



**Nursing Administration
University Affiliation Timeline (11-16-2012)**

Annual Calendar Timeline			
#	Step	Due Date*	Responsible Party
1	Letter to universities requesting Clinical Rotation Selection Schedule (CRSS) for calendar year sent	March 15	Nursing Admin
2	Deadline for universities to submit of CRSS request	May 15	University Affiliate
3	Draft yearly clinical rotation schedule sent to DPH Programs	June 15	Nursing Admin
4	Comments from DPH Programs on yearly rotation due to Nursing Admin	July 15	DPH Program
5	Letter sent to universities of final clinical rotation schedule	August 15	Nursing Admin
6	Letter sent to universities of Student Orientation schedule and request for preferences	October 31	Nursing Admin
7	Deadline for universities to submit Student Orientation preference dates	November 30	University Affiliate
8	Letter sent to universities with finalized Student Orientation schedule	December 5	Nursing Admin

***Due date: On specified date or next business day if date falls on weekend or holiday.**



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Clinical Rotation Timeline				
#	Step http://publichealth.lacounty.gov/phn/UniveristyAffiliates.htm	DUE DATE**	Date from Start***	Responsible Party
1	Deadline for university to submit to Nursing Administration for all new Instructors and all students: 1] "Without Compensation Request Form" (WOC) 2] "WOC Request Form Instructor and Student List"	10 weeks prior to first date	10 weeks out	University Affiliate
2	Nursing Administration notifies university that students can begin to schedule Live Scan appointments.	1 week after step 1	9 weeks out	Nursing Admin
3	Deadline for university to assure all students and new instructors complete Live Scan forms and attend Live Scan appointment: 1] Live Scan Instructions must be followed 2] All eight (8) Live Scan forms must be completed and taken with student and new instructor to the Live Scan appointment.	Within 2 weeks of step 2	7 weeks out	University Affiliate
4	Nursing Administration notifies university of students who have cleared live scan and those pending or denied	3 weeks after step 3	4 weeks out	Nursing Admin
5	Deadline for University to submit to Nursing Administration: 1] A final and updated "WOC Request Form Instructor and Student List" (from step 1)	1 week after step 4	3 weeks out	University Affiliate
6	Nursing Administration to request identification badges from DPH- Human Resources	1 week after step 5	2 weeks out	Nursing Admin
7	Deadline for university to scan and email copies of completion certificates for LA County DPH HIPAA for all students and instructors (entire certificate packet must be sent for all students simultaneously as one scanned document in alphabetical order).	1 week after step 6	1 week out	University Affiliate
8	Deadline for university to submit to Nursing Administration: 1] "Requirements for Practice in Clinical Facilities Form"	2 week after step 7	1 week after start	University Affiliate

****Due date: Date is calculated based on the first day the instructor or student will be at Student Orientation or Clinical Rotation (whichever comes first) at LA County Department of Public Health.**

***** If deadlines are not met, the start time of the clinical rotation will be pushed back accordingly. For Step 8, Clinical Rotations will be suspended until form is submitted.**



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Contract Monitoring Timeline			
#	Step	Due Date	Responsible Party
1	Send University "Contractor Notification to Monitor" letter	December 15*	Nursing Administration
2	University provides dates of availability	January 15*	University Affiliates
3	Send letter to University verifying contact person, identifying random sample of student/instructor files to be monitored, and contract monitoring date, time and location	February 1*	Nursing Administration
4	Send letter to University confirming Contract Monitoring information for site visit	One week prior to contract monitoring	Nursing Administration
5	Contract Monitoring	February 15 – May 1*	Nursing Administration & University Affiliates
6	Send "Contractor Discrepancy Report" (CDR) to University	Within 2 weeks following contract monitoring	Nursing Administration
7	University submits "Corrective Action Plan" (CAP) to Nursing Administration	Within 30 days after receipt of CDR letter	University Affiliates
8	University submits corrected documents to Nursing Administration	Within 2 weeks after submission of CAP for minor discrepancies; Up to 60 days after submission of CAP for major discrepancies	University Affiliates
9	Send "End of Contract Monitoring" letter to University	Up to 90 days after receipt of CAP**	Nursing Administration

***Due date: On specified date or next business day if date falls on weekend or holiday.**

**** Universities who are self-insured will take longer. Financial statements must be approved by Los Angeles County- Department of Public Health Risk Management before Contract Monitoring can be completed by Nursing Administration.**