

Online Submission of Required Reports

Q1. Which reports can I submit online?

- Adverse incidents
- Liability claims
- Staffing
- Bed availability

Q2. What do I need to submit reports online?

You need a personal computer, access to the Internet, and authorization to submit reports on behalf of the facility. An authorized person will receive a confidential USER ID and PASSWORD unique to a specified facility. For more information you may contact the AHCA's Facility Data Analysis Unit (FDAU) by e-mail, phone, or regular mail at:

E-mail:	fdau_e-mail@ahca.myflorida.com
Phone:	850-922-6089
Mailing Address:	AHCA – Facility Data Analysis Unit 2727 Mahan Drive, Mail Stop#47 Tallahassee, FL 32308

Q3. What is a USER ID and PASSWORD?

The USER ID and PASSWORD is your computer-generated, unique identifier and would be used to attach an electronic signature to a report.

Q4. What is an electronic signature?

The Government Paperwork Elimination Act (GPEA) defines an electronic signature as "a method of signing an electronic message that — (A) identifies and authenticates a particular person as the source of the electronic message; and (B) indicates such person's approval of the information contained in the electronic message." (See GPEA, Pub. L. No. 105-277, § 1710(a)).

Q5. Who can receive a USER ID and PASSWORD?

Any person authorized to submit reports on behalf of a facility may receive a USER ID and PASSWORD unique to that specific facility. When you request a USER ID and PASSWORD, you agree, among other things, that using the USER ID and PASSWORD are equivalent to a hand-written signature, and that you will abide by the terms and conditions regarding its use.

Q6. What information do I need to provide to get a USER ID?

- A copy of the facility's state license
- A completed application form which includes:
 - ✓ The name, phone number, fax number and e-mail address of a contact person
 - ✓ The name(s) of the individual(s) who are authorized to submit reports on-line
 - ✓ A signed affirmation statement from each individual authorized to submit reports

Q7. How do I receive my USER ID and PASSWORD?

Within 5 business days from the date the FDAU receives your completed application, the USER ID and PASSWORD will be mailed to you in a secure mailer via the United States Postal Service. USER IDs and PASSWORDS will only be mailed to you at the facility's mailing address as entered in the Agency for Health Care Administration (AHCA) Florida Regulatory Administration and Enforcement System (FRAES). If the mailing address on file for the facility is incorrect, you should call the Facility Data Analysis Unit at 850-922-6089 for information on the process for correcting the address on file.

Q8. How do I use my USER ID/PASSWORD?

You can use your USER ID/PASSWORD to electronically access, complete and submit forms online.

Q9. Can I choose my PASSWORD?

Your PASSWORD is computer generated and assigned to you by AHCA. Your USER ID and PASSWORD must be protected from unauthorized use and are not to be shared with or used by others in the facility.

Q10. What happens if I forget my PASSWORD or my USER ID?

If you forget your PASSWORD or USER ID, the FDAU can re-send it to you. To request a copy of your USER ID or PASSWORD, contact the unit by phone at 850-922-6089 or by E-mail at fdau_email@ahca.myflorida.com. You will be asked to confirm some of the identifying information provided when you first applied for your USER ID. If your request is successfully processed, your USER ID/PASSWORD will be mailed to you at the address on file with the FDAU.

Q11. What happens if I change jobs?

As mentioned above, a USER ID is assigned to an individual and is unique to a specific facility. With regular use this USER ID will remain active until you or the facility contact ask that it be deactivated. This is done by sending a written request to the FDAU at: 2727 Mahan Drive, Mail Stop # 47, Tallahassee, FL 32308.

Q12. How can I get help with the on-line submission process?

You can call the FDAU at 850-922-6089 or E-mail the unit at fdau_email@fdhc.state.fl.us.

Q13. What happens if I never use my USER ID?

After 120 days of inactivity, your logon account will be disabled. You can contact the FDAU by phone at 850-922-6089 or by E-mail at fdau_email@ahca.myflorida.com to reactive your USER ID.

Q14. How do I know that my report has been received by AHCA?

When you submit your report, it will be assigned a **report number**. If you do not receive a report number, the report is incomplete and will not be accepted until all information is entered correctly and completely.

Q15. After I submit the report, can I withdraw or amend it?

While the report is in the NEW status, you may withdraw or update it. Once it is ACCEPTED by AHCA you will not be able to make changes.

Q16. What if I made a mistake or submitted incomplete information?

AHCA will change the status of the report to INCOMPLETE and notify the facility's contact person that more information is needed.

Q17. If I submit a report on-line, do I still need to submit a hardcopy?

No, on-line submission may serve in lieu of submitting a hardcopy. After receiving the report number, scroll to the bottom of the report and click on the PRINT button. Save a copy of the submitted report for your records. **Do not print your report until it has been assigned a report number. If there is no report number, the form is incomplete and cannot be saved.**