Residential Health Care Facility

Website User Manual

Link to site (Google Chrome is recommended) –

https://www.miamidade.gov/apps/DEM/RHCF/Welcome/Index

THIS WEBSITE USER MANUAL IS SUBJECT TO CHANGE.

MIAMI-DADE DEPARTMENT OF EMERGENCY MANAGEMENT

PURPOSE

The purpose of this document is to provide guidance for all Miami-Dade County Residential Health Care Facilities (RHCFs) with digitally submitting and developing a Comprehensive Emergency Management Plan (CEMP) and Emergency Environmental Control Plan, also referred to as the Emergency Power Plan (EPP), *if applicable*, on the Miami-Dade County Department of Emergency Management's RHCF website.

The Miami-Dade County Department of Emergency Management annually reviews plans for the following types of facilities: Adult Day Care, Ambulatory Surgical Center, Assisted Living Facility (ALF), Hospital, Intermediate Care Facility, Skilled Nursing Facility (Nursing Home), and Residential Treatment Centers for Children and Adolescents.

After approval, the RHCF website allows a User to download their facility's CEMP and EPP Approval Letters as well as generate a printable PDF file of a facility's CEMP and/or EPP. A User may download these documents throughout the year for current and past years.

CEMP approval by the Miami-Dade County Department of Emergency Management ensures that a facility is in compliance with pertinent Florida Statutes (FS), Florida Administrative Codes (FAC), the Agency for Health Care Administration (AHCA) regulations, and Miami-Dade County Ordinances.

TABLE OF CONTENTS

GETTING STARTED

The Residential Health Care Facility Website User Manual assists facility owners, administrators, and consultants needing to develop and/or submit their facility's CEMP or Emergency Power Plan (EPP) using Miami-Dade County's Residential Health Care Facilities (RHCF) website. The CEMP details emergency procedures in place to safeguard facility clients and responding facility staff against any internal and/or external emergency. The Miami-Dade County Department of Emergency Management will review and approve all information submitted on behalf of a facility on the RHCF website. All enrolled website users will receive automatic email notifications on a facility's CEMP due date, review and approval status, on an annual basis. When the CEMP approval process is completed, a facility will be assigned a CEMP Approval Letter for the corresponding CEMP year. In addition, a CEMP will be automatically generated by the website and available for download.

This manual will allow users to better navigate the website and address any questions an individual may have regarding creation of a user account, submission of a facility's CEMP information and documentation, CEMP Review Fee Payment, and download of a facility's CEMP Approval Letter and CEMP for the respective year. The manual is divided into various sections and provides an explanation of the technical aspects of the website. To access a specific section, please refer to the manual's Table of Contents at the beginning of the document.

For further assistance and/or more information visit Miami-Dade County DEM's website, https://www8.miamidade.gov/global/service.page?Mduid_service=ser1539637068904426, or contact:

> Residential Health Care Facility Program Manager
> Miami-Dade County Department of Emergency Management
> 9300 NW 41st Street
> Doral, FL 33178
> Phone: (305) 468-5400
> Email: emergencyplans@miamidade.gov

WELCOME PAGE
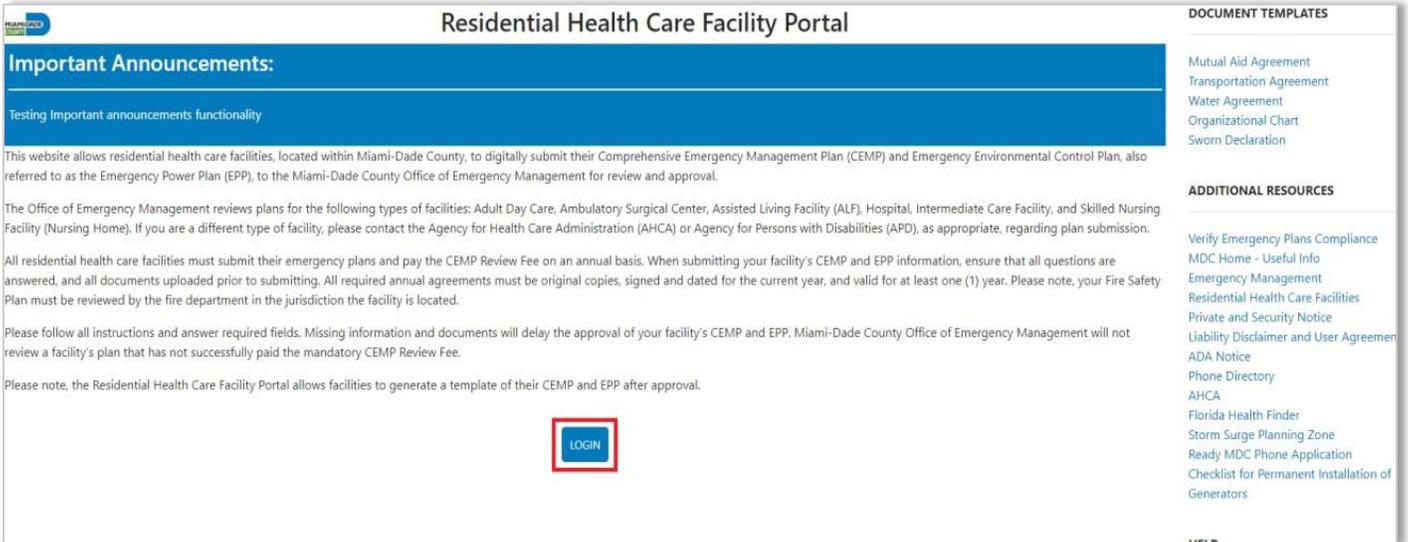
The screen above shows the Welcome Page of the RHCF website. The page displays important announcements about the policies and rules that are to be followed by all users. The Welcome Page not only allows a User to login to the website but also offers important resources for facilities submitting their CEMP information. All relevant CEMP information, documentation and useful links are available on the right-hand side of the webpage.
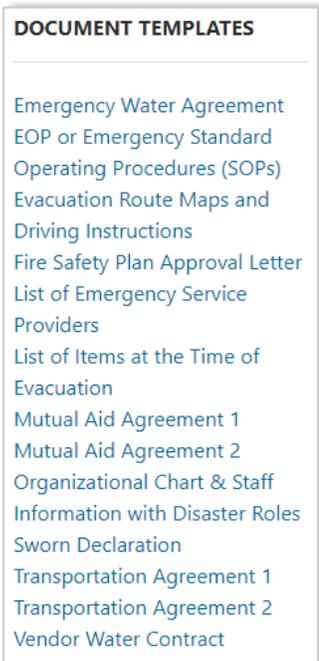
The **DOCUMENT TEMPLATES** section allows a User to download the most current template or version of a specific CEMP document. All facilities must download the template(s) on an annual basis, if applicable. If a facility submits an old version of a document template for the current CEMP year, a facility's CEMP approval will be delayed, and the facility would be requested to resubmit the correct documentation.

The **ADDITIONAL RESOURCES** section offers many useful links to various resources.

ADDITIONAL RESOURCES

Verify Emergency Plans Compliance
MDC Home - Useful Info
Emergency Management
Residential Health Care Facilities
Private and Security Notice
Liability Disclaimer and User Agreement
ADA Notice
Phone Directory
AHCA
Florida Health Finder
Storm Surge Planning Zone
Ready MDC Phone Application
Checklist for Permanent Installation of Generators

- *Verify Emergency Plans Compliance* link allows the public and inspectors from the Agency for Health Care Administration (AHCA) to view if a facility's CEMP information is compliant. Refer to the Verify Emergency Plans Compliance section for more information .
- *MDC Home – Useful Info* link guides the User to the Miami-Dade County main webpage.
- *Emergency Management* link guides the User to the Miami-Dade County Department of Emergency Management's main webpage. Useful preparedness information is available on the webpage.
- *Residential Health Care Facilities* link guides the User to the Residential Health Care Facilities CEMP Review Program's main webpage. A facility can access the website's Welcome Page by clicking on the *FACILITY LOGIN button.*
- *Private and Security Notice* link explains the privacy and security policies which applies to all official Miami-Dade County websites, and describes what information the County collects, how the information is used and a User's options regarding information collections.
- *Liability Disclaimer and User Agreement* link describes a User's access and the terms and conditions that constitute the County's website.
- *ADA Notice* link explains the County's compliance to the American with Disabilities Act of 1990 (ADA).
- *Phone Directory* link lists contact information, including phone numbers, for various Miami-Dade County departments and services offered within the County.
- *AHCA* link guides the User to Agency for Healthcare Administration (AHCA)'s main webpage.
- *Florida Health Finder* link guides the User to AHCA's Florida Health Finder webpage where important health care information, including licensed facility information, may be found.
- *Storm Surge Planning Zone* link guides the User to the Know Your Zone application. A User may verify a facility's Storm Surge Planning Zone to better prepare for and develop emergency procedures in the event of an evacuation order.
- *Ready MDC Phone Application* link provides a list of the County's various phone applications and links to download the application onto a smartphone. It is highly recommended that the ReadyMDC application be downloaded. The ReadyMDC application provides up-to-the-minute information before, during and after a hurricane, including evacuation orders.
- *Checklist for Permanent Installation of Generators* link provides the User a checklist for the permanent installation of stand-alone generators to be utilized to power residential or commercial structures during power outages.

HELP

Facility User Guide
Instructional Video

The **HELP** section offers educational materials to assist facilities in submitting the required CEMP information, documentation, and Review Fee payment. The *Facility User Guide* and *Instructional Video* links allows the User to either download or view training materials to navigate the new website and enhancements made.

LOGGING IN TO WEBSITE
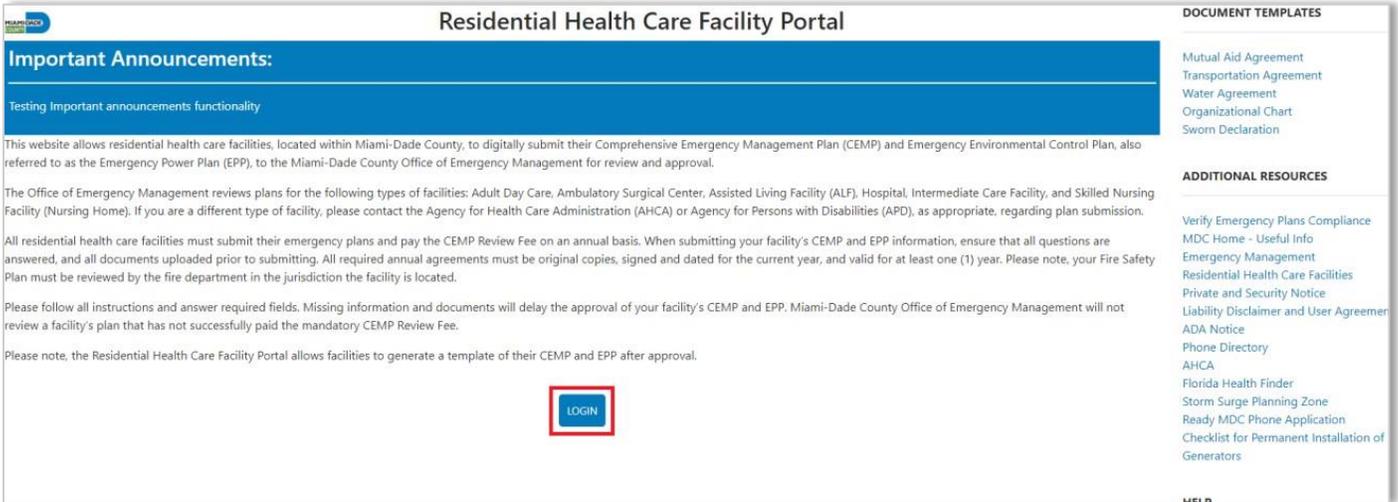
The screen above shows the Welcome Page of the RHCF website. The page displays important announcements about the policies and rules that are to be followed by all users. Sign up is required for Facility and Consultant users. Click on the *LOGIN button* to start the registration process.

User Registration

If facility users are already signed up, they can enter their email address and click on the *Sign in button* to login. However, if a facility user has not signed up, they must create an account on the RHCF website. Please click *Sign Up Now* and go through the following steps:

1. Click *Sign Up Now*.
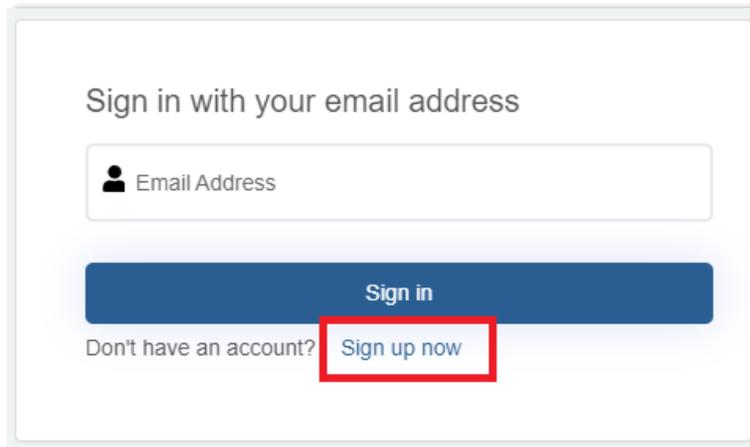
2. Enter your email address and click the **Continue button**. When registering, a User's email address must be different than the facility's business email address.

ATTENTION*: When initially registering, the Facility Owner's email must be different than the facility's business email address. This is especially important if an owner of a facility owns multiple RHCFs.*

ATTENTION*: Another user will not be able to register using the same email address as used by other Users.* A user must register with a unique email address they only have access to.
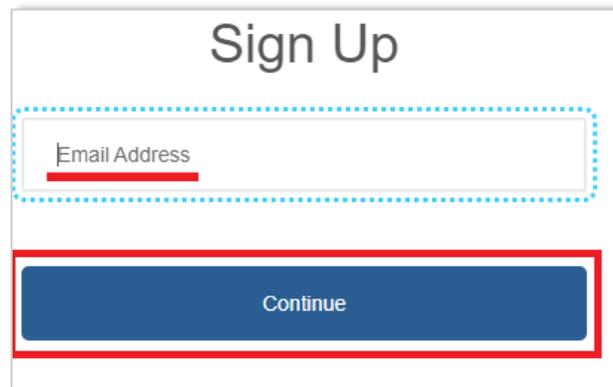
3. Click the **Send verification code button**. This will send an email to your email inbox containing a one-time verification code.
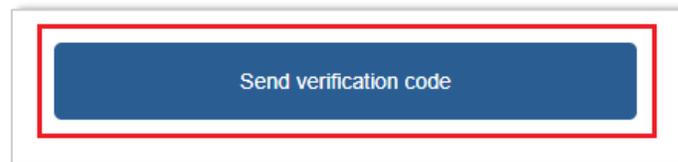
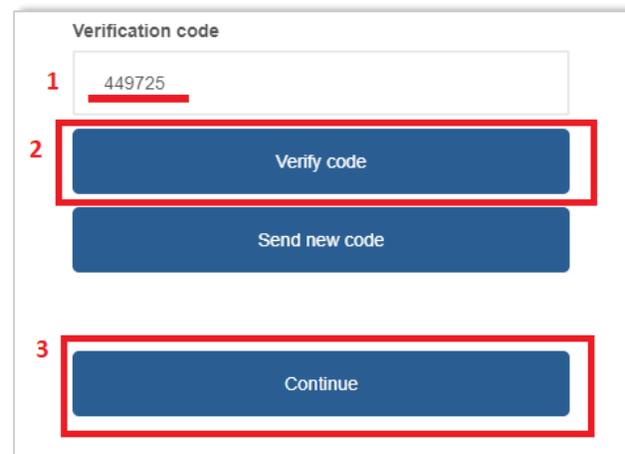4. You must access your email inbox and open the email that was sent to you from Miami-Dade County and copy and paste the security code onto the **Verification code text box**. Click the **Verify code button**. Then, click the **Continue button** on the next page.
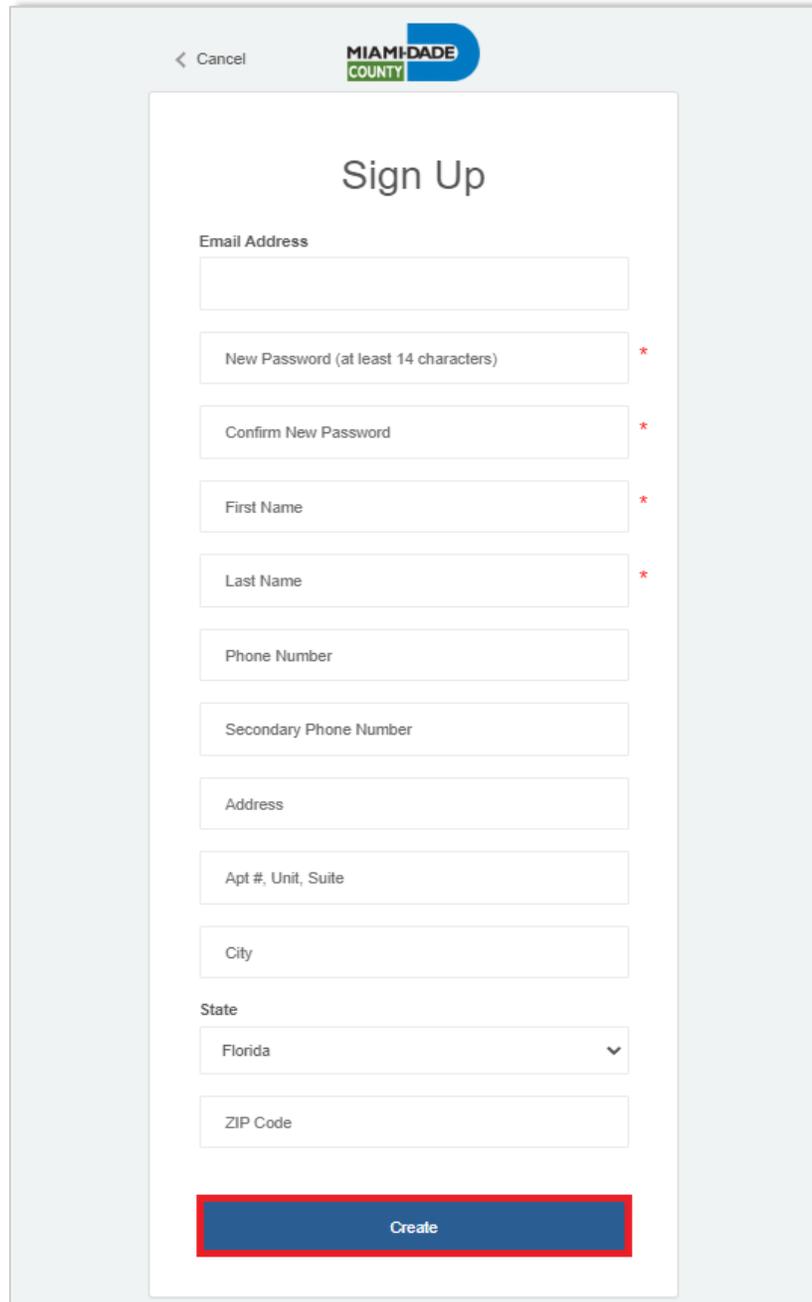
Please note, it may take several minutes to receive the verification code. Remember to double check your Spam folder.

In the event you do not receive the original requested verification code, select the **Send new code button** to have the website email a new verification code to your inbox.

5. On the next page fill out all required fields and then click the *Create button*.

After completing this step, the registration process is complete.

You will be forwarded to the initial Welcome Page.

Please click the *LOGIN button* and sign in.

6. After logging in, complete the Multifactor Authentication. Click the **Continue button**, then click on the **Send Verification Code button.** A new one-time verification code will be emailed to your username/email inbox. Please note, it may take several minutes to receive the verification code. Remember to double check your Spam folder. Please copy and enter the code in the text box and click the **Verify Code button**. Follow up by clicking on the **Continue button**.
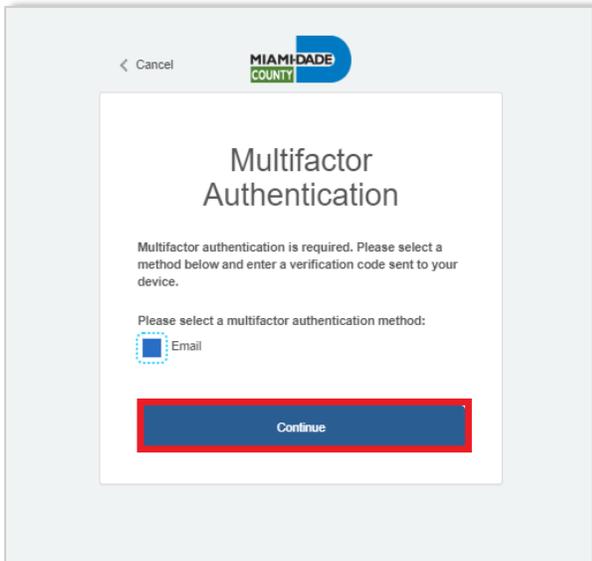
First screen
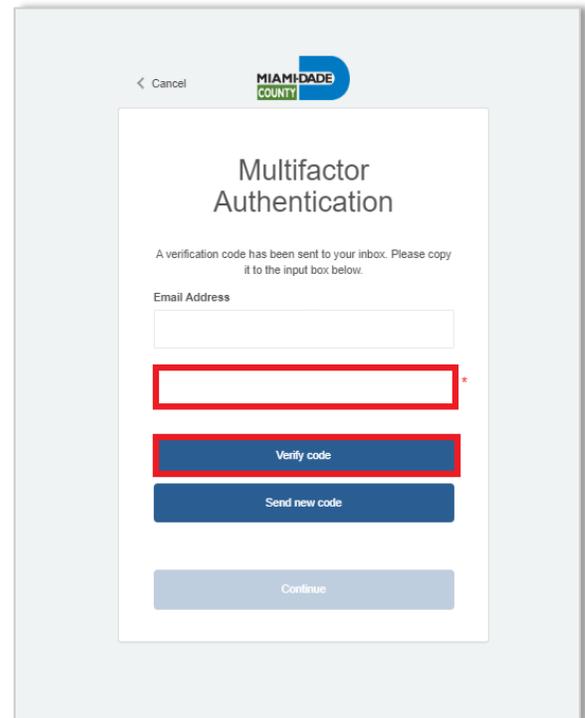
Second screen

7. Continue to read the Website User Manual below for the next steps, after registration is complete.

Note: If an individual has registered in the past, the following message will appear, "You are already registered, please press the back button and sign in instead." The User must click on the back arrow on the web browser (usually located on the upper-left corner of the webpage) or return to the main Welcome page. The user must click the **Sign In button** and begin the sign-in process.
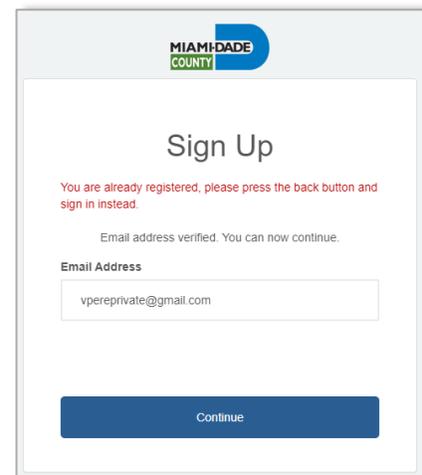
User Types

Below are the available user types and details for each:

- ***Facility Owner***
  - o   This user selection is for owner(s) of a given facility/facilities. The Facility Owner User can add, view, and edit facilities and facility information. The Facility Owner oversees and assigns facility permissions for all other users, including Facility Administrators, Alternate Administrators and Consultants. Note, a Facility Owner(s) is not the same as the building owner. For more information on completing the Facility Owner registration, please refer to the **Completing Facility Owner Profile** section (page 15).

- ***Facility Admin***
  - o   A first time Facility Owner needs to grant permission to a Facility Admin User. Facility Admin Users are Facility Administrators and can add, view, and edit a facility CEMP information. The Facility Administrator can grant facility user permissions to other Facility Admins (i.e., Facility Alternate Admin, Facility Regular User, etc.) and Consultants. The Facility Admin User is responsible for maintaining the facility information and CEMP submission up to date for all facilities assigned to them. For more information on completing the Facility Administrator registration, please refer to the **Completing Facility Administrator, Alternate Administrator, Regular Users Profile** section (page 18).


- ***Facility Alternate Admin***
  - o   Facility Alternate Admin Users are Facility's Alternate Administrator. A Facility Alternate Administrator has the same permissions as a Facility Administrator. Facility Alternate Administrators can add, view, and edit a facility's CEMP information assigned to them. The Facility Alternate Admin User can grant other Facility User positions permission to access a facility's account and CEMP information. For more information on completing the Facility Alternate Administrator registration, please refer to the **Completing Facility Administrator, Alternate Administrator, Regular Users Profile section** (page 18).

- ***Facility Regular User***
  - o   The Facility Owner or Administrators must grant a Facility Regular User permission to existing facilities. A Regular Facility User can add, view, and edit a facility account and a facility's CEMP information. Regular users cannot grant other Users permission to access a facility's CEMP information. For more information on completing the Facility Regular User registration, please refer to the **Completing Facility Administrator, Alternate Administrator, Regular Users Profile section** (page 18).

- *Consultant Admin/Owner*
  - o   The Consultant Admin/Owner User must request editing permission from the Facility Owner, Administrator, or Alternate Administrator to view, edit and submit a CEMP on behalf of a facility. The Consultant Admin/Owner User can provide permission to access a facility's CEMP information to registered Consultant Regular Users. After permission is granted, a Consultant Regular User can access all facilities the Consultant Admin/Owner User has permission to access. For more information on completing the Consultant Owner registration, please refer to the **Completing Consultant Admin/Owner Profile section** (page 20).

- *Consultant Regular User*
  - o   The Consultant Regular User must register and request permission from the Consultant Admin/Owner (whom they work for) to view, edit and submit a CEMP on behalf of a facility. After permission is granted, the Consultant Regular User has the same permissions as the Consultant Admin/Owner User. For more information on completing the Consultant Regular User Registration, please refer to the **Completing Consultant Regular User Profile section** (page 22).

User Next Steps

After successful registration, the User will be taken to a webpage that asks to select a specific user type and if you are an owner of an existing facility.
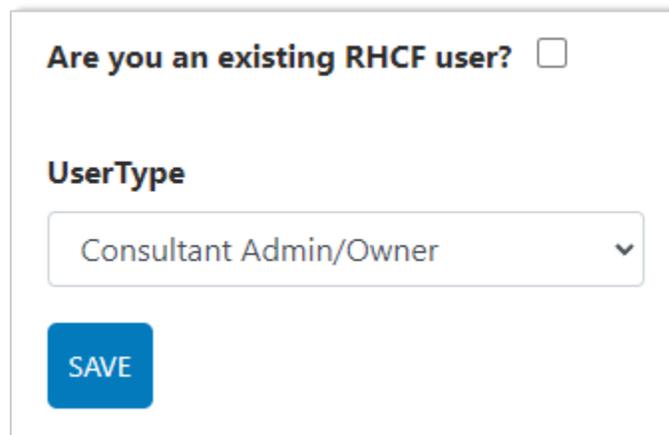
Existing Facility Owner

ATTENTION*: Please be cautious in completing this step. Failure to complete this process correctly may result in an inability for the Facility Owner to claim a facility's account(s). Mistake(s) made during this step are irreversible.*

If you are an existing RHCF owner, you must check the box for the question, "Are you an existing RHCF owner?" You will be prompted to enter the one-time User ID and password that was sent from Miami-Dade County. You are required to enter this information to complete the process. Your account will be linked to a group consisting of all the facilities you own, which are grouped by the owner's original email address on the old Residential Health Care Facility website. The Facility Owner will have permission to access all facility CEMPs, if the facilities share the same email address.
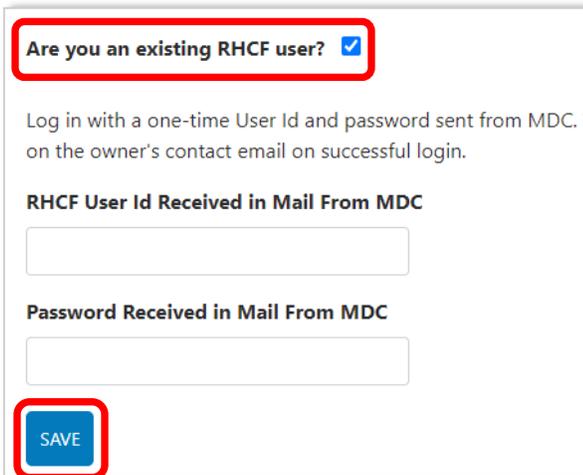
If the Facility Owner did not receive the one-time User ID and password, please request the one-time User ID and password from the Contact Us Menu. For more information, please refer to the **"Contact Us"** section of this manual (page 31).

After entering the required information, click on the **Save button** to complete linking to your facility's current CEMP information and account(s).
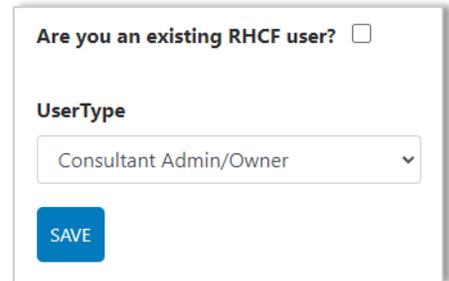
Upon completing the process, the Facility Owner will be able to do the following:

- Access a list of facilities owned by the Owner under the Search Facilities Submenu. The list automatically will appear after the one-time User ID and password are entered. This is the webpage that will first appear when a Facility Owner successfully signs into the website.
- Access and edit a specific facility's CEMP information by clicking on *View* under the Action column.
- Provide permission(s) for other Users to access and edit a facility's CEMP. You may access more information under the **How to Grant a User Permission section** (page 19).

New Facility Owner

**ATTENTION*: When initially registering, the Facility Owner's email must be different than the facility's business email address. This is especially important if an owner of a facility owns multiple RHCFs.* ** There will be an opportunity to enter the facility's business email during a facility's CEMP submission. Please be advised, a Facility Owner must register with a unique email address they only have access to.

If you are brand new to the RHCF Program or are not a Facility Owner, then leave the box unchecked for the question, **"Are you an existing RHCF user?"** and **_only_** select your user type and click the **_SAVE button_**. After, you will need to complete the registration page.

Each user type has specific roles and privileges available to them. Once registered, user types cannot be changed. A Facility Owner and Administrator can change a user type using the "User Permissions" webpage. For more information, please refer to the "**Facility User Permissions" section** of this manual .

<u>Completing Facility Owner Profile</u>

The process of submitting a CEMP for new facilities starts with the registration of the Owner. The owner must complete all the fields to register. If a facility is owned by multiple individuals, the individual involved with a facility's CEMP submission should register first and serve as the primary Facility Owner account holder. For more information, please refer to the "**Facility Has Multiple Owners" section** of this manual .

Please be advised, a Facility Owner(s) is not the same as the building owner. Only the owner(s) of the business can register as a Facility Owner. The RHCF Program does not require the building's owner to register.

The following is the webpage for registering a Facility Owner.

All fields on this page must be completed. The Address1 text box gives automatic suggestions for the user to select the correct address from a drop down, after the user starts typing in the address. The city and zip code are auto populated. Click on the ***Register Facility Owner button*** to complete the registration process. After the registration, the owner will receive an email with their login details. The owner is then eligible to add existing facilities that they currently own or create a new facility.

Note: After registration is completed, a facility owner's name is non-editable in the RHCF website.

Facility Owner Next Steps

- Register and/or assign all the current facilities that a User may own to the owner's primary account. The Owner Contact ID is the owner's primary account ID.
- After registration, the owner will receive an email.
- The Add Facility page will be opened. Proceed to add the facility's information. If an owner of a facility owns multiple RHCFs, then add all facilities using the ***'Add facility' Menu***. Please read the "Manage Facilities Menu" section for more information (page 24).
- The Facility Owner should request that the Facility Administrator, Alternate Administrator, Safety Officer (required for all assisted living facilities but may be added

by all other facilities if the facility has a Safety Officer), and other Emergency Contacts, including other Regular Users or staff (e.g., Plan Developer, Management Company, etc.), to register and enter an ID for the owner facility providing a Facility ID indicates that the user is working for the owner.

- The Facility Owner can create one facility and provide permission to govern and hand over all responsibilities to the Facility Administrator and/or Alternate Administrator. Please refer to the section below for more instructions.

How to Grant a User Permission:

- A website User must first request permission to access a facility's CEMP information. The Facility Owner and/or Administrators will be notified of the User's request.
- The Facility Owner and Administrators can grant permission to various other Users to provide them access to a specific facility's CEMP information. The Facility Owner and Administrators must access the *'Facility User Permissions' Menu* to do so. If the User must access more than one facility owned by the same Facility Owner, the Facility Owner and Administrators must grant the User permission for each facility's CEMP information the User must access. Please read the "**Facility User Permissions**" section for more information about granting permission to other Users .
- The Facility Owner and Administrators can also grant permission to Consultants, if applicable. The Facility Owner and Administrators must access the *'Consultant Owner/Firm Permission' Menu* to do so. Please read the "**Consultant Owner/Firm Permissions**" section for more information about granting permission to a Consultant .
- The Facility Owner, Administrator, and Alternate Administrator Users have the same website access and user rights.
- Upon completion of these steps, all Facility Users and/or Consultant(s) have permission to access and edit a facility's CEMP information.

Facility Has Multiple Owners

- If a facility has multiple owners (two or more owners), the other facility owner(s) must register with the following user type: Facility Admin. The owner(s) must enter the Facility ID(s) for which they share ownership with the primary Facility Owner account holder.

  Note: The website only allows for one Facility Owner account holder. In the event the additional facility owner(s) own other RHCFs or share ownership with another individual, they must re-register with a new email address.

- After registration, the first owner to register (the primary Facility Owner account holder) will receive an email of the other facility owner's registration and must grant the owner permission to access a facility's account.

- The other Facility Owner(s) to register will have the same access as the first Facility Owner to register. They can provide permission to administer and hand over all

responsibilities to the Facility Administrator and/or Alternate Administrator. Please refer to the section below for more instructions.

Completing Facility Administrator, Alternate Administrator, Regular User Profile

When registering as a Facility Administrator, Alternate Administrator, or Facility Regular User follow the registration steps as listed under the **"User Registration" section** and the **"User Next Steps" section** . The email address an individual is registering with cannot have been used in the past by another User.

An individual to register as a Facility Regular User may be individuals that are a facility's CEMP/Plan Developers, Safety Liaison, Management Company, Other Facility Owner, Facility Emergency Contact, and Other Contact (for all other positions). These individuals must register so they may be entered in the Contacts Menu, as required by AHCA and the Miami-Dade County Department of Emergency Management. For more information on how to enter an individual in the Contacts Menu, please refer to the **"Contacts"** section .

Note: In the event you are an employee for another facility, owned by different RHCF Facility Owner(s), you must re-register using a different email address to request permission to access those owner's facilities.

Facility Administrator, Alternate Administrator, Regular User Next Steps

- After registration, the User will receive an email confirmation confirming a User's registration.
- After completing the registration process and requesting permission to access a facility, the owner will receive an email.
- The Facility Owner can create one facility and provide permission to administer and hand over all responsibilities to the Facility Administrator and/or Alternate Administrator. Please refer to the section below for more instructions.

  How to Request Permission:

- After completing the profile, the User will be prompted to enter a Facility's ID number for which they are requesting permission to access. Please type the Facility ID number under the Enter an existing Facility ID number you would like to access text box. Only one Facility ID number must be entered to have access to all facilities owned by a particular Facility Owner. Please note, if a User must access more than one facility owned by the same Facility Owner, the Facility Owner and Administrators must grant the User permission for each facility's CEMP information the User must access.

Access permission to facilities

You currently do not have permission rights to access and view any residential health care facility. Please request that the Facility Owner adds you as a user to the facility.

Enter an existing Facility ID number you would like to access [   ]

[SAVE] [LOGOUT]

- Click on the *Save button* to save your request.
- A message will appear stating that a User does not have permission to access facility's account.
- Once permission has been granted, a User may login using the email address and password they registered with.
- Click on the *Logout button* to sign into the Residential Health Care Facilities webpage.

How to Grant a User Permission:

- A website User must first request permission to access a facility's CEMP information. The Facility Owner and/or Administrators will be notified of the User's request.
- The Facility Owner is the only individual that can grant a Facility Administrator(s) access to a facility's account and CEMP information. The Facility Owner must access the *'Facility User Permissions' Menu* to do so. If the User must access more than one facility owned by the same Facility Owner, the Facility Owner must grant the User permission for each facility's CEMP information the User must access. Please read the **"Facility User Permissions"** section for more information about granting permission to other Users (page 33). After permission has been granted, Facility Administrator(s) can grant permission to various other Users in the same manner the Facility Owner can.
- The Facility Administrators can also grant permission to consultants, if applicable. The Facility Owner and Administrators must access the *'Consultant Owner/Firm Permission' Menu* to do so. Please read the "Consultant Owner/Firm Permissions" section for more information about granting permission to a Consultant (page 35).
- The Facility Owner, Administrator, and Alternate Administrator Users have the same website access and user rights.
- A Facility regular User and Consultant only can submit a facility's CEMP information on behalf of the Facility Owner.
- Upon completion of these steps, all Facility Users and/or Consultant(s) have permission to access and edit a facility's CEMP information.

Completing Consultant Admin/Owner Profile

The following is the screen for registering an owner for a consultant or firm.

All fields on this page must be completed. The Address1 text box gives automatic suggestions for the user to select the correct address from a drop down, after the user starts typing in the address. The city and zip code are auto populated. Click on the *Register Consultant/Firm button* to complete the registration process.

The User will receive a "Registered Successfully" message once completing the registration process and be assigned a Consultant Account Number.

Registered Successfully. Email(s) sent successfully.

Request Facility Owner or Administrator to provide access permission to facilities.
Consultant account number : 70252

After successfully registering, the Consultant Owner/Firm will receive an email with their login details. The Consultant Owner/Firm is eligible to request Facility Owner(s) and/or Administrator(s) to provide permission to the Consultant so they may access a facility's account and CEMP information.

Consultant Admin/Owner Next Steps

- Once you register the Consultant Owner/Firm User, the Consultant Contact ID is the Primary Account ID for the Consultant Owner/Firm.
- After registration, the Consultant will receive an email with the Consultant ID.
- The Consultant must provide the Consultant ID and name assigned to them, and request that the Facility Owner, Administrator or Alternate Administrator, add the Consultant. The Facility Owner and Administrator(s) will grant the Consultant permission to access and edit a facility's account and CEMP information.

  Note: If an owner of a facility owns multiple RHCFs, the Facility Owner and/or Administrator(s) must grant the Consultant permission for each facility they must access by adding the Consultant ID to all applicable facilities.

- If the Consultant Firm has many employees, the owner of the company must request that employees (Consultant Regular Users) register and enter the Consultant Owner's Primary Account ID. This indicates that they are working for the specific Consultant Owner/Firm. An email will be sent to the Consultant Owner/Firm informing them that an individual has requested access to their account.
- The Consultant Owner/Firm must grant permission to the Consultant Regular User. This grants the Consultant Regular User access to all the clients' facility accounts the Consultant Owner/Firm has access to.

How to Request Permission:

- After completing the registration process, the Consultant Admin/Owner must enter a Facility's ID number for which they are requesting permission to access. Please type the Facility ID number under the Enter an existing Facility ID number you would like to access text box. If a Facility Owner owns more than one RHCF, the Owner or Administrator(s) must grant the Consultant Admin/Owner permission to access the other facilities' CEMP information.

Access permission to facilities

You currently do not have permission rights to access and view any residential health care facility. Please request that the Facility Owner adds you as a user to the facility.

Enter an existing Facility ID number you would like to access [   ]

[SAVE] [LOGOUT]

- Click on the **Save button** to save your request.
- A message will appear stating that the User does not have permission to access the facility's account.
- Once permission has been granted, a User may login using the email address and password they registered with.
- Click on the **Logout button** to sign into the Residential Health Care Facilities webpage.

How to Grant a User Permission:

- The Consultant Admin/Owner can grant permission to various other Consultant Regular Users. This will allow Users to access the list of facilities a Consultant Owner's clients may own and is able to access. The Facility Owner and Administrators must access the **'Facility User Permissions' Menu** to do so. Please read the "Facility User Permissions" section for more information about granting permission to other Users .

- The Facility Owner and Administrators can also grant permission to Consultants, if applicable. The Facility Owner and Administrators must access the *'Consultant Owner/Firm Permissions' Menu* to do so. Please read the **"Consultant Owner/Firm Permissions" section** for more information about granting permission to a Consultant (page 35).
- The Facility Owner, Administrator, and Alternate Administrator Users have the same website access and user rights.
- Upon completion of these steps, all Facility Users and/or Consultant(s) have permission to access and edit a facility's CEMP information.

Completing Consultant Regular User Profile

When registering as a Consultant Regular User follow the registration steps as listed under the **"User Registration" section** (page 8) and the "User Next "section (page 13). The email address an individual is registering with cannot have been used in the past by another User.

After successfully registering, the User will receive an email with their login details. The Consultant Admin/Owner User can grant the Consultant Regular User permission to access their clients' facility accounts.

Note: In the event you are an employee for another Consultant or Consultant Firm, you must re-register using a different email address to request permission to access those consultant's facilities.

Consultant Regular User Next Steps

- The Consultant Contact ID is the Primary Account ID for the Consultant Owner/Firm and must be provided to the Consultant Regular User.
- After registration, the Consultant Regular User must request permission to access a Consultant Owner/Firm account.
- The owner of the company must request that employees (Consultant Users) register and enter the Consultant Owner's Primary Account ID. This indicates that they are working for the specific Consultant Owner/Firm. An email will be sent to the Consultant Owner/Firm informing them that an individual has requested access to their account.
- The Consultant Owner/Firm must grant the User permission to give them access to their complete list of client facility accounts.

How to Request Permission:

- After completing the registration process, the Consultant Regular User must enter a Consultant Owner Account ID number for which they are requesting permission to access. Please type the Account ID number under the Consultant Owner/Firm Account Number text box. Only one Account ID number must be entered to access a full list of client accounts.

Access permission to facilities

You currently do not have permission rights to access and view any residential health care facility. Please request that the Consulatnt Owner/Admin adds you as a user to the facility.

Consultant Owner/Firm Account Number [   ]

[SAVE] [LOGOUT]

- Click on the *Save button* to save your request.
- A message will appear stating that a User does not have permission to access facility's account.
- Once permission has been granted, a User may login using the email address and password they registered with.
- Click on the *Logout button* to sign into the Residential Health Care Facilities webpage.
- Once the Consultant Owner/Firm grants the User permission, upon logging into the website again, the Consultant Regular User will view a list of their clients' facility accounts. The Consultant Regular User may submit CEMP information and/or pay the required CEMP Review Fee on behalf of a facility and the Consultant Owner/Firm.

MANAGE FACILITIES MENU

Depending on a user's role, users can create, view and manage a facility's information.

Add a New Facility

If a User wishes to create a brand-new facility, click on *'Add New Facility'* in the '*Manage Facilities' Submenu,* on the navigation bar.

When adding a new facility, it is highly recommended the User watch the instructional CEMP training video. The User must watch the video in its entirety before continuing to the facility creation page. The User can view the video again at any time after creating the facility.

The facility information page is the page where users will enter information for a new facility. Facility information that can be added includes facility name, address, type, and phone number as well as the date of renovation, date of training, number of residents, facility email address, and the facility's website. If the entered address is not geocoded, then the reject reason is added automatically, and an email is sent to the Department of Emergency Management.

The following statute and rule apply to this plan: Chapter 429.41 of the Florida Statutes and Rule 58A-5.024(1)(i) of the Florida Administrative Code. The purpose, time of implementation and the desired outcome of this plan are as follows:

Plan Purpose

Plan Implementation

Plan Outcome

Select the reference materials used in developing this plan or training classes taken. Select at least two.

Reference Material   **Documents Name / Description**

Assisted Living Facility Core Training ⌄   ADD

REMOVE

SAVE   BACK TO CEMP

All additional fields on the webpage must be completed, including the CEMP's purpose, implementation, and outcome.

A facility must also have at least two reference materials before the webpage can be saved. If one of the selected reference materials in the drop down is not listed, the User can select the 'Other Documents' option, and must include the document name or description in the corresponding text box.

All fields must be completed and must have the appropriate values before the facility information can be saved. **Please double check that the facility information is correct (name, address, facility type, etc.) before clicking on the *SAVE button.*** Once saved, certain fields will not be able to be edited. Click on the **BACK TO CEMP button** to return to the Documents Submission table. Once the facility account has been successfully created, the User can now access and edit the CEMP information for the newly created facility under the **CEMP Menu**. The facility's information will be displayed on the left-hand side of the webpage.

Deactivate a Facility

Users can deactivate facilities through the *'Deactivate Facility' Menu* in the '*Manage Facilities' Submenu,* on the navigation bar. All users, including the Miami-Dade County Department of Emergency Management, can deactivate a facility.

If a User wishes to deactivate a facility, click on *'Deactivate Facility'* in the '*Manage Facilities' Submenu,* on the navigation bar.

Click on *Edit* for the specific facility you wish to deactivate.

Select *Yes* on the drop down for the "Are you sure that you want to make the facility inactive?" question.

Provide a thorough explanation as to the reason for inactivating the facility's account under the *Reason for Making the Facility Inactive text box*.

Click on the *SAVE button*.

This will change the facility's status to inactive.

Search for a Facility

Users can search for a specific facility through the *'Search Facilities' Submenu* in the '*Manage Facilities' Menu,* on the navigation bar. Please note, all users will have access to the Search Facilities table when they initially log on.

Click on *View* to access a specific facility's CEMP information. The user will be taken to the following CEMP webpage for the selected facility.

REPORTS MENU

Users can verify a facility's CEMP status for a given year.

Verify Emergency Plans Compliance

To view if a facility's CEMP information is compliant, click '***Verify Emergency Plans Compliance' Submenu*** in the '***Reports' Menu,*** on the navigation bar.
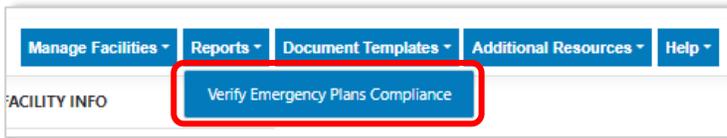
This page is also publicly available without the need to sign in. It can be accessed through the *Verify Emergency Plans Compliance Link* on the main Welcome Page, under the Additional Resources section. Inspectors from the Agency for Health Care Administration (AHCA) and other members from the general public may access this information.

On the Verify Emergency Plans Compliance Search webpage, enter information about the facility you wish to search for in the appropriate fields and then click the **SEARCH button** or press the enter key.

In the results page, click on ***Details*** to view the facility's CEMP compliance.

The webpage lists information regarding past and current CEMP approvals for the selected facility. In addition, a facility's Emergency Power Plan (EPP) status is also available, if applicable.

Click on the ***DOWNLOAD button*** to download the CEMP status table to a .csv file.

Click on the ***BACK TO LIST button*** to return to the previous screen.

Click on the ***BACK TO SEARCH button*** to search for another facility's CEMP status and repeat the process.

The table provided below provides a thorough description of each CEMP status.

| CEMP Status	Description
Profile in Development	New facility or existing facility submitting new CEMP information for a given year. Facility users are in the process of entering and submitting facility's information, documentation, and paying the annual CEMP Review Fee.
Plan Needs to be Reviewed	Facility users have submitted a facility's CEMP information. The Department of Emergency Management (DEM) is reviewing the CEMP.
Plan is Incomplete	DEM has found that the plan is incomplete and added reject reasons to specific fields or pages that must be addressed by Facility Users and/or Consultant.
Revisions to Review	Facility users added/updated missing CEMP information and resubmitted the CEMP. DEM is reviewing the fields against the reject reasons.
Plan Conditionally Approved	CEMP has been conditionally approved due to extenuating circumstances. There can be comments for missing information or documentation included, but no reject reasons or other reasons are listed. A facility that receives a Conditional Approval Letter does not have their facility's CEMP approved for that year. A facility still owes the missing or required CEMP information requested by DEM to be fully approved for a given CEMP year. A facility's CEMP information must be approved before submitting for the following year's CEMP.
Plan Approved	CEMP has been approved by DEM. All reject reasons, comments, or other reasons, have been addressed.
Non-Scheduled	CEMP plan year has not started yet for the current calendar year, or the facility account has just been created.

DOCUMENT TEMPLATES MENU

The RHCF website includes several document templates that a facility needs to download, fill out and submit to be eligible for the current CEMP year. The document templates must be downloaded on an annual basis to ensure that the facility is submitting the most current template for any given CEMP year. Submission of an old document template will be rejected and delay approval of your facility's CEMP.

Click on the name of the document template you would like to download in the *'Document Templates' Menu*, on the navigation bar, and print.
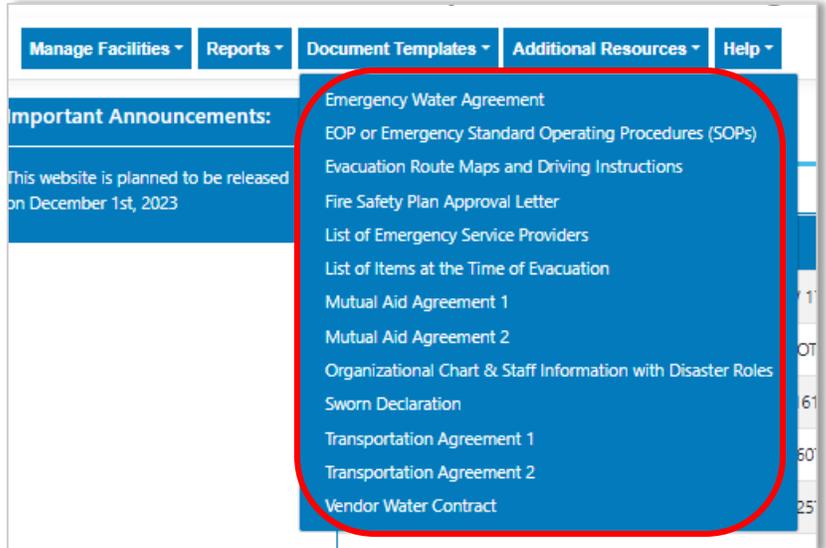
ADDITIONAL RESOURCES MENU

Users can access various other websites and materials that can assist in submission of a facility's CEMP.
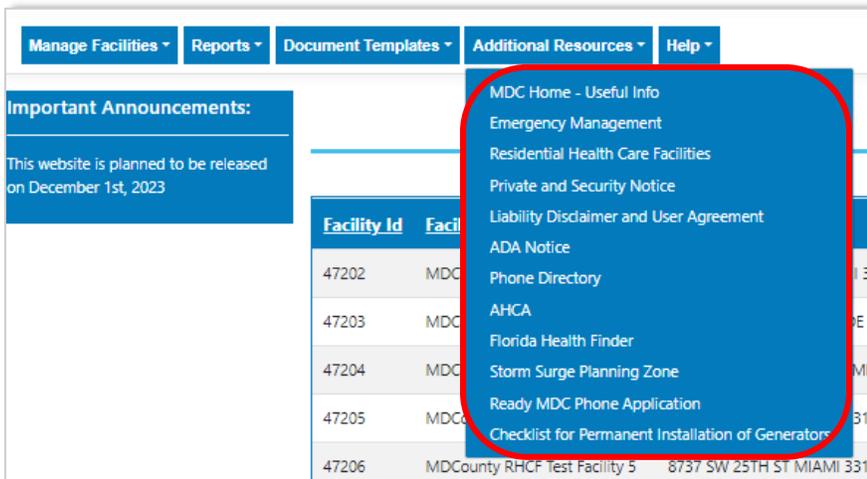
Click on the name of the link you would like to access in the *'Additional Resources' Menu*, on the navigation bar. A new tab on your browser will appear.

HELP MENU

A user can access the Website User Manual, website instructional video, and is able to contact the Miami-Dade County Department of Emergency Management via email.
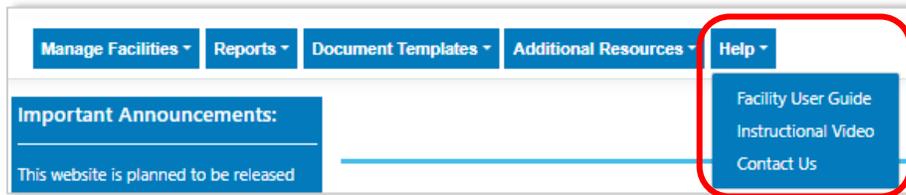
Facility User Guide

To download the current Residential Health Care Facility Website User Manual, click on *'Facility User Guide'* in the *'Help' Menu,* on the navigation bar.

A new tab on the browser will appear with the manual. A user may download the manual directly onto their desktop.

Instructional Video

To view the Website Instructional Videos, click on *'Instructional Video'* in the *'Help' Menu,* on the navigation bar.

The Instructional Video webpage will appear on a new tab in your browser with various video options in English, Spanish and Haitian Creole. The videos serve as training for owners and administrators submitting CEMP information for the first time for a facility (New/Initial Facility Video) or may serve as a refresher for submission of a renewal CEMP (Renewal Facility Video).

Upon selecting the video, a new tab will open playing the desired video.

It is highly advisable that the video be watched on an annual basis, as it may explain any changes that may have occurred since the previous year's CEMP submission.

Contact Us

To contact the Miami-Dade County Department of Emergency Management, click on *'Contact Us'* in the *'Help' Menu,* on the navigation bar.

The *'Contact Us' Submenu* can also be found on the footer of the RHCF webpage.

Complete all fields and provide a thorough explanation as to your request. The website will not allow you to submit your request if there are text boxes missing information.

Click on the **EMAIL US button** to submit your request. An "Email sent successfully" message, below the **EMAIL US button**, will appear once the request has been submitted.

The Miami-Dade County Department of Emergency Management will reply to your email as soon as possible.
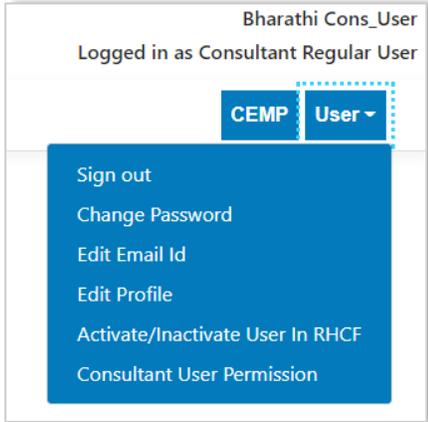
USER MENU

To view a user's permissions, click on the **'User' Menu**, on the right side of the navigation bar. A drop-down menu will open. The items that appear in the drop-down menu will be different depending on the type of user logged in.
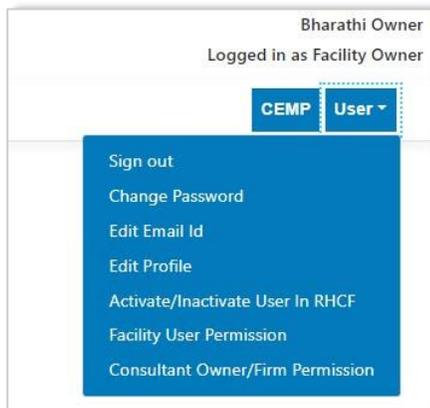
The following menu options are available in the **'User' Menu** for a Facility Owner, Administrator, and Alternate Administrator.

The following menu options are available in the **'User' Menu** for a Consultant Owner.
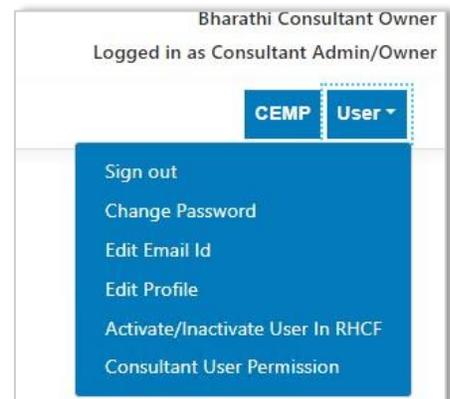
The following menu options are available in the *'User' Menu* for a Consultant Regular User.
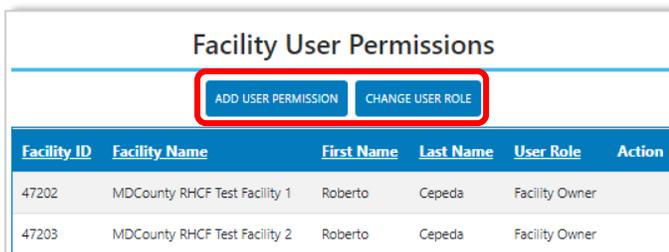
Facility User Permissions

To view and edit which users have access to specific facilities, click on **Facility User Permission** in the *'User' Menu*, on the navigation bar.

To Grant User Permission to a Facility

The Grant User Permission to a Facility table lists all the users (Facility Owner, Administrator, Alternate Administrator, Regular User, and Consultant Owner and Regular User) who have permission to access the selected facility.

A Facility Owner can grant users permission to any of the facilities they own. Select a specific facility from the *'Select Facility' drop-down* and a user from the *'Select Users' drop-down*. When both fields are completed, the selected user will have access to the selected facility's information.

Facility Owners can add a user by clicking on the **Add User Permission button**. If the user must access more than one facility owned by the same Facility Owner, the Facility Owner and Administrators must grant the user permission for each facility's CEMP information the user must access.

Facility Owners, Administrators and Alternate Administrators can also remove a user's access or change a user's role by clicking on the **Change User Role button.**

To Change a User's Role

When a user clicks on the **Change User Role button**, the user is taken to the Change User Type/Role table where they can select the specific user and the user role they want to save. The user roles to select from include the following: Facility Admin, Facility Alternate Admin, or Facility Regular User. After selecting the user and user role, click on the **SAVE button** to apply the changes.

Please note, the Facility Owner's role cannot be changed.

To Delete a User's Permission

To remove a user's permission to access a facility, the Facility Owner and Administrators must select the user record by clicking **Delete** on the table. The user will be taken to the Delete the User Permission webpage where they will be prompted to delete the selected user. The Facility Owner or Administrators must review the information displayed before deleting a user's permission or role. Click on the **Delete button** to remove the user's record. Once the user has been removed, the user will no longer have permission to access the given facility. Click on the **BACK TO LIST button** to return to the previous webpage.

Consultant Owner/Firm Permissions

To view and edit which consultants have access to specific facilities, click on **Consultant Owner/Firm Permission** in the **'User' Menu**, on the navigation bar.

To view a specific consultant or consulting firm's permissions to access a facility, enter the facility information in the appropriate fields and click the **SEARCH button** or press the Enter key.

The Consultant Owner/Firm Permission table lists all the facilities a consultant or consulting firm has access to view and edit.

Each facility will only have permission for a single Consultant Owner/Firm.

To add, edit or remove a consultant, click on the **'Consultant Owner/Firm Permission'** link for a specific facility. The user will be redirected to the Add/Edit/Remove Consultant Permission webpage.

To add or edit a consultant's permission access for this facility, select a consultant from the **'Consultant' drop-down** and click on the **SAVE button**. To remove a consultant from accessing this facility, click on the **Delete button**.
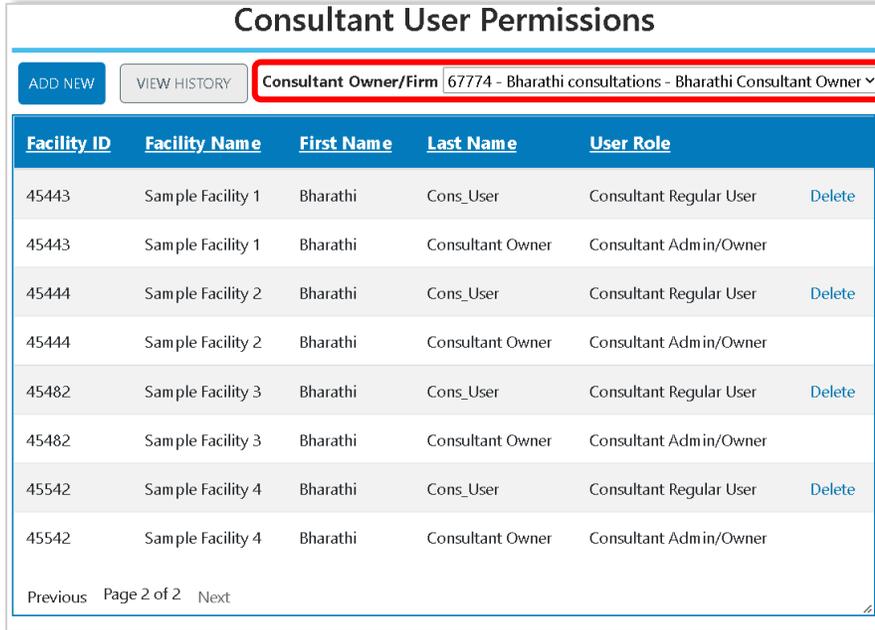

Please note, when adding or deleting a consultant user, a message will appear indicating that the action has been completed.

To return to the Consultant Owner/Firm Permission table, click on the **BACK TO LIST button** or on the **Back to Search button** (if available) to return to the search page without saving any changes.

Consultant User Permissions

The Consultant User Permissions webpage lists all the consultant users who have permission to view and access facilities assigned to a specific Consultant Owner/Firm. A user must first request that permission be approved by a Consultant Owner, in order to access a facility assigned to the Consultant Owner/Firm.
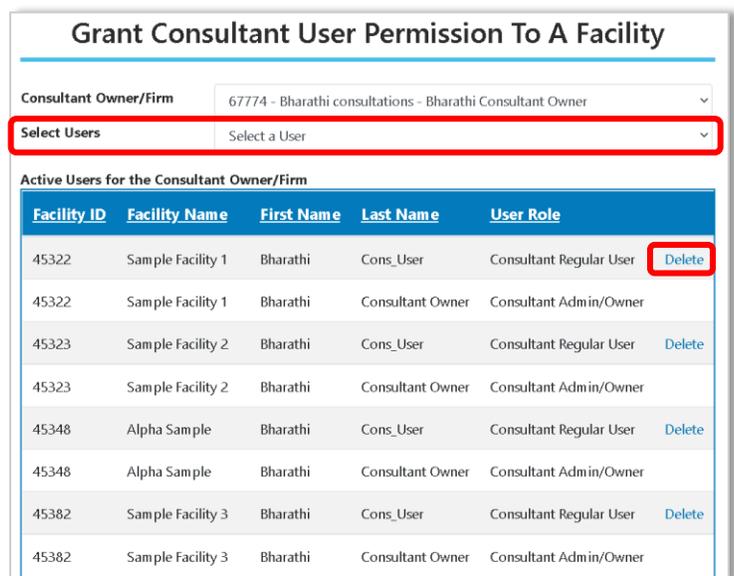

The Consultant User Permissions table displays a list of user information, including name, role and the facilities they have access to, under a given Consultant Owner/Firm. Select a specific Consultant Owner/Firm from the **Consultant Owner/Firm drop-down**, in order to be assigned to the specific Consultant Owner. This update will appear on the Consultant User Permissions table.
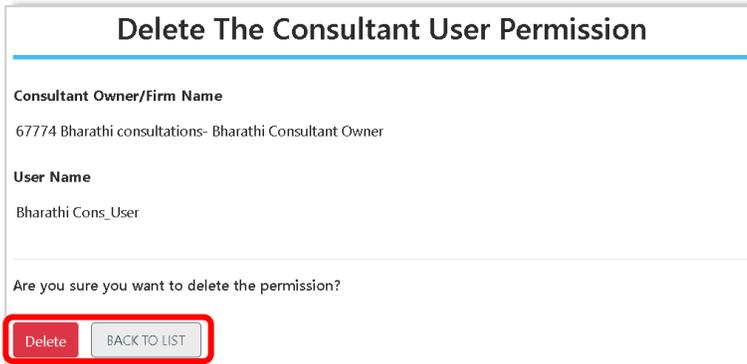
A Consultant Owner/Firm can grant facility permissions to consultant users by clicking on the **Add New button**.

The "Grant Consultant User Permission to a Facility" webpage will appear.

In the "Consultant User Permission to a Facility" webpage, along with displaying the consultant user permissions for a given Consultant Owner/Firm, the **Select Users drop-down** includes all users who have requested permission for the selected Consultant Owner/Firm. Upon selecting a user from the drop-down, the user is automatically granted permission for the selected Consultant Owner/Firm and the 'Grant Consultant User Permission to a Facility' table is updated accordingly. Afterwards, the user cannot be selected from the **Select Users drop-down**, as the user has already been granted permission.

Clicking **Delete** on a user's record in the 'Grant Consultant User Permission to a Facility' table redirects the user to the Delete the Consultant User Permission webpage for that given user. Upon opening, the webpage will list the user's name and Consultant Owner/Firm they are associated with. Clicking the **Delete button** will remove that consultant user permission. If the deleted user needs to be adde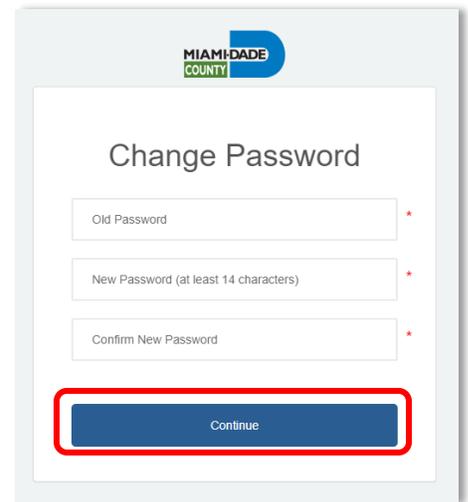d again, the affected user will need to request permission again from the Consultant Owner/Firm. Click on the **BACK TO LIST button** to return to the Documents Submission table.

Change Password

To update a user's password, click on **Change Password** in the **'User' Menu**, on the navigation bar.

The user will be asked to enter their old and new passwords. a

To complete the update, click on the **Continue button**, and the User will be redirected to the Search Facilities webpage.

Activate/Inactivate User in RHCF

To activate or inactivate one's own user account, click on **Activate/Inactivate User in RHCF** in the **'User' Menu**, on the navigation bar.

Select **Activate** or **Inactivate** from the **Change the Status drop-down**.

Click on the **SAVE button** to save the update.

Once a user has been inactivated, they will lose the ability to modify or view a facility's account and CEMP information. If a user has been activated, they must request access permission to the facility's account and CEMP information.

Edit Email/User ID
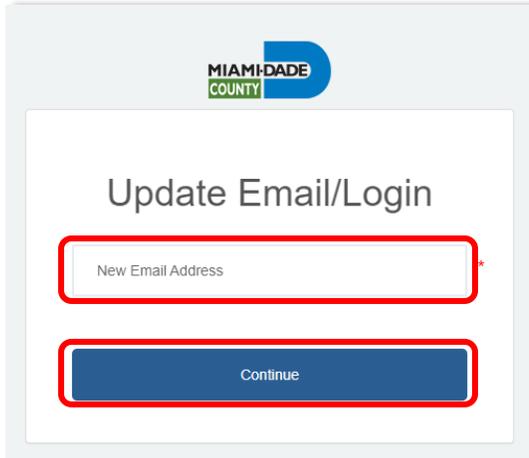
To update a user's email address or User ID, click on **Edit Email ID** in the **'User' Menu**, on the navigation bar.

To change the email address associated with a user's profile, type the new email address on the New Email Address text box and click on the **Continue button**. Click on the **Send verification code button**. Enter the one-time verification code emailed to the new email address. Follow up and click on the **Verify Code button**.
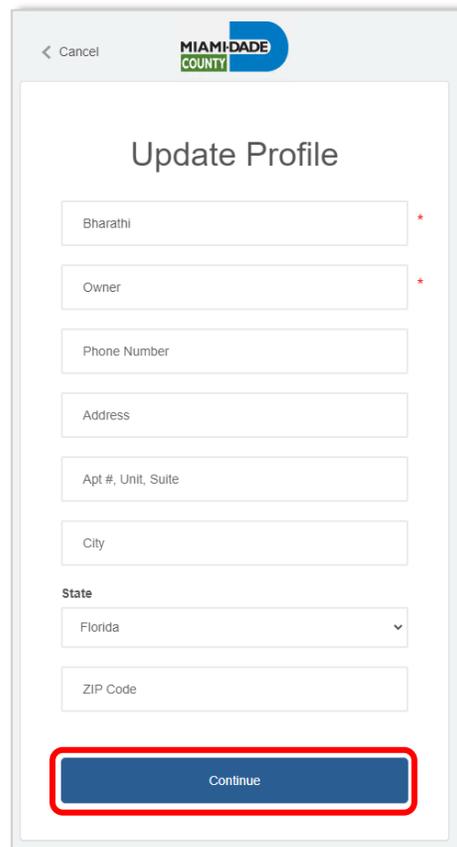
To complete the update, click on the **Continue button**, and the User will be redirected to the Search Facilities webpage.

Edit User Profile

To update a user's profile information, click on **Edit Profile** in the **'User' Menu**, on the navigation bar.

Click on the **Continue button** to complete the update.

The User will be redirected to the Search Facilities webpage.

Sign Out

To log off from the RHCF website, click on **Sign Out** in the **'User' Menu**, on the navigation bar. A message will appear, including a **Login** link to allow you to access the RHCF website.

CEMP MENU

To access a facility's CEMP information, click on the *'CEMP' Menu*, on the right side of the navigation bar.

Note: If a facility was not opened or viewed before, the *'CEMP' Menu* will redirect the user to the Search Facilities webpage. The Search Facilities table will appear with a list of active facility accounts associated with the user. Click *View*, on the Search Facilities table, to access a facility's CEMP information.

Search Facilities

Total Records: 12

Facility Id	Facility Name	Address	Consultant	CEMP Submission Date	CEMP Approved Date	Facility Status	Action
47202	MDCounty RHCF Test Facility 1	10492 SW 173RD ST MIAMI 33157				Active	View
47203	MDCounty RHCF Test Facility 2	8834 ABBOTT AVE SURFSIDE 33154				Active	View
47204	MDCounty RHCF Test Facility 3	1551 NE 161ST ST NORTH MIAMI BEACH 33162				Active	View
47205	MDCounty RHCF Test Facility 4	5901 SW 60TH ST MIAMI 33143				Active	View
47206	MDCounty RHCF Test Facility 5	8737 SW 25TH ST MIAMI 33165				Active	View
47207	MDCounty RHCF Test Facility 6	3940 SW 102ND AVE MIAMI 33165				Active	View
47208	MDCounty RHCF Test Facility 7	1521 NW 8TH ST MIAMI 33030				Active	View
47209	MDCounty RHCF Test Facility 8	1145 NW 14TH TER MIAMI 33136				Active	View
47222	MDCounty RHCF Test Facility 9	12225 SW 144TH TER MIAMI 33186				Active	View
47223	MDCounty RHCF Test Facility 10	1130 OPA LOCKA BLVD MIAMI 33168				Active	View

First   Previous   Page 1 of 2   Next   Last

The CEMP Menu is the main page that allows Facility and Consultant Users to edit, submit and review a facility's CEMP information and documents for the current year.

Users can click on the section in the CEMP item box to view the page for that given item. Sections are categorized by either 'Facility', 'Concept of Operations' or 'Submit and Approval'.

Next to each section is an icon which indicates the section's current completion status. This is not an indication of the CEMP review status.

Section Status Description:

- Completed: The user has submitted all CEMP information and other data. This is not an indication that the CEMP information has been reviewed.
- Not Started: The user has not submitted any CEMP information or data for the specific section. This is not an indication that the CEMP information has been reviewed.
- In Progress: The user has begun to submit CEMP information and other data but has not completed the task. This is not an indication that the CEMP information has been reviewed.

Please note, some sections are only made visible or accessible to certain types of facilities. For example, the 'Emergency Power Plan' section is only made available for assisted living facilities (ALFs) or nursing homes.

Facility Section

The Facility Section is comprised of the following subsections: Facility Information, Contacts, Hazard Analysis, Documents Submission, Hosting and RHCF Ownership.

Click on the desired section to access specific questions about your facility's CEMP.

Facility Info

The Facility Information webpage is the primary page to view all basic information for a given facility. The fields displayed are identical to those when creating a new facility. Fields must be updated on an annual basis to reflect the most current facility data.

Please note, if the facility is a new facility, the user is allowed to modify the facility address information and facility name. If the facility is submitting a renewal CEMP, the user is not allowed to modify the facility address information or facility name. Other information, such as the Facility ID, cannot be modified after creating the facility account.

The facility address needs to be selected from the suggested list that appears on the Address Line1 field. The address should be entered using short names like ST (Street), AVE (Avenue), etc.

Most of the fields in this section pertain to the site's physical location and a facility's clientele. The following tools are available for all other miscellaneous types of questions posted in this section.

For the 'Date of Training' field, click on *Video* to access the Website Instructional Videos. The link will take the user directly to the training videos. This video must be watched in its entirety. Click on the *Calendar Icon* to select the date when the video training has been completely watched.

All facilities must enter a North American Industry Classification System (NAICS) code number. The NAICS is used by government agencies to classify businesses for statistical purposes. Click on the web link to access the NAICS webpage.

Please refer below to the NAICS codes that is most appropriate to your facility type.

> Adult Day Care Center
> - 624120
>
> Ambulatory Surgical Center
> - 621493
>
> Assisted Living Facility (ALF)
> - 623110 (ALFs without nursing facilities for the elderly with nursing care
> - 623311 (ALFs with on-site nursing facilities)
> - 623312 (ALFs for the elderly without nursing care)
>
> Hospitals
> - 622110 (General medical and surgical, general pediatric)
> - 622310 (Specialty (except psychiatric, substance abuse)
>
> Intermediate Care Facility
> - 623210
>
> Nursing Home
> - 623110
>
> Residential Treatment Center for Children and Adolescents
> - 623990

Additional fields such as the CEMP plan purpose, implementation and outcome must also be completed. The responses must thoroughly explain the purpose for your facility's CEMP, the time when the CEMP will be implemented, and results from implementing your facility's CEMP in the event of an emergency.

A facility must also have at least two (2) reference materials. Select the reference materials utilized on the drop-down list. If one of the selected reference materials is an 'Other Documents', the user must include the name of the document under the *Document Name/Description text box*. To edit the *Document Name/Description text box*, the user must select the 'Other Documents' option and make the necessary update.

All fields must have the appropriate values before the facility's information can be saved. To save all updates, click on the *SAVE button*. An "Edited Successfully" message will appear indicating that the updates have been successfully saved.

Please note, a User may submit their facility's CEMP information no more than ninety (90) days before the due date.

Once the CEMP plan has been approved, the facility's CEMP information can no longer be modified, and all fields will be disabled until ninety (90) days prior to the following year's CEMP due date.

A facility's CEMP must be approved prior to the following year's due date. Not having an approved CEMP may impede a user's ability to pay and submit the CEMP information and documentation for the following year.

Failure to submit your facility's CEMP information by the due date may cause major delays in the review and approval of your facility's CEMP. The RHCF website may not allow the user to retroactively update a facility's past CEMP information and make the required payment a year after the facility's due date. Please stay on top of your email inbox as the website will email users with timely CEMP notifications.

Contacts

Contact user information for a given facility is viewed and entered in the Facility Contacts webpage. Facility contact information can include contacts for the following facility roles: Facility Owner, Additional Facility Owner, Administrator, Alternate Administrator, Alternate Emergency Contact, Consultant, Facility Developed Plan Contact, Emergency Contact and/or Other Contact.

A facility must, at the very least, include contact information for the following positions: Facility Owner, Administrator, Alternate Administrator, Plan Developer, Consultant (if applicable), Safety Liaison (mandatory for all ALFs), and Management Company (if applicable) to be eligible for approval. A facility may also include the additional contact types, if applicable: Additional Facility Owner, Facility Emergency Contact, and Other Contact. The Facility Owner cannot be deleted from the Facility Contacts table.

Steps for Creating a Facility Contact

1. Register (Sign Up) a user.
2. Provide "Facility user permission" or "Consultant Owner/Firm Permission" to the Facilities User who will be accessing the facility's account.
3. Create a contact for a facility by selecting a user and adding contact information.

Create a Contact

To create a new contact, click on the ***CREATE NEW button*** near the top of the page.

In the Create Contact webpage, the user can create a new contact for the current facility by entering the contact information in the corresponding fields and clicking the ***CREATE button***.

The 'Contact Type' can be selected from a drop-down list. Existing contacts can be applied to multiple contact types. Only one type of contact can exist for a given facility (Example: There cannot be more than one Facility Consultant).

Contact information is used for a user across multiple facilities belonging to the owner. First and last name fields are non-editable. A logged in user can edit their email address/User ID by clicking on the ***'User' Menu*** on the navigation bar and selecting ***Edit Email ID***.

Edit a Contact

To edit a specific contact, click on *Edit* at the very right of the contact's record in the Facility Contacts table. This will redirect the browser to the Edit a Contact webpage.

The user can view and edit an existing contact's information on the Edit a Contact webpage. Click on the *SAVE button* to save all changes made to a specific contact's record. The edited information will be reflected in all facilities the user is listed as a "contact person".

A contact can only be edited by a Facility User if the given user is active in the RHCF website.

Delete a Contact

To delete a contact, click on **Delete** at the very right of the contact's record in the Facility Contacts table. This will redirect the browser to the Delete a Contact webpage.

To delete a contact, click on the **Delete button**. This action will delete a contact from the current facility account that is open. Deleting contact information for one facility will not be automatically reflected on other facilities. If the user wishes to delete the contact for all facilities where they are listed, the user must manually access each facility and delete the contact. Click on the **BACK TO LIST button** to return to the Facility Contacts table.

Please note, the Facility Owner contact information <u>must</u> not be deleted. A Consultant User will not have permission to delete a contact for a facility.
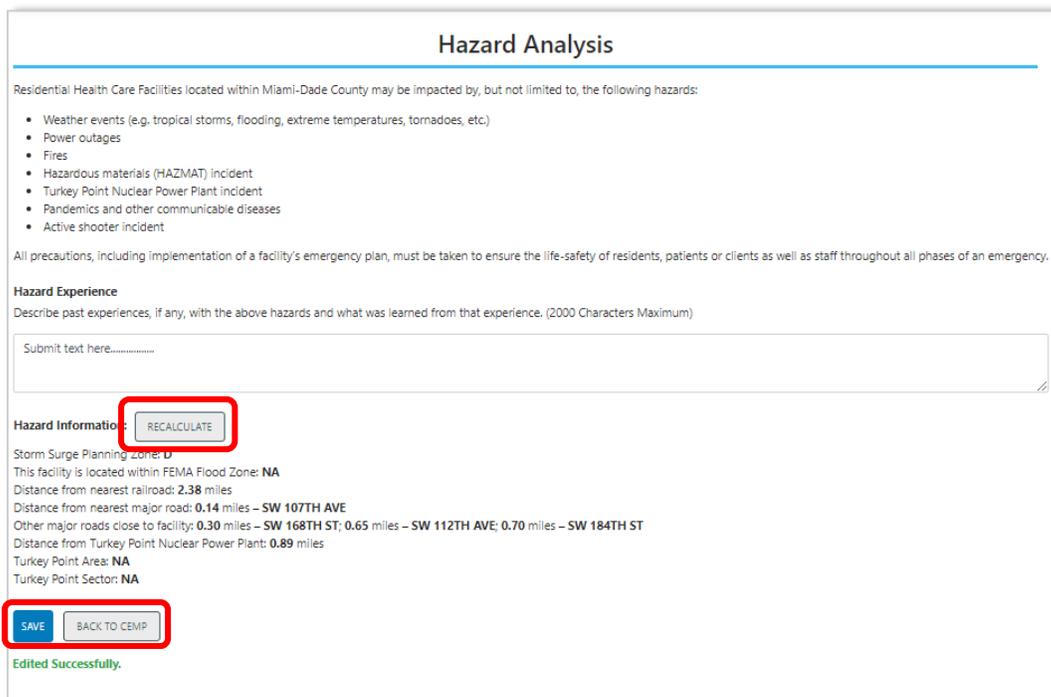

Hazard Analysis

The Hazard Analysis webpage displays information regarding various potential hazards a facility may encounter, including site specific information regarding the facility.

Under Hazard Experience, the user can add and view details regarding any past experiences with any potential hazard(s), as well as lessons learned from those experiences. Click on the **SAVE button** to save any updates made on this page. An "Edited Successfully" message will appear indicating that the updates have been successfully saved.

Under the Hazard Experience section, all facilities must provide a detailed description of current and past lessons learned from all internal and external emergencies that have impacted the facility. A brand-new facility, with no prior history, submitting an Initial CEMP, may include the following statement, "The facility has not experienced an internal or external emergency in the past."

Site-specific facility information such as Storm Surge Planning Zones, distance to the Turkey Point Nuclear Power Plant, distance from major roadways, and FEMA Flood Zones are displayed as well, under the Hazard Information section.

Click on the ***RECALCULATE button*** to update a facility's information, followed by the ***SAVE button***. Click on the ***BACK TO CEMP button*** to return to the CEMP Menu.

Documents Submission

In the Documents Submission webpage, the user can view and submit required documents for a given facility.

Document templates must be downloaded, filled out and submitted by the Facility User for the current plan. Click ***Download*** on a specific document record, under the Template column, to download the document.

Please note, documents may change from year to year. Please download the most current version of the template on an annual basis.

Completed documents must be submitted on an annual basis. Select the plan year you would like to submit for on the *Plan Year drop-down* and click on *Upload*, under the Document column, for the respective document. The Document column allows the user to download, edit or delete previously submitted documents.

Submitted documents include the date and time of upload under the Updated Date column.

Files uploaded will be converted to a pdf and can be viewed by clicking *View* under the Document (pdf) column. These pdf documents are appended to the CEMP document produced at the end of a facility's CEMP submission.

File types allowed are "pdf", "docx", "png", "jpg", "jpeg", and "gif". The website saves the history of submitted files (latest files in that plan year) for every year.
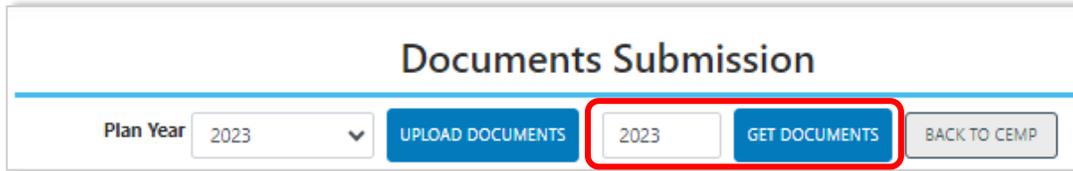
Documents submitted from previous years can be viewed by entering the year in the field located to the left side of the *GET DOCUMENTS button.* Click on the *GET DOCUMENTS button* and the user will be redirected to a new webpage with the CEMP year's corresponding documents. Click on *View*, under the Document (pdf) column, to access documents.

Upload and Edit a Document Submission

To submit a document or to edit a document submission, click on *Upload* in the corresponding document row. This will redirect the browser to the Edit a Document Submission webpage.

On the Edit a Document Submission webpage, the document name and plan year are displayed. To submit a document, the user must click on the *Choose File button* and will be taken to File Explorer. The user must browse the folder or drive to locate the document the user wants to upload. After selecting the document, click *Open* and the page will be updated to include the selected document. The user must click the *SAVE button* to successfully upload the document. Click on the *BACK TO LIST button* to return to the Documents Submission table.

Any uploaded documents can be viewed by clicking on *View* next to the *CHOOSE FILE button*.

An "Edited Successfully" message will appear indicating that the document updates have been successfully saved.

Please note, all facilities with an existing CEMP or Emergency Operations Plan (EOP) must upload their plan in its entirety under the Standard Operating Procedures document.
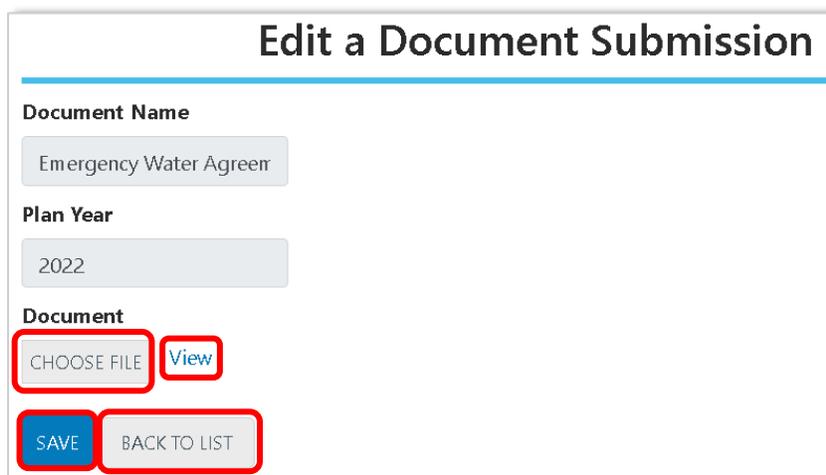
Hosting Facility

During an emergency, a facility may need to evacuate to a different evacuation receiving or host facility. In the 'Facility Hosting' webpage, the user must enter information regarding the facilities that are to serve as hosts for their facility, in the event of an emergency evacuation. Hosting facility data entered will be displayed in the Facility Hosting table.

At least two (2) host facilities must be submitted per CEMP year. A facility may enter more than the minimum two (2) facilities. This is highly recommended as a Receiving/Host Facility may also host another facility's clientele in the event of an emergency. The user can select the following Host Facility types: Miami-Dade County Facility, Other County Facility, and Other Hosting Type. Depending on the type of Receiving/Host facility selected, the user must complete all fields.

The Clients Relocated field asks for the maximum number of clients a facility can accommodate in the event of an emergency evacuation. The Description text box must include specific information about the facility, such as the type of business or building the facility resides in.

Details for each Receiving/Host Facility type are as follows:

- Miami-Dade County Facilities – The user must enter the Facility ID of an existing residential health care facility located within Miami- Dade County. The facility must be an existing Miami-Dade County facility and must have Storm Surge Planning Zone information registered in order to be added.
- Other County Facilities – Facilities that are not located within Miami-Dade County but are available to serve as hosts. Users must enter facility Id along with address, street, state and zip code.
- Other Hosting Types – Other types of Receiving/Host facilities located within Miami-Dade County such as medical center, group home, residential building, hotel, etc.

Please note, duplicate host records cannot be created.

Edit a Host

To edit a Receiving/Host Facility, click on **Edit**, next to a facility's record, in the Facility Hosting table. The user will be redirected to the Edit Host webpage for the respective facility. The user can update the facility's information and click the **Submit button** to save all updates.

Please note, the information cannot be saved if it is a duplicate of an existing Receiving/Host Facility.

Delete a Host

To delete a Receiving/Host Facility's record, click on **Delete**, next to a facility's record in the Facility Hosting table. This will redirect the user to the Delete Host webpage for the respective facility. The user will be prompted to delete the selected host for their facility. Click on the **Delete button** and the host will be removed. Click on the **BACK TO LIST button** to return to the Facility Hosting table.

Facility/RHCF Ownership

The Facility Ownership section lists all the facilities owned by a specific Facility Owner. The Facility Owner displayed on this webpage is the owner of the facility currently being accessed. For example, if the user is viewing the facility 'MD County RHCF Test Facility # 1", the owner of that facility, and all other facilities under their ownership, will be displayed on the Facility Ownership table.

The Facility Ownership webpage allows users to view current facility information, add, edit, or delete facilities that fall underneath the ownership of the displayed Facility Owner. *Please note, an owner must list all facilities owned within the state of Florida on the Facility Ownership table.*

Please note, facilities classified as an 'Other County Facility', under the Owner Facility Type column, are the only types of facilities allowed to be added or modified on the Facility Ownership table. All facilities located within Miami-Dade County that fall under the same owner can view and modify the same data. To add another facility not located within Miami-Dade County, click on the *Create New button* on the Facility Ownership table. This will redirect the user to the Add Ownership webpage.

Add Ownership

Upon clicking the *Create New button*, the user is redirected to the Add Ownership webpage. On this webpage, the user can enter information for a facility to fall under the ownership of the Facility Owner displayed above. To save the facility information, click on the *SUBMIT button*. A new record will be created on the Facility Ownership table. Click on the *BACK TO LIST button* to return to the previous page.

Delete Ownership

Facility information, specifically facilities classified as an "Other County Facility" can be modified or removed from the Facility Ownership table. The user must click on Edit/Delete, under the Action column, to delete the respective facility.

The user is redirected to the Delete Ownership webpage. The user will be asked to delete the respective facility. Click on the **Delete button** to permanently remove the facility. Click on the **BACK TO LIST button** to return to the previous page.

Concept of Operations Section

The Concept of Operations section is comprised of the following subsections: Direction & Control, Staffing, Resources, Communications, Evacuation & Re-Entry, Receiving Facility & Sheltering-in-Place, Training & Exercise, and Emergency Power Plan (only accessible and mandatory for all assisted living facilities (ALFs) and nursing homes to complete).

Click on the desired section to answer the required CEMP questions. Questions will be related to the various procedures the facility will enact in the event of an emergency and have been tailored according to the facility type. Responses must be thorough. Generic or incomplete responses will be rejected and may delay the approval of your facility's CEMP.

Per law, all assisted living facilities (ALFs) and nursing homes must provide information in reference to the Emergency Environmental Control Plan, also referred to as the Emergency Power Plan or EPP. Failure to complete this subsection will delay the approval of your facility's CEMP. To save the EPP information, select the appropriate year from the drop-down and click on the **SAVE button**. An "Edited Successfully" message will appear indicating that the updates have been successfully saved. Click on the **BACK TO CEMP button**, to return to the previous or main CEMP menu.

To save all responses, click on the **SAVE button** located on the bottom of the respective webpage. An "Edited Successfully" message will appear indicating that the updates have been successfully saved. Click on the **BACK TO CEMP button**, to return to the previous or main CEMP menu.
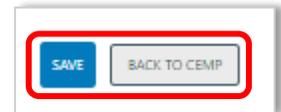
Submit and Approval Section

The Submit and Approval section is comprised of the following subsections: Submit CEMP, Submit Payment, and Approved Info. Click on the appropriate section to submit your facility's CEMP information, make the required CEMP Review Fee payment, view a facility's rejected CEMP reasons, and access all facility CEMP and/or EPP Approval Letters and CEMP documents.

Submit CEMP

The CEMP Submission webpage allows the user to review all CEMP items before submitting them for the current plan year. All CEMP sections listed must be labeled as "Completed" before the user is able to submit and allowed to pay for the current CEMP year.

The CEMP Submission Table will display three (3) CEMP status:

- Not Started: The user has not answered any of the required fields.
- In Progress: Certain fields have been left unanswered.
- Completed: All fields have been answered.

CEMP Submission

The status of the following items should be Completed before you can Submit your CEMP.

Facility ID:	47202
Facility Information:	Completed
Contact Information:	In Progress
Required Documents Submission:	Not Started
Evacuation Hosting:	Not Started
Hazard Analysis:	Completed
Standard Operational Procedures:	Not Started
Evacuation Agreements:	Not Started
Sheltering Information:	Not Started
Training Procedures:	Not Started
Emergency Power Plan:	Not Started

Towards the bottom of the webpage, the user is able to view all the reasons preventing a facility's CEMP approval. The user must review all comments under the Reasons for Plan Not Approved table and correct all CEMP responses and documents prior to re-submitting the facility's CEMP information.

Once the user clicks on the **SUBMIT CEMP button**, an email is automatically sent to the following facility users: Owner, Administrator, Alternate Administrator, and currently logged in Facility User, as well as the facility's listed email address (posted under the Facility Info subsection).

Click on the **BACK TO CEMP button** to return to the Documents Submission table.

Submit Payment

The Submit Payment section allows the user to pay the required CEMP Review Fee for the current year, after completing and submitting all required CEMP items. The total amount that must be paid varies depending on whether the facility is paying for an initial or new CEMP or a renewal CEMP (submitted annually after the initial year).

Payment must be made online by credit card. American Express, Discover, Master Card and Visa credit and debit cards are the accepted methods for online payment. Please note, a user will not have the option to select a payment by check. If a facility encounters an issue in submitting an online payment, an authorized Facility User must contact the Miami-Dade County Department of Emergency Management (DEM) and get authorization to submit a check to the DEM.

To make a payment, the user must select the current CEMP year to pay. After clicking on the desired year, the user is redirected to an external Miami-Dade County website to make the payment. After clicking on the **CONTINUE button**, the user is taken to the payment

forum where they must enter their personal, billing and financial information in order to pay the fee.

All required fields must be filled in to make the payment. The checkbox at the top must be checked as well. When entering payment information, make sure that the billing address you are entering is the same address that is on file with your card provider.

Once all fields have been completed, click on the *SUBMIT PAYMENT button*. The user will be given a message stating that the payment has been processed and will be given the option to be redirected back to the RHCF website. An email will also be sent as proof of payment to the email address entered by the user in the e-mail field. After a payment has been successfully made, the pay with check and pay with credit card links will not appear on the page.

Please note, if your card was not accepted or something went wrong during the payment process, please wait a minimum of two (2) hours to resubmit your payment. Please note that the session will expire after a period of inactivity.

After a payment has been made, the Credit Card Payment History table is automatically updated. The user can view all past payments by referring to the Credit Card Payment History table.

Approved Info

The Approved Info section provides the user with two (2) tables: The Reasons for Plan Not Approved table and the CEMP Letters table.

The user must review all comments under the Reasons for Plan Not Approved table and correct all CEMP responses and documents prior to re-submitting the facility's CEMP information. The table will indicate the webpage name, field title and reason(s) for not approving the response. An email will be sent as to the current status of your facility's CEMP and list the CEMP items that must be corrected and updated on the RHCF website.

Reasons for Plan Not Approved

All reasons for not approving CEMP can be found in the below table. **Please review and correct all CEMP documents/responses to be** **for approval.**

Web Page Name	Field Name	Field Value	Reject Reason	Other Reason	Comments
Document Submission	Document Submission		Document not dated, signed, or notarized.		
Facility Info	Facility Address1	13245 SW 88TH LN	Facility address not verified		
Contacts	Contacts		Missing contact information.		

Previous   Page 1 of 1   Next

The CEMP Letters table user displays all CEMP and EPP Approval Letters for a facility. must review all comments under the Reasons for Plan Not Approved table and correct all CEMP responses and documents prior to re-submitting the facility's CEMP information. The table will indicate the webpage name, field title and reason(s) for not approving the response.

Plan Year	CEMP Status	Submitted Date	Approved Date	Approval Letter	CEMP (Plan)
2022	Plan Approved	12/8/2022 3:41:07 PM	12/20/2022 11:11:22 AM	Download	Download
2019	Plan Needs to Be Reviewed	2/1/2019 9:53:59 AM		Missing!	Missing!
2018	Plan Approved	2/13/2018 4:43:08 PM	2/28/2018 12:00:00 AM	Missing!	Missing!
2016	Plan Approved	12/14/2016 4:50:22 PM	12/14/2016 12:00:00 AM	Missing!	Missing!
2015	Plan Approved	9/17/2015 9:22:23 AM	9/17/2015 12:00:00 AM	Missing!	Missing!

To download the CEMP and EPP Approval Letters for a specific year, click on ***Download*** under the Approval Letter (CEMP) and the EPP Approval columns (applicable only to assisted living facilities (ALFs) and nursing homes).

To download a complete CEMP document for your facility, click on ***Download*** under the CEMP (Plan) column. The document will include all facility CEMP information and documents. The CEMP Letters table will save all current and past CEMP and EPP (if applicable) Approval Letters and CEMP document for each respective year.

The CEMP Letters table also displays the facility's current CEMP status. All CEMPs submitted for past years will appear as 'Plan Approved' under the CEMP Status column.

Click on the ***BACK TO CEMP button*** on the bottom of the webpage to return to the CEMP Menu.

OTHER CEMP MENU ATTRIBUTES

FACILITY INFO

Id: 47202
Group: 12
Name: MDCounty RHCF Test Facility 1
Type: Assisted Living Facility
Address: 10492 SW 173RD ST, MIAMI, 33157
Admin Name:
Admin Phone:
Status: Active

REMINDERS

CEMP Expiration Date: N/A
Annual Renewal Due Date: 12/23/2023
CEMP Submission Date: N/A
Approval Status: Profile in Development

Important Announcements:

This website is planned to be released on December 1st, 2023

On the left-hand side of the CEMP Menu, three (3) sections are visible to the user: Facility Info, Reminders, and Important Announcements.

The Facility Info section displays basic facility and Administrator information for the current selected facility.

The Reminders section displays the following information to the user: CEMP expiration date, CEMP due date, the date when the CEMP was submitted, and the status for the current CEMP submitted. This section should serve as a reminder, along with the email notifications. As to when your facility's CEMP is due.

The Important Announcements section allows the Miami-Dade County Department of Emergency Management to share important, timely information to all facilities. Users should review the messaging upon initially logging in to the website.

HOW TO UPDATE CEMP RESPONSES

A facility's CEMP information will not be approved if there are pending reasons listed on the Reasons for Plan Not Approved table, under the Approval Info webpage. The table indicates the webpage name, field title and purpose for rejecting and not approving the response. After every review, an email will be sent as to the status of your facility's CEMP, as well as list the CEMP items that must be corrected and updated on the RHCF website.

It is up to the facility user to review and correct all fields/responses and documents. The user must focus on updating the fields whose circle is red. A red circle by a field or document will indicate that the response was rejected and must be updated. A green circle indicates that the response or document was accepted.

If the DEM approves a facility's responses, the items on the list will disappear from the Reasons for Plan not Approved table. Once all issues have been addressed, a facility will be approved and assigned a CEMP and/or EPP Approval Letter and the CEMP document for the facility will be generated.

Please note, failure to address the listed 'reject reasons' will delay approval of the facility's CEMP information.

USEFUL WEBSITE TIPS

- Recommended to use Google Chrome browser.
- If any newly uploaded templates or files are not appearing in the generated document, try logging out and then logging back in.
- If any browser does not work or function right, then clean up cookies and cache. Close the browser and reopen it again.
- Log out and close the website right after using it. If you keep it open and a hacker gains access, they may modify the facility's account and CEMP information using your User ID (email address).
- The Miami-Dade County Department of Emergency Management keeps track of the history on who modified CEMP information within a specific facility. Be careful about adding, deleting, and modifying the CEMP information for a facility.

CEMP GUIDANCE

This section provides further guidance to ensure a successful review of a facility's CEMP information and documentation. ***Please note, the information in this section is subject to change and may not include all CEMP information and documentation required.***

When the Miami-Dade County Department of Emergency Management (DEM) reviews a facility's CEMP, current CEMP information and documentation are examined. Removing all outdated material and responding to all fields with the most recent facility information will ensure that a facility is compliant with all criteria stipulated in Florida Statues (FS), Florida Administrative Codes (FAC), the Agency for Health Care Administration (AHCA) regulations, and Miami-Dade County ordinances regulating all residential health care facilities. Having an accurate CEMP will ensure that a facility's administration and staff have access to the most up-to-date facility emergency procedures and information, thus ensuring the life safety of all clients and staff. Past and/or expired copies of Fire Safety Plan Approval Letters (also referred to as an Emergency Action Plan Approval Letter), Mutual Aid Agreements, Transportation Agreements, etc. should not be submitted, and all agreements must include valid, hand-written signatures and dates, where applicable. Missing CEMP items, submission of incorrect documentation, incomplete CEMP responses, lack of detail in describing emergency procedures, improper grammar, and unsuccessful payment of the required CEMP Review Fee are some of the various reasons which may cause a delay in approving a facility's CEMP information.

For any system glitches and/or questions regarding a facility's CEMP, the RHCF website, and the RHCF CEMP Review Program, email your enquiry to: emergencyplans@miamidade.gov. Include the Facility ID number, address and contact information in your enquiry.

Concept of Operations Section

The Concept of Operations Section is comprised of the following subsections: Direction & Control, Staffing, Resources and Communications, Evacuation & Re-Entry, Receiving Facility & Sheltering-in-Place, Training & Exercise, and Emergency Power Plan (only accessible and mandatory for all assisted living facilities (ALFs) and nursing homes to complete). Responses must be thorough and fully list, step-by-step, emergency procedures. All responses must follow proper English grammar, including complete sentences and proper spelling.

o   Direction & Control, Staffing, Resources and Communications subsection: Provides a basis for decision-making and identifies who has the authority to make decisions for the facility. Procedures must list in detail how to acquire medical assistance for an injured client, ensure timely activation and staffing at the facility throughout the emergency, food, water and sleeping arrangement for clients and staff, including emergency notification of staff, vendors, and receiving facilities.

o   Evacuation & Re-Entry subsection: Lays out the policies, roles and responsibilities for the safe evacuation and re-entry of facility clients from the facility to a receiving or host Facility.

o   Receiving Facility & Sheltering-in-Place subsection: Describes procedures for serving as a host or receiving facility for another facility in the event of an emergency, as well as sheltering-in-place procedures in the event the facility opts to not evacuate their clients.

o   Training & Exercise subsection: Identifies the procedures for increasing employee and client awareness of possible emergency situations and providing training on their emergency roles before, during, and after an emergency, including exercise and drill schedules conducted with staff.

o   Emergency Power Plan: Lays out the Emergency and Environmental Control Plan, also referred to as the Emergency Power Plan (EPP). The EPP ensures that a facility is able to maintain an indoor temperature of no greater than 81 degrees Fahrenheit, for at least 96 hours, through alternative power sources. Facility staff must still ensure that despite the indoor temperature being less than the required amount, the facility clients are maintained cool and do not overheat. Facility Information- State the following facility information: Name; physical address; telephone number and 24-hour facility telephone number; contact Information: home, office, fax and cellular phone numbers; email address; website; facility license number, number of licensed beds; and the facility emergency contact name and personal contact information.

The following EPP items include, but are not limited to the following: make and model, including type (fixed or portable generator) and location of the alternate power source; type, quantity and storage of fuel for the generator, including procedures to replenish fuel source throughout an emergency; cooling site location(s) description and number of beds that may be located at site; cooling equipment; training of staff on generator functionality; maintenance schedule for HVAC and generator equipment; and location and maintenance of carbon monoxide alarms.

Documents

Please note, all documents must have handwritten signatures and dates, if applicable. Agreements and contracts submitted must be valid within the facility's CEMP year (CEMP due date + one (1) year) and must not be expired. A vendor contract which expires within a facility's CEMP year will be reviewed on a case-by-case basis.

- **AHCA Health Facility Reporting System (HFRS) Database Registration**
  A screenshot of the facility's HFRS database registration and procedures for making updates on the ESS throughout an emergency must be provided by the following facilities: Assisted Living Facilities (ALFs), Hospitals, Intermediate Care Facilities for the Developmentally Disabled (ICF), Residential Treatment Centers for Children and Adolescents, and Nursing Homes.

- **County Emergency Notification System Registration**
  All facilities must submit documentation showing that a facility has registered for the County's Ready Miami-Dade Hurricane smartphone application (also referred to as the Ready MDC) and the Miami-Dade Alerts notification platforms. The facility Owner, Administrator, and/or individual making decisions at the time of an emergency must enroll for these two (2) platforms.

- **Emergency Environmental Control Plan Documentation**
  All additional support material to complete the Emergency Environmental Control Plan, also referred to as the Emergency Power Plan (EPP) must be submitted by all assisted living facilities (ALFs) and nursing homes. The following documents must be submitted:
  - Facility Floor Plan highlighting cooling sites and areas where Transfer Facility evacuees will be housed.
  - Letter certifying that the alternate power source (fixed generator) is sufficient to operate equipment necessary to maintain indoor temperature.
  - Letter certifying that the HVAC equipment serving the cooling site is sufficient to maintain the required temperature.
  - Generator manual for portable generators.
  - Fuel Agreement for a generator that requires natural gas.
  - Fixed Alternate Power Source Installation and Operability documentation, if a facility has installed a fixed generator.

- **Emergency Transportation Agreement**
  Two (2) Emergency Transportation Agreements must be uploaded. Agreements must be updated annually. Agreements must specify vehicles that will be used to transport clients, along with the name and signature of the driver of the vehicle. The vehicle(s) used to transport clients must be in safe working order and is insured, including coverage protection for all passengers.

- **Emergency Water Agreement**
  An Emergency Water Agreement must be submitted if a facility will be storing a 3 –7- day supply of potable water onsite. If a facility selects the 3 – 6- day option, an Emergency Vendor Water Agreement must be uploaded. If a facility will be storing a minimum 7-day supply of water onsite, an Emergency Water Agreement is not required.

- **Emergency Water Vendor Contract**
  An Emergency Water Agreement with a vendor must be provided if the facility stores 3 – 6- day supply of potable water on hand. The contract or agreement uploaded must not expire.

- **Evacuation Route Maps and Driving Instructions**

  The Evacuation Route Maps and Driving Instructions document includes a description of how to travel to both receiving facilities. Primary and secondary route descriptions, along with route maps, must be provided in order to assist the driver(s) in the safe transportation of clients from the home or transfer facility to the receiving (host) facility.

- **Facility Standard Operating Procedures (SOPs) or EOP**

  SOPs establishes procedures and steps a facility will take in an emergency. SOPs must outline and describe procedures, at a minimum, for the following emergencies: medical emergency, flooding or internal water leak, flood or utilities failure, a security situation (e.g., active shooter, bomb threat, and workplace violence), severe weather (e.g., severe thunderstorm, tornado, flood, tropical cyclone, excessive heat, and cold weather), and an epidemic or pandemic. Additional hazards may be provided for review. Facilities that have a comprehensive CEMP or an Emergency Operations Plan (EOP) delineating emergency procedure for various hazards may upload their plan in its entirety.

- **Fire Safety Plan Approval Letter and Plan**

  The Fire Safety Plan establishes a facility's response to a fire emergency. The Fire Safety Plan is approved by the local fire department and must be submitted along with the copy of the approval letter provided by the local fire department.

- **List of Emergency Services Providers**

  For any company or organization that the facility may use or have an agreement with during an emergency, list the company name, type of service provided, contact person at that company (if applicable), address of the company, office number, email address and website for the company. Examples of service providers to include: Miami-Dade County Office of Emergency Management; 911; Police- Non-Emergency; Fire- Non-Emergency; local chapter of the American Red Cross; water/sewer provider(s); gas provider(s), emergency fuel provider(s); and others such as: generator repair, pharmaceutical or food providers, etc.

- **List of Items at the Time of Evacuation**

  The List of Items at the Time of Evacuation document must detail all items that will be transported to a Receiving or host facility at the time of an emergency (e.g., medical records, medication, and supplies, food, water, bedding, a client's personal belongings, and other provisions). A template has been provided for adult day cares and ambulatory surgical centers to use. All other types of facilities must include a checklist of supplies.

- **Mutual Aid Agreement**

  Two (2) Mutual Aid Agreements made with two different facilities that are to serve as a host or receiving facility must be uploaded. Host or receiving facilities must be ready to intake clients in the event of an emergency evacuation. Facilities to be used as shelters must meet the minimum requirement:

- o   A facility whose licensed capacity is six (6) or less may seek shelter at a private residence or other facility. Only one private residence is allowed. If opting to make an agreement with a homeowner, the document titled, 'Mutual Aid Agreement (Personal Residence)', must be used.
- o   At least one facility must be located within Storm Surge Planning Zones D, E, or no zone. It is highly recommended that facilities be located in different areas of the County.

- **Service Provider Agreements and Vendor Contracts**
  All facilities must submit additional service provider agreements and contracts with vendors that have a responsibility to assist the facility during an emergency for essential supplies and services. Additional Mutual Aid Agreements with other facilities and Emergency Transportation Agreements may also be included in this section. The Service Provider Agreements and Vendor Contract(s) must be from an existing company and be valid for the CEMP year a facility is submitting for.

- **Staff Information with Disaster Related Roles and Organizational Chart**
  The Staff Information with Disaster Related Roles and Organizational Chart lists every staff member and describes their role in the facility during a disaster, as well as their daily responsibilities during non-emergency times. All fields on the document must be completed. If a facility has a formalized organizational chart and/or roster, please use this instead.

- **Sworn Declaration**
  The Sworn Declaration attests that the required CEMP information and documentation is accurate and factual. In addition, a copy of the facility's CEMP is accessible to staff onsite. The Sworn Declaration must be submitted annually and notarized by a Notary Public.