

Site Visit Schedule

NORTH BROWARD HOSPITAL DISTRICT
1608 SE 3rd Avenue
Fort Lauderdale, FL 33316

TUESDAY, MAY 14, 2019	
8:45 am	OSV Team arrives at health center
9:00 am– 10:30 am	Entrance Conference – Attendees: Senior Management, Board of Directors, Health Center Staff, Invited Guests <ul style="list-style-type: none"> Introductions – Tanya Cepero-Chapman, HRSA/BPHC OSV Representative – Introduction of OSV Team & Remarks Health Center Presentation – North Broward Hospital District Portia Anderson, Project Director <ul style="list-style-type: none"> - History and significant accomplishments - Key environmental changes and impact on operations - Challenges - Future Plans Review: OSV Schedule and Visit Logistics to include: <ul style="list-style-type: none"> - Health center tour(s), staff meetings, and interviews; - Work area, internet access, availability of documents and meals; - Confirm Board of Director’s meeting time/location, call-in capability - Confirm Exit Conference Time (Board invited, call-in capability)
10:35 am – 11:00 am	Health Center Tour (NOTE: Tour to begin after Entrance Conference)
11:00 am – 12:00 pm	OSV Team: Document review and meetings

Clinical Reviewer Jennifer Thompkins	Admin/Governance Reviewer Cliff Portis	Financial Reviewer Tracy Perkins
12:00pm – 1:00pm		
OSV Team – Working Lunch		
1:30pm – 2:30pm Required & Additional Services. Form 5A, Contracts Review Staff:	2:00 pm – 2:30 pm Needs Assessment Meet with staff responsible for needs assessment work Staff:	1:00pm – 3:00pm Sliding Fee Eligibility / Billing Process Staff: CFO, Billing Mgr.
2:30pm – 3:30pm Clinical Staffing / Review HR/Credentialing & Privileging Files Staff:	3:00pm – 3:30pm Accessible Locations & Hours of Operation Meet with staff to review Form 5B, Patient, Satisfaction Surveys, etc. Staff:	3:00pm – 4:30pm Patient Accounts Review Staff:
3:30pm – 4:30pm After Hours Coverage / Continuity of Care & Hospital Arrangements Staff:	3:30pm – 4:30pm Key Management Staff Review key management staff, organization chart Staff:	

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WEDNESDAY, MAY 15, 2019		
Clinical Reviewer Jennifer Thompkins	Governance Reviewer Cliff Portis	Financial Reviewer Tracy Perkins
9:00am – 12:00pm Continue meetings, interviews, and document review 10:30am – 12:00pm Meet with CMO QI Program Review / Chart Review	9:00 am – 12:00pm Continue meetings, interviews, and document review 9:00am – 11:30am Board Authority / Board Composition Staff: PD	9:00 am – 12:00pm Continue meetings, interviews, and document review 9:00am – 11:30am Financial Management / Budget Staff: CFO
12:00pm – 1:00pm	OSV Team – Working Lunch	
1:00pm – 2:30pm Performance Analysis Review (Diabetes Action Plan) Staff: CMO, Quality Mgr., Other Clinical Staff 2:30pm – 3:30pm 3:30pm – 4:30pm FTCA Review Staff: COO	1:00 pm – 2:00 pm Conflict of Interest Staff: PD / HR Director <u>OSV TEAM MEETS</u> 3:30pm – 4:30pm Collaborative Relationships: Meet with staff responsible for MOA's/MOU's; obtaining support letters, community work Staff:	1:00pm – 2:30pm Contracts & Sub-Contracts, Purchasing/Procurement Process Staff: COO <u>BOARD OF DIRECTORS</u> 3:30pm – 4:30pm Program Data & Monitoring. Review data management & collection Staff: CFO, CIO & Billing Mgr.
4:30pm – 5:00pm	OSV TEAM DEPARTS	
THURSDAY, MAY 16, 2019		
9:00am – 10:15am	OSV Team completes review work, concludes interviews and prepares for Exit Conference	
10:15am – 10:30am	OSV Team finalizes report findings/compliance status	
10:30am - 11:30am	Tanya Cepero-Chapman, HRSA/BPHC OSV Representative - Remarks Exit Conference with PD, Senior Management, Board of Directors, and Invited Guests to review site visit findings and next steps. <ul style="list-style-type: none"> - Summary review of site visit findings - Recommendations (NOTE: will not be included in report) - Next Steps in OSV process - Questions and answers 	
11:30am	OSV Team Departs	

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NOTE: The OSV agenda/schedule is designed to be flexible as it's not the intent of Team Members to adversely impact daily operations and/or the staff's ability to provide services. Therefore, the team will work with staff to adjust schedules as needed.