



Center for Clinical Standards and Quality/Survey & Certification Group

Admin Info: 13-31-ASC

DATE: August 9, 2013

TO: State Survey Agency Directors

FROM: Director
Survey and Certification Group

SUBJECT: Fillable portable document format (PDF) Version of Worksheet for Remaining Ambulatory Surgical Center (ASC) Random Sample Surveys Designated for Infection Control Worksheet Submission to Contractor

Memorandum Summary

- ***Fillable PDF ASC Infection Control Worksheet, For Limited Use:*** State Survey Agencies (SAs) must submit completed ASC Infection Control Worksheets for the FY2013 randomly selected sample of non-deemed ASCs assigned for survey, as well as for all FY2013 representative sample validation surveys of deemed ASCs. For those FY 2013 sample surveys which remain to be completed, the Centers for Medicare & Medicaid Services (CMS) will distribute to those SAs with remaining sample survey work a fillable PDF version of the ASC Infection Control Worksheet which allows direct electronic submission of the completed worksheet to Acumen, the CMS contractor.
- ***SAs Must Not Use/Submit the Fillable PDF Version for Other ASC Surveys:*** CMS is collecting for analysis only those Worksheets which are completed for the assigned samples of deemed and non-deemed surveys. Accordingly, SAs must not submit any other ASC Worksheets to Acumen. Further, SAs must not use the fillable PDF for any other ASC survey work, since there is a limited license for the use of the fillable PDF.

The CMS is conducting a limited data collection of Infection Control Worksheets for a sample of ASCs in FY2013 (see Admin Info: 13-01-ASC dated October 19, 2012). SAs were asked to send to Acumen, the CMS contractor, the completed Infection Control Surveyor Worksheet for FY2013 surveys of ASCs included in the CMS-specified random sample of non-deemed ASCs, as well as for all representative sample validation surveys of deemed ASCs.

CMS will distribute shortly to those SAs with remaining FY 2013 sample survey work a fillable PDF version of the ASC Infection Control Worksheet, which allows direct electronic submission of the completed worksheet to Acumen. This fillable PDF version is only to be used for the remaining ASC sample surveys, as Acumen is not collecting (and should not be sent) Worksheets from any other ASC surveys. Further, SAs must at this time not employ the fillable

PDFs even for their internal use only, as there is currently a limited license which restricts the volume of use for these PDFs.

Questions concerning this memorandum may be addressed to Paula DiStabile at paula.distabile@cms.hhs.gov.

Effective Date: Immediately.

/s/

Thomas E. Hamilton

cc: Survey and Certification Regional Office Management