



# Oregon

Kate Brown, Governor

## Department of Human Services

*Safety, Oversight and Quality*

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### **NF-20-162 – Provider Alert**

**Date:** December 29, 2020

**To:** All Nursing Facilities

**FROM:** Nursing Facility Licensing Unit

**Re: CY2021 Staffing Report Template**

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Please share this information with the person(s) responsible for the completion and email submission of the Nursing Assistant Staffing Quarterly Report to the DHS, APD Safety, Oversight and Quality Unit, Nursing Facility Licensing.

The [2021 CNA Staffing Report Template](#) has been posted online for your convenience.

Please note the correct e-mail address for submitting the NA Staffing report is: [DHS.NAstaffing@dhsosha.state.or.us](mailto:DHS.NAstaffing@dhsosha.state.or.us).

For general information about the DHS Office of Safety, Oversight and Quality, please click here: [Safety, Oversight and Quality Unit](#)

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#### ***ePOC Practice Tip:***

Facility Administration - ASPEN Web: e POC (electronic Plan of Correction) is the centralized worksite for completing all steps in CMS & State survey POC processing including:

- Receiving and reviewing Statements of Deficiencies (SODs),
- Formulating POCs,
- Submitting POCs and if desired,
- Attaching supporting Informal Dispute Resolution request & documents.

Register and maintain an active ePOC account to efficiently access your surveys, and at no cost to your facility. ePOC registration passwords are effective for 90

days and must be renewed timely to maintain an active ePOC account. As an active ePOC user, you will receive notifications of pending password expiration with renewal instructions. It may also be advantageous to have multiple ePOC registrants for your facility to ensure an active ePOC account is maintained at all times. For ePOC assistance and/or questions contact QTSO (<https://www.qtso.com>).