pennsylvania
DEPARTMENT OF HEALTH

IC Plan Submission Needed	IC Plan and Risk Assessment Submission	IC Plan Submission Review

IC Plan Submission Needed

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Required for:
New Healthcare Facilities, Change of Facility Ownership*
OR
Upon Recommendation of Licensure Surveyor

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Facility Administrator/CEO notified to submit IC Plan and Risk Assessment for review and approval within **30 days of notification**

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Submission **requirements**:
1. IC Plan
2. Risk Assessment

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Questions: RA-DHHAI@pa.gov, Weekly Q&A, Resources

* For facilities that are changing ownership, an IC plan submission is only required if there is a change in services offered or there is **not** an approved IC plan on file at the PA DOH for the facility.

IC Plan and Risk Assessment Submission

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IP or POC
1. **Reviews** submission criteria and IC Plan Resources
2. **Uses** resources to develop IC plan & Risk Assessment
3. **Ensures** submission meets Checklist requirements

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IP or POC **follows** Checklist and **submits** IC plan and
Risk Assessment within **30 days of notification**

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Complete submissions moved to queue for assignment to the next available reviewer

Acronyms:
HAIP Division IC Plan Review Team – Pennsylvania Department of Health (PA DOH), Bureau of Epidemiology, Healthcare Associated Infection Prevention (HAIP) Division, Infection Control (IC) Plan Review Team
IP – Infection Preventionist
POC – Point of Contact
Checklist – Infection Control Plan Submission Checklist
Reviewer – Assigned HAIP Division IC Plan Review Team Member
This document applies to PA hospitals, ambulatory surgical facilities, and long-term care facilities.

IC Plan Submission Review

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Reviewer notifies facility when review starts and schedules phone or Teams consultation with IP or POC

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Reviewer utilizes standard review process to review submitted documents within **30 days** of plan assignment

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Reviewer emails review outcome to facility
Approved IC plans: facility receives a letter of approval
Rejected IC plans **returned** with resubmission required.

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Questions: Email or scheduled consultations with **Reviewer**

IC Plan Process

IC Plan Submission Checklist

- Facility resource to verify required documents are submitted and comply with submission criteria (format, content, dating, etc.)

IC Plan Toolkit

- Provides the "why" behind IC Plans
- Includes an overview of the Medical Care Availability and Reduction of Error (MCARE) Act and other applicable laws and how they pertain to IC plans
- Links to IC program document examples

IC Plan, Risk Assessment, Policies

Infection Control Plan Outline

- Outline for each setting (Hospital, LTC, ASC); starting point to develop or enhance a facility's IC plan

PA DOH IC Risk Assessment Resource

- Template to perform facility-specific risk assessment
- IC Policy and Procedure Development
- Starting point to develop/enhance IC policies; containing key elements to consider including in IC policies.

IC Policy and Procedure Outline

- Recommended elements of policy structure, approvals and dating

Questions

Weekly Q&A (office hours)

Hosted by HAIP Division IC Plan Review Team (Every Wednesday 1-2pm)
Join on your computer or mobile app Click here to join the meeting
or call in (audio only) +1 267-332-8737,,375837352#
Phone Conference ID: 375 837 352#

Email

Review Team: RA-DHHAI@pa.gov or assigned Facility Reviewer

HAIP Division IC Plan Resource Link

Resources to develop or enhance IC program documents

HAIP Division IC Plan Review Team

Review Process

Reviewers utilize a standardized review process to review facility IC plan submissions which includes all MCARE and regulatory elements necessary for IC plan approval.

Post IC Plan Rejection Consultation

If desired, facilities can accept the offer for an IC plan review outcome consultation (i.e., dedicated scheduled time with the reviewer to ask questions related to IC plan rejection and needed revisions for approval) included in IC plan rejection email notice.