

DEPARTMENT OF HEALTH & HUMAN SERVICES  
Centers for Medicare & Medicaid Services  
1301 Young Street, Room 833  
Dallas, Texas 75202



**Division of Survey and Certification, Region VI**

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May 18, 2007

**REGIONAL SURVEY AND CERTIFICATION LETTER NO. 07-06**

**TO:** All State Survey Agencies (Action/Information)  
All Title XIX Single State Agencies (Action/Information)

**SUBJECT:** Making and Retaining Copies in the Survey Packet of Reference Materials Used to Support Deficiencies.

**Background:**

In preparation for Administrative Law Judge Hearings, the Dallas Regional Office (RO) and the Health and Human Services Office of General Counsel (OGC) must review all survey documents to better support and defend the State Agency citations. We are finding that not all survey packets contain the necessary documents. Sometimes surveyors quote reference material, but do not include it in the packet. Unfortunately, we may not have access to the same reference material. To ensure that the RO and OGC staffs have all the relevant information needed, we are asking the State Agency surveyors to retain a copy of the reference material in the survey packet.

**Instructions:**

When referencing, quoting or restating material (e.g. journal article and/or textbook), the survey team should include a copy of the document(s) in the survey packet. The survey team should copy the whole journal article and include reference to the volume, date, and page(s). If the reference is taken from an internet webpage, the survey team should also include the web address and the date obtained. If the reference is from a textbook, the survey team should copy the title page, the publisher page and sufficient material of the chapter(s) so that the context of the quote or restatement is understood. When quoting the Physician's Desk Reference or other medication textbook, the survey team should copy the title page, the publisher page, and all material pertaining to the medication.

These instructions are effective the date of this letter. Please distribute to all staff within 30 days. If you have any questions please call Susana Cruz at 214-767-4415.

Sincerely,

Molly Crawshaw  
Associate Regional Administrator  
Division of Survey and Certification