

INTRODUCTION

This document is a resource to guide the submission of a facility's infection control (IC) plan and IC risk assessment to the Pennsylvania Department of Health, Bureau of Epidemiology, Healthcare Associated Infection Prevention (HAIP) Division for review and approval as required by the [Medical Care Availability and Reduction of Error Act](#).

Submission Checklist:

Submit the required documents noted below along with any **optional** policies, to the HAIP Division utilizing this [SURVEY123 LINK](#).

Required documents:

- IC plan
- IC risk assessment

Optional policies:

- Optional submission documents are limited to the following key infection control policies that your facility opts to include in the submission for a one-time, high-level review with feedback provided by an IC plan reviewer.
 - Environmental cleaning/disinfection policy
 - Hand hygiene policy
 - Standard precautions policy
 - Transmission-based precautions policy
 - HAI surveillance and reporting policy
 - High-level disinfection policy
 - Sterilization policy

Document Submission Specifications

- Submitted documents must be sent as **individual attachments in original (i.e., not scanned), Word, PDF, or Excel file format**. We will be unable to review your submission if it includes **scanned files, zip files, policy manuals, links to policies, or links to SharePoint sites** and you will be asked to resubmit.
- Submitted documents should be organized, **reflective of facility processes/services, and meet law/code requirements**.
- The infection control plan must utilize **current nationally recognized standards** and/or **evidence-based IC practices and guidelines** and should contain a formal reference section where the standards/guidelines are cited.

Next Steps

Upon submission of the required IC plan documents, your IC plan will be placed into a queue for assignment to the next available IC plan reviewer. Once assigned, the reviewer will send an email notification of the review start along with a meeting request to discuss the facility's IC program. Once the assigned reviewer has completed the review of all required documents and optional policies, you will receive feedback and be offered a consultation to discuss the review outcome. You may be asked to revise and resubmit required documents before approval can be provided.

All HAIP Division resources for IC program document development and/or enhancement can be found on the HAIP website under the [Infection Control Plan Submission Toolbox and Resources](#) header.

PA Department of Health, Infection Control Plan Submission Q & A / "office hours"

If you have questions during the IC plan submission process, please join the weekly "office hours" hosted by the HAIP Division, utilizing the web link or phone number listed below.

Frequency: **Every Wednesday from 1 pm – 2 pm**

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only) [+1 267-332-8737](#) / Phone Conference ID: 375 837 352#