,  
Thank you for your recent submittal. The *Discovery Village at the Forum* Plan meets the requirements of the Agency for Health Care Administration's Emergency Management Planning Criteria and is approved through **April 30, 2018**.

Many Plans contain supplemental material not related to the Criteria for that facility type. This approval is specific for, and limited to, those sections of the Plan that address required items in the Agency for Health Care Administration's Emergency Management Planning Criteria.

You shall provide a copy of your plan to this office **before February 28** each year for review.

Best Regards,

*A. Celeste Fournier*

A. Celeste Fournier, FPEM  
Emergency Management Coordinator  
Department of Public Safety/Emergency Management Division  
ACF  
Cc: 145



P.O. Box 398, Fort Myers, Florida 33902-0398 (238) 533-2111  
[lee-county.com](http://lee-county.com)  
AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER



Friday, January 19, 2018

John E. Manning  
District One  
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Richard Wm. Vesich  
County Attorney  
Donna Marie Collins  
Hearing Examiner

**RE: Comprehensive Emergency Management Plan – DEFICIENCIES**

Facility: *Anthurium*; [anth1835@](mailto:anth1835@)

Dear Administrator,  
Thank you for your submittal of the Emergency Management Plan for Health Care Administration. The document, as addressed, your plan

When complete, indicate exactly what you submitted your plan electronically as well.

**Please provide the correct plan** and do not hesitate to contact me at

Best Regards,

*A. Celeste Fournier*

A. Celeste Fournier, FPEM  
Emergency Management Coordinator  
Department of Public Safety/Emergency Management Division  
ACF  
Cc: 106

Attachment (1)

P.O. Box 398, Fort Myers, Florida 33902-0398  
AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER



## I. INTRODUCTION

### A. Provide basic information concerning the facility to include:

1. Name of the facility, address, phone number, emergency 24-hour contact phone number, pager number (if available), fax number, type of facility, and license.
2. Owner of facility, address, phone (private or corporate ownership).
3. Year facility was built, type of construction and date of any subsequent construction.
4. Name of Administrator, address, work/home phone number, and work/home phone number of his/her Alternate.
5. Name, address, work and home phone number of designated Safety Liaison serving as the primary contact for emergency operations.
6. Name, address, work and home phone number of person implementing the provisions of this plan, if different from the Administrator.
7. Name, work, and home phone number of person(s) who developed this plan.
8. Organizational chart identifying key management positions, with phone numbers.

### B. Provide an introduction to the Plan that describes its purpose, time of implementation, and the desired outcome that will be achieved through the planning process. Also, provide any other information concerning the facility that has bearing on the implementation of this plan.

## II. AUTHORITIES AND REFERENCES

- A. Identify the legal basis for plan development and implementation to include statutes, rules and local ordinances, etc.
- B. Identify reference materials used in the development of the plan.
- C. Identify the hierarchy of authority in place during emergencies. Provide an organizational chart, if different from the previous chart required.

## III. HAZARD ANALYSIS

### A. Describe the potential hazards that the facility is vulnerable to such as hurricanes, tornados, flooding, fires, hazardous materials, transportation accidents, proximity to a nuclear power plant, power outages during severe cold or hot weather, gas leaks, etc. Indicate history and lessons learned.

### B. Provide site-specific information concerning the facility to include:

1. Location Map, a street level map noting the location of the facility.
2. **licensed capacity**, number of facility beds, maximum number of patients on site, and average number of patients on site.
3. Maximum number of staff on site.
4. Identify types of patients served by the facility:
  - a. Patients with dementia or Alzheimer's disease.
  - b. Patients requiring special equipment or other special care, such as oxygen or dialysis
  - c. Patients who are non-ambulatory
  - d. Patients who require assistance
  - e. Patients who do not require assistance
  - f. Other - list types

# Healthcare Database

The screenshot displays two overlapping Microsoft Access forms. The background form, titled "Facility CEMP Review Information", contains fields for FileID, CEMPExpire, CEMPDueDate, CEMPinReview, and CEMPLastUpdated. It also includes sections for transportation vendor information (Vendor1 and Vendor2) and host facility details (HostFacility1 and HostFacility2), each with checkboxes for "InCounty" and "OutOfCounty". A central section contains three rows of submission receipt and approval checkboxes, with associated "Deficiencies" and "IncompletePlan" fields. The foreground form, titled "Facility EPP Review Information", features fields for FileID, EPPInReview, and EPPLastUpdated. It includes a "GeneratorSizeOnSite" field, fuel-related information (FuelType, FuelAmountOnSite, FuelSupplierName, FuelSupplierPhone), and a grid of approval checkboxes for years 2017 through 2025. It also contains sections for submission receipts and approval/rejection checkboxes, with "AHCANotified" fields.

2018\_HealthcareFacilities : Database - S:\Healthcare CEMPs\02 HCF Plan Review Database\2018\_HealthcareFacilities.accdb (Access 2007 - 2016 file format) - Access

frmHealthcareFacilityCEMPReview

Facility CEMP Review Information

FileID  CEMPExpire  CEMPDueDate  CEMPinReview  CEMPLastUpdated

TransportationVendor1  1stSubmissionReceipt  InitialLetter

TransportVendor1Phone   Approval  Deficiencies # of Deficiencies   IncompletePlan

TransportationVendor2  2ndSubmissionReceipt  SecondLetter

TransportVendor2Phone   Approval  Deficiencies # of Deficiencies

HostFacility1  3rdSubmissionReceipt  TertiaryLetter

InCounty  OutOfCounty

HostFacility1Phone

HostFacility2

InCounty  OutOfCounty

HostFacility2Phone

Records: 140 of 140 No Filter Search

frmHealthcareFacilityEPPReview

Facility EPP Review Information

FileID   EPPInReview EPPLastUpdated

GeneratorSizeOnSite

FuelType

FuelAmountOnSite

FuelSupplierName

FuelSupplierPhone

2017CEMPApp  2022EPPApproval

2018CEMPApp  2023EPPApproval

2019CEMPApp  2024EPPApproval

2020CEMPApp  2025EPPApproval

2021CEMPApp

EPP1stSubReceipt  EPPInitialLetter

EPPApproval  EPPRejection AHCANotified1

EPPIncompletePlan

EPP2ndSubReceipt  EPPSecondLetter

EPPApproval  EPPRejection AHCANotified2

EPP3rdSubReceipt  EPPTertiaryLetter

EPPApproval AHCANotified3

Record: 1 of 1 No Filter Search

Unique number associated to facility file. Num Lock



# Future Improvements

- Web integration of the database
  - AHCA Surveyor Access
  - Facility Access
- Providing additional reports to AHCA
  - EPP non-submission
  - EPP approvals
- Requiring meetings with facilities for excessive deficiencies.
- Tracking of transportation, host facilities, and fuel supplier agreements/providers.



# Partners in the Process

- Florida Emergency Preparedness Association (FEPA)
  - Healthcare Working Group
- Agency for Health Care Administration(AHCA)
  - Coordination & Collaboration
  - AHCA monthly delinquency reports
    - Pilot Program
- Health Care Coalitions
  - Resources
  - Training
  - Workshops