

# ESRD NETWORK 13



Serving Arkansas, Louisiana & Oklahoma Renal Communities

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## NETWORK NOTIFICATION OF CHANGES IN FACILITY STATUS AND PERSONNEL

### STANDARD:

The Network must maintain updated information regarding facility status (including any changes in number of stations, number of shifts, temporary closures, etc.) and key personnel for use in case of potential or actual disasters or emergencies. Updated information must also be available for use by CMS, the Network and renal organizations, and in order to maintain updated information for the Dialysis Facility Compare Web site.

### CRITERIA:

- The Network 13 office is to be notified immediately of any facility status change that may cause disruption of treatment schedules or has caused disruption/changes in treatment schedules (power outages, flooding, etc.)
- For any event that requires immediate/emergency actions by the facility staff (such as placement of patients at a backup provider or contacting patients for updated status) the Network 13 office must be notified as soon as possible but *no later than 24 hours* after the event.
- The Network 13 office is to be notified within two weeks of any changes in key personnel, location, number of shifts or stations and any other facility status information that does not immediately affect patient care.

### RATIONALE:

The Network is required by Centers for Medicare & Medicaid Services (CMS) to maintain current facility specific information for use before and during potential and actual emergencies and for ongoing correspondence and contact with each facility within its service area.

The Network must maintain the ability to assist patients who may call for assistance in times of a potential or real local or widespread emergencies or disasters. Accurate information on facility status, available services, contact and personnel information is essential in times of emergencies as this information is shared with local, regional and national agencies to coordinate response efforts. Accurate information is vital for patients so up-to-date options are available and timely arrangements for continued treatments can be arranged. Timely notification of the Network by facilities of any changes in facility status or key staff members is an important component of this.

### EVALUATION:

The MRB requires the Network staff to evaluate facilities for compliance with this established standard and criteria. Standard evaluation will be done through tracking at the Network level.

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*Mission Statement: "To assess and improve the quality of care provided to individuals with End Stage Renal Disease."*