

individual's name, social security number (SSN) (furnishing the SSN is voluntary, but it may make searching for a record easier and prevent delay), address, date of birth and sex.

#### RECORD ACCESS PROCEDURE:

For accessing records based on individual identifiable data, use the same procedures outlined in Notification Procedures above. Requestors should also reasonably specify the record contents being sought. (These procedures are in accordance with Department regulation 45 CFR 5b.5(a)(2).)

#### CONTESTING RECORD PROCEDURES:

The subject individual should contact the system manager named above, and reasonably identify the record and specify the information to be contested. State the corrective action sought and the reasons for the correction with supporting justification. (These procedures are in accordance with Department regulation 45 CFR 5b.7).

#### RECORD SOURCE CATEGORIES:

The following forms and the ACTS software are used to collect ACTS data. Medicare/Medicaid/CLIA Complaint Form (CMS-562).

Statement of Deficiencies and Plan of Correction (CMS-2567).

Post-Certification Revisit Report (CMS-2567B).

Survey Team Composition and Workload Report (CMS-670).

Request for Validation of Accreditation Survey for Hospital (CMS-2802).

Request for Validation of Accreditation Survey for Laboratory (CMS-2802A).

Request for Validation of Accreditation Survey for Hospice (CMS-2802B).

Request for Validation of Accreditation Survey for Home Health Agency (CMS-2802C).

Request for Validation of Accreditation Survey for Ambulatory Surgical Center (CMS-2802D).

Request for Survey of 489.20 and 489.24 Essentials of Provider Agreements:

Responsibilities of Medicare Participating Hospitals in Emergency Cases (CMS-1541A).

CMS-116—CLIA Laboratory Application.

#### SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Waiver of 40 day waiting period.

#### Appendix A Location of State Servers

North Dakota Department of Health Resources, 600 East Boulevard Avenue, Suite 206, Bismarck, ND 58505.

Department of Health, Facility Licensing and Certification Bureau, 2040 South Pacheco, Colgate Building 2nd Floor, Santa Fe, NM 87505.

Utah Department of Health, M/M Program Certification, 288 North, 1460 West, Salt Lake City, UT 84114-2905.

Department of Public Health and Human Services, Senior and Long Term Care Division, 111 Sanders Avenue, Suite 210, P.O. Box 4210, Helena, MT 59601.

Division of Medicaid, Bureau of Facility Standards, Myers & Stauffer, 8555 West Hackamore Dr., Suite 100, Boise, ID 83709-1665.

Rhode Island Department of Health, Three Capitol Hill, Cannon Building, Room 306, Providence, RI 02908-5097.

State of Connecticut, Department of Public Health, 410 Capitol Avenue MS#13DPR, P.O. Box 340308, Hartford, CT 06134-0308.

Minnesota Department of Health, F&PC Division, 85 East 7th Place-Suite 300, P.O. Box 64900, St. Paul, MN 55101.

Bureau of Quality Assurance, Department of Health and Family Services, 1 West Wilson Street, Suite 150, P.O. Box 7850, Madison, WI 53701-0309.

Louisiana Department of Health and Hospitals, Health Standards Section, 500 Laurel Street, Suite 100, Baton Rouge, LA 70801.

Texas Department of Human Services (TDHS), 701 West 51st Street, P.O. Box 149030, MC W-519, Austin, TX 78751.

Alabama Department of Public Health, Division of Health Care Facilities, 201 Monroe Street, Suite 840, P.O. Box 303017, Montgomery, AL 36104-3017.

Division of Emergency Medical Services, 570 East Woodrow Wilson Blvd., Third Floor A-300, Jackson, MS 39215.

State of New Jersey, Department of Health and Senior Services Long Term Care. Systems Development and Quality, 120 S Stockton Street, lower level, Trenton, NJ 08625.

Office of Health Facilities Licensing and Certification, LTC Residents Protection, Three Mill Road, Suite 308, Wilmington, DE 19806.

Colorado Department of Public Health and Environment, Health Facilities Division, HFD-a2, 4300 Cherry Creek Drive, South, Second Floor, Denver, CO 80246-1530.

Office of Health Quality, 2020 Carey Avenue, First Bank Building, 8th Floor, Cheyenne, WY 82002.

Department of Health & Human Services Division of Facility Services Licensure and Certification Section, 805 Briggs Drive, Raleigh, NC 27603.

SCDHEC, Division of Certification, 1777 Saint Julian Place, Suite 302, Columbia, SC 29204.

Seniors and People with Disabilities, 875 Union St.—4th Fl., Salem, OR 97310.

AASA—Division of Residential Services, 0B2 1115 North Washington, Olympia, WA 98503.

Myers and Stauffer, 6380 Flank Drive, Suite 100, Harrisburg, PA 17112.

DHHR, Management Information Services, 350 Capital Street, Room 206, Third Floor Computer Room, Charleston, WV 25301-3178.

Office of Regulatory Services, Georgia Department of Human Resources, 2 Peachtree Street North West, Suite 24, Atlanta, GA 30303-3167.

Management Information Systems, Agency for Health Care Administration, 2727 Mahan Dr, Fort Knox, Bldg 3, Room 100, MS9a, Tallahassee, FL 32308-5403.

Illinois Department of Public Aid, Division of Medical Programs, 201 South Grand Avenue, East, Prescott Bloom Bldg. 2nd floor, Springfield, IL 62763.

Indiana State Department of Health, 2 North Meridian Street, Indianapolis, IN 46204.

Cabinet for Health Services Office of Inspector General, 275 East Main Street 5E-A, Frankfurt, KY 40621.

Tennessee Department of Health, Division of Health Care Facilities, 426 5th Avenue, North, Cordell Hull Building, 1st Floor, Nashville, TN 37247-0508.

Massachusetts Department of Public Health, Division of Health Care Quality, 10 West Street, 5th floor, Boston, MA 02111.

Division of Licensing and Protection, 103 South Main Street, Ladd Hall room 898, Waterbury, VT 05671.

Missouri Department of Social Services, Division of Aging, 615 Howerton Court, Jefferson City, MO 65109.

Department of Human Services DMS/OLTC/ Reimbursement Unit, 700 Main, 4th Floor, PO Box 8059—Slot 407, Little Rock, AR 72203-8059.

Oklahoma State Department of Health, SHS, 1000 North East 10th Street, Oklahoma City, OK 73117-1299.

Myers & Stauffer Consulting Services, 4123 Southwest Gage Center Drive, Suite 200, Topeka, KS 66604.

Bureau of Licensure and Certification, 1550 East College Parkway, Suite 158, Carson City, NV 89706.

Arizona Department of Health Services, 1647 East Morten Ave., Suite 200, Phoenix, AZ 85020.

Virginia Department of Health, 1500 East Main Street, Room 211, Main Street Station, Richmond, VA 23219.

Department of Consumer and Regulatory Affairs, Service Facility Regulation Administration, 825 N Capitol Street NE., 2nd Floor LRA—Room 221, Washington, DC 20002.

Michigan Department of Community Health, 300 East Michigan, Chandler River Plaza Building, Lansing, MI 48933.

Ohio Department of Health, 246 N. High St., 3rd Floor, Columbus, OH 43215.

Dept of Human Services, 442 Civic Center Drive, Augusta, ME 04330.

Department of Health and Human Services, Office of Program Support, Office of Information Systems, 129 Pleasant Street, Brown Bldg., Concord, NH 03301-3857.

Office of Health Care Assurance, 601 Kamokila, RM 395, Kapolei, HI 96707.

South Dakota Department of Social Services, Office of Adult Services and Aging, 700 Governors Drive, Pierre, SD 57501.

California Department of Health Services, Licensing and Certification, 630 Bercut Dr. Suite B, Sacramento, CA 95814.

State of Maryland, Department of Health Care Quality, 55 Wade Avenue, Spring Grove