

## Tips for Using the Electronic Plan of Correction System

Drug and alcohol facilities have the opportunity to register as e-filers and participate in the Department's electronic plan of correction system which allows for the electronic receipt and submission of plans of correction to citations issued during on-site licensure renewal and complaint inspections. Below is some information which may be helpful for e-filers:

- Web site for accessing **your** facility's survey deficiency report and responding to these deficiencies is <http://app2.health.state.pa.us/commonpoc/Default.asp>
- Web site for accessing the facility locator of drug and alcohol facilities is the Department of Health's web site; specifically, the Division of Drug and Alcohol Program Licensure's home page – [www.health.state.pa.us/dapl](http://www.health.state.pa.us/dapl) and “[Click here](#) for a facility listing with survey results for drug and alcohol treatment facilities”.
- System automatically generates electronic mail to the e-mail address of the registered user when the survey is ready for review, when plans of correction are received, when plans of correction are approved/disapproved, etc. Depending on rules and security established by a facility's information technology staff, some of these e-mails may be quarantined and not reach the intended recipient. To ensure these e-mails reach the recipient, you may want to share the following e-mail addresses with your information technology staff so appropriate steps may be taken to ensure prompt receipt of e-mail:
  - [c-pocuser@state.pa.us](mailto:c-pocuser@state.pa.us) is the sender for e-mail notification of late responses to plans of correction
  - [RA-saispsaalerts@state.pa.us](mailto:RA-saispsaalerts@state.pa.us) is the sender for e-mail notification of survey sign-off and notification that the survey results are available for viewing/POC submission
  - [CHWilliams@state.pa.us](mailto:CHWilliams@state.pa.us) is the sender for e-mail notification of plan of correction receipt acknowledgement
  - Licensing specialist name@state.pa.us is the sender for e-mail notification of approval or disapproval of submitted plans of correction
  - [CHWilliams@state.pa.us](mailto:CHWilliams@state.pa.us) is the sender for e-mail notification of password change acknowledgements and update of additional services acknowledgements

**NOTE: All of the above e-mails are automatically generated by the electronic plan of correction system.**