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**ST - Q0000 - Initial Comments**

**Title** Initial Comments

**Type** Memo Tag

**Regulation Definition**

**Interpretive Guideline**

These guidelines are meant solely to provide guidance to surveyors in the survey process.

**ST - Q0001 - Definitions**

**Title** Definitions

**Type** Memo Tag

400.902

**Regulation Definition**

**Interpretive Guideline**

400.902 Definitions.-As used in this part, the term:

- (1) "Prescribed pediatric extended care center," hereinafter referred to as a "PPEC center," means any building or buildings, or other place, whether operated for profit or not, which undertakes through its ownership or management to provide basic nonresidential services to three or more medically dependent or technologically dependent children who are not related to the owner or operator by blood, marriage, or adoption and who require such services. Infants and children considered for admission to a PPEC center must have complex medical conditions that require continual care. Prerequisites for admission are a prescription from the child's attending physician and consent of a parent or guardian.
- (2) "Agency" means the Agency for Health Care Administration.
- (3) "Basic services" includes, but is not limited to,

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development, implementation, and monitoring of a comprehensive protocol of care, developed in conjunction with the parent or guardian, which specifies the medical, nursing, psychosocial, and developmental therapies required by the medically dependent or technologically dependent child served as well as the caregiver training needs of the child's legal guardian.

(4) "Owner or operator" means a licensee.

(5) "Medical records" means medical records maintained in accordance with accepted professional standards and practices as specified in the rules implementing this part.

(6) "Medically dependent or technologically dependent child" means a child who because of a medical condition requires continuous therapeutic interventions or skilled nursing supervision which must be prescribed by a licensed physician and administered by, or under the direct supervision of, a licensed registered nurse.

(7) "Supportive services or contracted services" include, but are not limited to, speech therapy, occupational therapy, physical therapy, social work, developmental, child life, and psychological services.

**ST - Q0100 - License Required**

**Title** License Required

**Type** Rule

400.905(1); 59A-13.004(3)

**Regulation Definition**

400.905, FS

(1) In addition to the requirements of part II of chapter 408, separate licenses are required for PPEC centers maintained on separate premises, even though they are operated under the same management. Separate licenses are not required for separate buildings on the same grounds.

**Interpretive Guideline**

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59A-13.004, FAC

(3) Separate licenses are required for buildings located on separate premises.

**ST - Q0150 - Increase in License Capacity**

**Title** Increase in License Capacity

**Type** Rule

59A-13.004(7)

**Regulation Definition**

(7) Whenever the licensee of a PPEC center seeks to increase the licensed capacity, the licensee must submit an application to the Agency 60 days prior to the requested effective date. Upon successful completion of a health and life safety survey, the license will be modified accordingly.

**Interpretive Guideline**

**ST - Q0160 - Administrative Fines**

**Title** Administrative Fines

**Type** Rule

400.908(1)(a) & (c)

**Regulation Definition**

(1)(a) If the agency determines that a PPEC center is not in compliance with this part, part II of chapter 408, or applicable rules, the agency may request that the PPEC center submit a corrective action plan that demonstrates a good faith effort to remedy each violation by a specific date, subject to the approval of the agency.

(c) The failure to correct a violation by the date set by the

**Interpretive Guideline**

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agency, or the failure to comply with an approved corrective action plan, is a separate violation for each day such failure continues, unless the agency approves an extension to a specific date.

**ST - Q0195 - Closing a PPEC Center**

**Title** Closing a PPEC Center

**Type** Rule

400.912, F.S.

**Regulation Definition**

Whenever a PPEC center voluntarily discontinues operation, it shall, at least 30 days before the discontinuance of operation, inform each child's legal guardian of the fact and the proposed time of such discontinuance.

**Interpretive Guideline**

If a center notifies the agency of closure verify each child's legal guardian received notification of the closure.

**ST - Q0200 - Admission Criteria**

**Title** Admission Criteria

**Type** Rule

59A-13.007(4)

**Regulation Definition**

- (4) Each child admitted for service to a PPEC center must meet at least the following criteria:
- (a) Infants and children considered for admission to the PPEC center will be those who are medically or technologically dependent.
  - (b) The infants and children must not, prior to admission, present significant risk of infection to other children or personnel. The medical and nursing directors must review, on a case-by-case basis, any child with a suspected infectious

**Interpretive Guideline**

Verify during record review that each child admit meets the admission criteria.

Are parents or guardians included in the admission process?

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disease to determine appropriateness of admission.

(c) The child must be medically stabilized, require skilled nursing care, or other interventions, and be appropriate for outpatient care.

(d) If the child meets the preceding criteria, the medical or nursing director of the PPEC center must implement a preadmission plan which delineates services to be provided and appropriate sources for such services.

1. If the child is hospitalized at the time of referral, pre-admission planning will include the parents or guardians, relevant hospital medical, nursing, social services and developmental staff to assure that the hospital discharge plans will be implemented upon admission to the PPEC center.
2. A consent form outlining the purpose of a PPEC center, family responsibilities, authorized treatment and appropriate liability release, and emergency disposition plans must be signed by the parents or guardians and witnessed prior to admission to the PPEC center. The parents or guardians must be provided a copy of the consent form. A copy of the signed consent form must be maintained in the child's medical record. Confidentiality of the PPEC records must be maintained in accordance with applicable state and federal laws.

**ST - Q0210 - License Procedure - Census**

**Title** License Procedure - Census

**Type** Rule

59A-13.004(4)

**Regulation Definition**

(4) Licensees must not operate a PPEC center with a census greater than the number of children indicated on the face of the license.

**Interpretive Guideline**

Verify the posting of the center license and the capacity.

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**ST - Q0220 - License Procedure - Other entity**

**Title** License Procedure - Other entity

**Type** Rule

59A-13.004(6)

**Regulation Definition**

(6) No other licensed or certified health care or business entity may be located within a PPEC center.

**Interpretive Guideline**

Is there a business entity or health care center located within the confines of the PPEC center?

**ST - Q0227 - Admin & Mgmt - Licensee Auth & Responsibility**

**Title** Admin & Mgmt - Licensee Auth & Responsibility

**Type** Rule

59A-13.005(1)

**Regulation Definition**

(1) The licensee of each PPEC center shall have full legal authority and responsibility for the operation of the center.

**Interpretive Guideline**

**ST - Q0228 - Admin & Mgmt - Organization**

**Title** Admin & Mgmt - Organization

**Type** Rule

59A-13.005(2)

**Regulation Definition**

(2) Each PPEC center must be organized in accordance with a written table of organization, which describes the lines of authority and communication down to the child care level. The

**Interpretive Guideline**

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organizational structure must be designed so as to ensure an integrated continuum of services to the children.

**ST - Q0229 - Admin & Mgmt - Designate Administrator**

**Title** Admin & Mgmt - Designate Administrator

**Type** Rule

59A-13.005(3)(a)

**Regulation Definition**

(3) Center supervision.  
(a) The licensee of each center must designate one person as administrator who is responsible and accountable for the overall management of the center.

**Interpretive Guideline**

- Check personnel file for designation of Administrator position.  
- Check Background Screening of said person.  
- Verify designation of an Administrator.

**ST - Q0230 - Admin & Mgmt - Administrator Delegate**

**Title** Admin & Mgmt - Administrator Delegate

**Type** Rule

59A-13.005(3)(b)

**Regulation Definition**

(b) The center administrator must designate in writing a person to be responsible for the center when the administrator is absent from the center for more than 24 hours.

**Interpretive Guideline**

If the administrator is absent from the center for more than 24 hours, verify who is the delegate.

**ST - Q0240 - Admin & Mgmt - Maintain Records**

**Title** Admin & Mgmt - Maintain Records

**Type** Rule

59A-13.005(3)(c)1

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**Regulation Definition**

(c) The center administrator must:  
1. Maintain the following written records and any other records required by Section 400.914, F.S., and these rules. The records must be kept in a place, form, and system in accordance with medical and business practices and available in the center for inspection by the Agency during normal business hours:

**Interpretive Guideline**

Are the facility records kept in a place, form, and system in accordance with medical and business practices and available for Agency staff review?

**ST - Q0250 - Admin & Mgmt - Census Records**

**Title** Admin & Mgmt - Census Records

**Type** Rule

59A-13.005(3)(c)1a

**Regulation Definition**

a. A daily census record, which must indicate the number of children currently receiving services in the center;

**Interpretive Guideline**

Does the census match the number of children receiving services at the time of the survey?

**ST - Q0260 - Admin & Mgmt - Accident/Incident Records**

**Title** Admin & Mgmt - Accident/Incident Records

**Type** Rule

59A-13.005(3)(c)1b

**Regulation Definition**

b. A record of all accidents or unusual incidents involving any child or staff member that caused, or had the potential to cause, injury or harm to any person or property within the center. Such records must contain a clear description of each accident or incident, the names of the persons involved, a description of all medical or other services provided to these

**Interpretive Guideline**

What is the centers system of record keeping for accident and unusual incidents?  
Does the center have a policy? If so review the policy.  
During record review verify if any child had an accident or unusual incident, if do verify the centers documentation of the accident or unusual incident.



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persons specifying who provided such services, and the steps taken, to prevent recurrence of such accident or incidents in the future;

**ST - Q0270 - Admin & Mgmt - 3rd Party Agreement Records**

**Title** Admin & Mgmt - 3rd Party Agreement Records

**Type** Rule

59A-13.005(3)(c)1c

**Regulation Definition**

c. A copy of current agreements with third party providers;

**Interpretive Guideline**

If the center has agreements with third party providers, verify if the agreements are current.

**ST - Q0280 - Admin & Mgmt - Consultant Records**

**Title** Admin & Mgmt - Consultant Records

**Type** Rule

59A-13.005(3)(c)1d

**Regulation Definition**

d. A copy of current agreements with each consultant employed by the center and documentation of each consultant's visits and required written, dated reports; and,

**Interpretive Guideline**

Verify the current agreements with all the centers consultants.

During record review verify if the consultant's notes are current and dated.

**ST - Q0290 - Admin & Mgmt - Employee Personnel Records**

**Title** Admin & Mgmt - Employee Personnel Records

**Type** Rule

59A-13.005(3)(c)1e

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**Regulation Definition**

e. A personnel record for each employee, which must include: a current copy of a Florida certificate and/or license as applicable; the original employment application, references, employment history for the preceding five (5) years if applicable; and a copy of all job performance evaluations.

**Interpretive Guideline**

During review of a sample of personnel files verify the files contain the required information.

**ST - Q0300 - Admin & Mgmt - Employee Job Descriptions**

**Title** Admin & Mgmt - Employee Job Descriptions

**Type** Rule

59A-13.005(3)(c)2

**Regulation Definition**

2. Develop and maintain a current job description for each employee.

**Interpretive Guideline**

During review of a sample of personnel files verify each employee has a current job description.

**ST - Q0310 - Admin & Mgmt - Personnel Policies**

**Title** Admin & Mgmt - Personnel Policies

**Type** Rule

59A-13.005(3)(c)3

**Regulation Definition**

3. Provide each employee access to written personnel policies governing conditions of employment.

**Interpretive Guideline**

Interview employees of the center to verify if they have access to the facility policies?

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**ST - Q0315 - Admin & Mgmt - Performance Evaluations**

**Title** Admin & Mgmt - Performance Evaluations

**Type** Rule

59A-13.005(3)(c)4

**Regulation Definition**

4. Conduct annual written job performance evaluations that note strengths and weaknesses and include plans to correct any job performance weakness. Performance evaluations must be reviewed with the employee.

**Interpretive Guideline**

During review of a sample of personnel files verify if center employees receive annual performance evaluations and provided to the employee.

**ST - Q0317 - Admin & Mgmt - Assign Employee Duties**

**Title** Admin & Mgmt - Assign Employee Duties

**Type** Rule

59A-13.005(3)(c)5

**Regulation Definition**

5. Assign duties to employees that are consistent with their job descriptions and with their levels of education, preparation and experience.

**Interpretive Guideline**

- If care concerns, check personnel file (including training completed by employees).  
- Check job description and compare to qualifications of employee.

**ST - Q0318 - Admin & Mgmt - Necessary Qual Personnel/Svcs**

**Title** Admin & Mgmt - Necessary Qual Personnel/Svcs

**Type** Rule

59A-13.005(3)(c)6

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**Regulation Definition**

**Interpretive Guideline**

6. Provide necessary qualified personnel and ancillary services to ensure the health, safety, and proper care of each child.

Check scheduling of qualified personnel.

**ST - Q0320 - Admin & Mgmt - Infection Control Policies**

**Title** Admin & Mgmt - Infection Control Policies

**Type** Rule

59A-13.005(3)(c)7

**Regulation Definition**

**Interpretive Guideline**

7. Develop and implement infection control policies and procedures. These policies and procedures must be included in the PPEC center's policy manual.

Ask for the centers policy and procedure for infection control. Is the policy and procedures included in the centers policy manual?

**ST - Q0330 - Admission, Transfer & Discharge Policies**

**Title** Admission, Transfer & Discharge Policies

**Type** Rule

59A-13.007(1)

**Regulation Definition**

**Interpretive Guideline**

(1) Each PPEC center must have written policies and procedures governing the admission, transfer, and discharge of children.

Review the centers policies and procedures for admission, transfer and discharge of children.

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**ST - Q0335 - Admission Supervision**

**Title** Admission Supervision

**Type** Rule

59A-13.007(2)

**Regulation Definition**

(2) The admission of each child to a PPEC center must be under the supervision of the center administrator or designee, and must be in accordance with the center's child care policies and procedures.

**Interpretive Guideline**

- Review the center's policies and procedures for admission criteria.
- Sample three records.

**ST - Q0337 - Admission Upon Prescription**

**Title** Admission Upon Prescription

**Type** Rule

59A-13.007(3)

**Regulation Definition**

(3) Each child admitted to a PPEC center must be admitted upon prescription by a licensed physician and must remain under the care of the licensed physician for the duration of the child's stay in the center.

**Interpretive Guideline**

Review records for admission prescription for sampled children.

**ST - Q0345 - Child Care Policies**

**Title** Child Care Policies

**Type** Rule

59A-13.008

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**Regulation Definition**

- (1) Each PPEC center must develop, implement, and maintain written policies and procedures governing all child care and related medical or other services provided.
- (2) Child care policies and procedures must be developed, maintained and implemented by a group of professional PPEC center staff personnel comprised of at least the medical director or medical consultant, the center's administrator, and the director of nursing services. All child care policies and procedures must be reviewed at least annually and revised as needed.
- (3) The child care policies and procedures developed must, at a minimum, ensure compliance with the provisions of Section 400.914, F.S., and the standards contained in these rules.

**Interpretive Guideline**

Verify the centers policy and procedures that govern child care and medical services.  
Verify polices were developed by center staff to include medical director, consultant, center administrator and director of nursing.  
Are the policies reviewed annually and revised as needed?

**ST - Q0350 - Medical Director**

**Title** Medical Director

**Type** Rule

59A-13.009, F.A.C.

**Regulation Definition**

A board certified pediatrician must serve as the medical director for the PPEC center. Responsibilities of the medical director include:

- (1) Periodic review of services to assure acceptable levels of quality of care and services.
- (2) Maintenance of a liaison role with the medical community.
- (3) Advisement on the development of new programs and modifications of existing programs.
- (4) Assurance that medical consultation will be available in the event of the medical director's absence.
- (5) Serving on committees as defined and required by these rules and by the center's policies.

**Interpretive Guideline**

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- (6) Consulting with the center's administrator on the health status of the center's personnel.
- (7) Reviewing reports of all accidents or unusual incidents occurring on the premises and identifying to the center's administrator hazards to health and safety.
- (8) Development and implementation of a policy and procedure for the delivery of emergency services and the delivery of regular physician's services when the child's attending physician or designated alternative is not available.

**ST - Q0360 - Nursing Services - Director of Nursing**

**Title** Nursing Services - Director of Nursing

**Type** Rule

59A-13.010(1)

**Regulation Definition**

- (1) A registered nurse (RN) will serve full-time as the Director of Nursing. The Director of Nursing must have at least the following qualifications:

**Interpretive Guideline**

**ST - Q0370 - Nursing Services - DON Licensed RN**

**Title** Nursing Services - DON Licensed RN

**Type** Rule

59A-13.010(1)(a)

**Regulation Definition**

- (a) Hold a current Florida registered nurse license.

**Interpretive Guideline**

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**ST - Q0380 - Nursing Services - DON CPR Certification**

**Title** Nursing Services - DON CPR Certification

**Type** Rule

59A-13.010(1)(b)

**Regulation Definition**

(b) Hold a current certification in Cardiopulmonary Resuscitation (CPR).

**Interpretive Guideline**

**ST - Q0390 - Nursing Services - DON Experience**

**Title** Nursing Services - DON Experience

**Type** Rule

59A-13.010(1)(c)

**Regulation Definition**

(c) Have a minimum of two (2) years general pediatric nursing experience of which at least six (6) months must have been spent caring for medically fragile infants or children in a pediatric intensive care, neonatal intensive care, PPEC or similar care setting during the previous five (5) years.

**Interpretive Guideline**

Does the Director of Nurses met the qualifications outlined?

**ST - Q0405 - Nursing Services - DON Responsibility**

**Title** Nursing Services - DON Responsibility

**Type** Rule

59A-13.010(2)



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**Regulation Definition**

(2) The Director of Nursing is responsible for the daily operation of the PPEC center.

**Interpretive Guideline**

**ST - Q0410 - Nursing Services - RN Staff License & Exp**

**Title** Nursing Services - RN Staff License & Exp

**Type** Rule

59A-13.010(3)(a)1

**Regulation Definition**

(3) Registered nurse staffing standards:  
(a) The registered nurse must have at least the following qualifications and experience:  
1. Licensed as a registered nurse in Florida, pursuant to Chapter 464, F.S.

**Interpretive Guideline**

Do RNs employed at the PPEC center meet the requirements?

**ST - Q0420 - Nursing Services - RN Staff CPR Certification**

**Title** Nursing Services - RN Staff CPR Certification

**Type** Rule

59A-13.010(3)(a)2

**Regulation Definition**

2. Current certification in CPR.

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**ST - Q0440 - Nursing Services - RN Staff Responsibilities**

**Title** Nursing Services - RN Staff Responsibilities

**Type** Rule

59A-13.010(3)(b)1-3

**Regulation Definition**

(b) The registered nurse staff must provide:

1. Nursing interventions; educational services to increase the parent's or guardian's confidence and competence in caring for the child with special needs; assistance to facilitate coping with the effects of chronic illness on the child and family and support effective relationships among siblings and the ill child; interventions to foster normal development and psychosocial adaptation.
2. Information regarding availability and access to community resources.
3. A collaborative relationship with the interdisciplinary health team.

**Interpretive Guideline**

Verify during record review and interview if the RN staff at the center provide nursing interventions, information for community resources and works with the interdisciplinary team.

**ST - Q0450 - Nursing Services - LPN Staff Req RN Supv**

**Title** Nursing Services - LPN Staff Req RN Supv

**Type** Rule

59A-13.010(4)

**Regulation Definition**

(4) Licensed practical nurse (LPN) staffing standards:  
Licensed practical nurses working in a PPEC center must be supervised by a registered nurse and have the following qualifications and experience;

**Interpretive Guideline**

Verify during personnel record review that LPN's meet the required qualifications.

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**ST - Q0460 - Nursing Services - LPN Staff Qualificatio/Exp**

**Title** Nursing Services - LPN Staff Qualificatio/Exp

**Type** Rule

59A-13.010(4)(a-b)

**Regulation Definition**

- (a) Hold a current Florida licensed practical nurse license pursuant to Chapter 464, F.S.; and
- (b) Hold a current certification in CPR.

**Interpretive Guideline**

**ST - Q0465 - Nursing Services - Other Direct Care Staff**

**Title** Nursing Services - Other Direct Care Staff

**Type** Rule

59A-13.010(5)

**Regulation Definition**

- (5) Direct care personnel staffing standards. For the purposes of this subsection, other direct care personnel include: nursing assistants, nursing assistants certified pursuant to Chapter 464, F.S., patient care technicians, medical assistants, Emergency Medical Technicians (EMT) or Paramedics licensed pursuant to Chapter 401, F.S., and individuals with training and experience in education, social services or child care related fields.

**Interpretive Guideline**

What are the specific qualifications for direct care personnel staff?

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**ST - Q0470 - Nursing Services- Other Direct Care Staff Req**

**Title** Nursing Services- Other Direct Care Staff Req

**Type** Rule

59A-13.010(5)(a-b)

**Regulation Definition**

(a) Direct care personnel must meet the following requirements:

1. Have one (1) year experience in the care of infants and toddlers,
2. Employment references documenting skill in the care of infants or children, and,
3. Hold a current certification in CPR.

(b) Direct care personnel must work under the supervision of the registered nurse and be responsible for providing direct care to PPEC center children.

**Interpretive Guideline**

During personnel review verify direct care staff meeting the required qualifications.  
Interview direct care staff to verify their duties.

**ST - Q0475 - Nursing Services - Total Staffing Ratios**

**Title** Nursing Services - Total Staffing Ratios

**Type** Rule

59A-13.010(6)

**Regulation Definition**

6) Total staffing for nursing services and direct care must, at a minimum, meet the following ratios:

	Total	RN	RN or LPN	Direct Care, or Licensed Nurse (RN or LPN)
Children	Staff			
1	1	1	-	-

**Interpretive Guideline**

Please refer to Chapter 13-010(6) for the complete nursing services and direct care ratio chart.

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2-6	2	1	-	1
7-9	3	1	1	1
10-12	4	1	1	2
13-15	5	2	1	2
16-18	6	2	1	3
19-21	7	2	2	3
22-24	8	2	2	4
25-27	9	3	2	4
28-30	10	3	2	5
31-33	11	3	3	5
34-36	12	3	3	6
37-39	13	4	3	6
40-42	14	4	3	7
43-45	15	4	4	7

If the PPEC center has a census of more than 45 children, the staffing must increase by one staff for every three (3) children alternating between a direct care staff and licensed nurse.

**ST - Q0480 - In-Service Training - Staff Requirements**

**Title** In-Service Training - Staff Requirements

**Type** Rule

59A-13.013(1)(a-c)

**Regulation Definition**

Each PPEC center must develop staff, parent and guardian training programs.

(1) Staff training must include:

(a) Quarterly staff development programs appropriate to the category of personnel.

(b) Documentation of all staff development programs, and required participation.

(c) Current CPR certification for all staff.

**Interpretive Guideline**

Verify during record review and interviews that the center has staff, parent and guardian training programs.

What elements are included in the training programs?

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**ST - Q0490 - In-Service Training Orientation**

**Title** In-Service Training Orientation

**Type** Rule

59A-13.013(2-3)

**Regulation Definition**

- (2) Each new employee will participate in orientation to acquaint the employee with the philosophy, organization, program, practices, and goals of the PPEC center.
- (3) A comprehensive orientation to acquaint the parent or guardian with the philosophy and services will be provided at the time of the child's admission to the PPEC center.

**Interpretive Guideline**

During personnel record reviews, verify the training and orientation provided to new employees.  
Interview parents or guardians about the orientation they received to the center during admission.

**ST - Q0500 - Medical Records**

**Title** Medical Records

**Type** Rule

59A-13.014

**Regulation Definition**

- (1) A medical record must be developed at the time of admission, must be maintained for each child, signed by authorized personnel and contain at least the following:
- (a) A medical plan of treatment and a nursing protocol of care.
  - (b) All details of the referral, admission, correspondence and papers concerning the child.
  - (c) Physician orders.
  - (d) Flow chart of medications and treatments administered.
  - (e) Concise, accurate information and initialed case notes reflecting progress toward achievement of care goals or reasons for lack of progress.

**Interpretive Guideline**

During sampled record reviews verify the medical records on each child include the required elements.  
Interview staff if unable to locate required information in the medical records.

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- (f) Documentation of nutritional management and special diets, as appropriate.
- (g) Documentation of physical, occupational, speech and other special therapies.
- (2) The individualized nursing care protocol must be developed within ten (10) working days of admission. The protocol must be reviewed monthly and revised quarterly, and include any recommendations and revisions to the plan based on consultation with other professionals involved in the child's care.
- (3) Medical history, including allergies and special precautions.
- (4) Immunization record.
- (5) A discharge order written by the primary physician will be documented and entered in the child's record. A discharge summary, which includes the reason for discharge, will also be included.

**ST - Q0510 - Quality Assurance Comm - QA Program**

**Title** Quality Assurance Comm - QA Program

**Type** Rule

59A-13.015

**Regulation Definition**

All PPEC centers must have a quality assurance program and must conduct quarterly reviews of the PPEC center's medical records for at least half of the children served by the PPEC center at the time of the quality assurance review. The quarterly review sample must be randomly selected so each child served at the center has an equal opportunity to be included in the review.

**Interpretive Guideline**

Interview the center administrator to determine the centers quality assurance program. Verify the two staff who conduct the quarterly reviews.

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**ST - Q0520 - Quality Assurance Comm - Membership**

**Title** Quality Assurance Comm - Membership

**Type** Rule

59A-13.015(1)

**Regulation Definition**

(1) The quality assurance committee must include the following: the medical director, administrator, director of nursing, and three (3) other committee members as determined by each PPEC center.

**Interpretive Guideline**

Verify who is included in the quality assurance committee.

**ST - Q0530 - Quality Assurance Comm - QA Review**

**Title** Quality Assurance Comm - QA Review

**Type** Rule

59A-13.015(2)

**Regulation Definition**

(2) The quality assurance review will be conducted by two (2) members of the quality assurance committee. Within 15 calendar days of its review, the quality assurance committee must furnish copies of its report to the PPEC center medical and nursing directors.

**Interpretive Guideline**

During interview verify the centers process for communicating the outcome of the quality assurance reviews.

**ST - Q0540 - Quality Assurance Comm - QA Review Criteria**

**Title** Quality Assurance Comm - QA Review Criteria

**Type** Rule

59A-13.015(3)



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**Regulation Definition**

- (3) Each quarterly quality assurance review must include:
- (a) A review of the goals in each child's nursing protocol.
  - (b) A review of the steps, process, and success in achieving the goals.
  - (c) Identification of goals not being achieved as expected, reasons for lack of achievement and plans to promote goal achievement.
  - (d) Evidence that the protocol has been revised to accommodate the findings of the quality assurance report will be forwarded to the quality assurance committee within then (10) calendar days of receipt of the quality assurance committee report.
  - (e) Implementation of revisions to the protocol must be documented in the child's record.

**Interpretive Guideline**

Verify the reviews include the required elements. Interview staff to verify.

**ST - Q0550 - Quality Assurance Comm - Protocol & Report**

**Title** Quality Assurance Comm - Protocol & Report

**Type** Rule

59A-13.015(4)

**Regulation Definition**

- (4) The quality assurance review will also ascertain and assure the presence of the following documents in each child's medical record:
- (a) A properly executed consent form.
  - (b) A medical history for the child, including notations from visits to health care providers.
  - (c) An immunization record with documentation of allergies and special precautions.

**Interpretive Guideline**

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**ST - Q0560 - Infection Control - Isolation**

**Title** Infection Control - Isolation

**Type** Rule

59A-13.020(1-3)

**Regulation Definition**

Infection control requirements must include at least the following:

- (1) The PPEC center must have an isolation room with one (1) large glass area for observation of the child.
- (2) Isolation procedures must be used to prevent cross-infections.
- (3) All cribs and beds must be labeled with the individual child's name. Linens must be removed from the crib for laundering purposes only.

**Interpretive Guideline**

During observations verify if the center has an isolation room and the room meets the requirements.

Are linens labeled?

**ST - Q0570 - Infection Control - Measures**

**Title** Infection Control - Measures

**Type** Rule

59A-13.020(4-6)

**Regulation Definition**

Infection control requirements must include at least the following:

- (4) Bed linens must be changed when soiled and as necessary, but not less than twice weekly.
- (5) Antimicrobial soap and disposable paper towels must be at each sink.
- (6) Staff must wash their hands after direct contact with each child, using appropriate hand washing techniques to prevent

**Interpretive Guideline**

Observe for infection control practices in the center.

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the spread of infection from one child to another.

**ST - Q0580 - Infection Control - Communicable Diseases**

**Title** Infection Control - Communicable Diseases

**Type** Rule

59A-13.020(7-8)

**Regulation Definition**

**Interpretive Guideline**

Infection control requirements must include at least the following:

(7) Children suspected of having a communicable disease, which may be transmitted through casual contact, as determined by the center's medical director, must be isolated; the parents or guardians must be notified of the condition; and the child must be removed from the PPEC center as soon as possible. When the communicable disease is no longer present, as evidenced by a written physician's statement, the child may return to the PPEC center.

(8) PPEC center staff members suspected of having a communicable disease must not return to the PPEC center until the signs and symptoms related to the communicable disease are no longer present, as evidenced by a written physician's statement.

**ST - Q0600 - Fire Safety/Emerg Proc - Annual Inspection**

**Title** Fire Safety/Emerg Proc - Annual Inspection

**Type** Rule

59A-13.022(1)

**Regulation Definition**

**Interpretive Guideline**

(1) All PPEC centers must conform to state standards prepared

Does the facility have documentation of a satisfactory fire safety inspection?

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by the State Fire Marshal: Chapter 69A-36, F.A.C., Uniform Fire Safety Standards for Child Care Facilities, and must be inspected annually. A copy of the current annual fire inspection report, conducted by the local authority having jurisdiction over fire safety or the State Fire Marshal, must be on file at the PPEC center. Documentation of a satisfactory fire safety inspection shall be provided at the time of the licensee's annual survey.

**ST - Q0620 - Fire Safety/Emerg Proc - Working Telephone**

**Title** Fire Safety/Emerg Proc - Working Telephone

**Type** Rule

59A-13.022(2)

**Regulation Definition**

(2) There must be a working telephone, which is neither locked nor a pay station, in the PPEC center.

**Interpretive Guideline**

**ST - Q0630 - Fire Safety/Emerg Proc - Telephone Numbers**

**Title** Fire Safety/Emerg Proc - Telephone Numbers

**Type** Rule

59A-13.022(3)

**Regulation Definition**

(3) Emergency telephone numbers must be posted on or in the immediate vicinity of all telephones.

**Interpretive Guideline**

Verify where the center posts the emergency phone numbers.

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**ST - Q0640 - Fire Safety/Emerg Proc - Generator**

**Title** Fire Safety/Emerg Proc - Generator

**Type** Rule

59A-13.022(4)

**Regulation Definition**

(4) An emergency generator must exist, with sufficient generating power to continue function of medical equipment in the event of a power failure. The emergency generator must be tested every 30 days and satisfactory mechanical operation must be documented on a log designed for that purpose and signed by the person conducting the test.

**Interpretive Guideline**

Does the facility have a working generator?  
Is it being tested every 30 days and documented? Who is testing the generator?

**ST - Q0650 - Fire Safety/Emerg Proc - Transportation**

**Title** Fire Safety/Emerg Proc - Transportation

**Type** Rule

59A-13.022(5)

**Regulation Definition**

(5) Emergency transportation must be performed by a licensed E.M.S. provider, with a PPEC center staff member accompanying each child.

**Interpretive Guideline**

Verify if during emergency transportation the child is accompanied by a center staff member.

**ST - Q0660 - Fire Safety/Emerg Proc - First Aid & CPR Kit**

**Title** Fire Safety/Emerg Proc - First Aid & CPR Kit

**Type** Rule

59A-13.022(6)

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**Regulation Definition**

(6) The PPEC center must have an emergency kit available to provide basic first aid and cardiopulmonary resuscitation.

**Interpretive Guideline**

Verify if the center has available an emergency kit and if the kit is available to all employees at the center.

What does the center include in their emergency kit?