



CABINET FOR HEALTH AND FAMILY SERVICES OFFICE OF HEALTH POLICY

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Policies Regarding Data

The Office of Health Policy established the following policies regarding the processing and publication of data. Facilities that are required to report data to the Commonwealth of Kentucky in accordance with 902 KAR 20:008 (rev 10-15-03): Hospitals, MRI Equipment (CON Exempt and Approved), Megavoltage Equipment, Ambulatory Surgical Centers, Long Term Care Facilities, Home Health Agencies, Private Duty Nursing, Hospice and Positron Emission Tomography Equipment.

Deadlines:

Complete data is required to be received by the Commonwealth of Kentucky no later than on or before March 15, each year. Non-compliance in reporting data will result in a facility being reported to the Office of the Inspector General for further action, pursuant to 902 KAR 20:008.

Extensions:

An extension for submission of data may be granted only for good cause. An extension request must be made in writing (email is acceptable). An extension of up to 10 calendar days may be granted. Any facility not in compliance with reporting five days beyond the extension date will be referred to the Office of the Inspector General.

Data Corrections Prior to Publication:

When an error is identified in data already submitted, the facility will be contacted by the Office. The facility will then have up to 10 calendar days to resubmit the correction. A draft report will be released 14 days prior to publication for all facilities to validate their data for accuracy. If a facility identifies their own error prior to publication, the corrections must be submitted before or during the 14 day validation process or the change will not be made. No changes to the report will be made after the 14 day time frame.

Data Corrections and Error's After Publication:

If the Office of Health Policy makes a mistake in the publication using data that was submitted correctly, that data will be corrected in the on line publication. Data that was reported to the Office of Health Policy incorrectly by the facility and not corrected within the 14 day review period will not be changed in the annual report on the Office of Health Policy website or hard copy version. Facilities may provide a note for the comments section in the following year's survey for publication regarding the previous year's error.

Open Records Requests and Preliminary Data:

All Open Records Requests require a written request that is signed and dated. During the data collection and compiling process the data is considered preliminary and in use and not subject to open records. Once the reports are finalized and published, requests for open records will be processed.