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Director

State of California—Health and Human Services Agency
California Department of Public Health



ARNOLD SCHWARZENEGGER
Governor

April 12, 2010

AFL 10-06

TO: All Licensed Health Care Facilities

SUBJECT: Electronic Delivery of All Facility Letters

Effective June 30, 2010, the California Department of Public Health (CDPH), Licensing and Certification (L&C) Program will discontinue using the U.S. Postal Service to mail All Facility Letters (AFL) to licensed health care facilities. Licensed nursing home administrators, certified nurse assistants, home health aides and hemodialysis technicians will continue to receive relevant instructions by mail. Reducing mail delivery will speed distribution and reduce distribution costs.

Beginning July 1, 2010, L&C will begin distributing AFLs electronically using the following two methods: L&C's Website and the California Health Alert Network (CAHAN) system.

L&C's Website Distribution

AFLs are posted on the L&C Internet.

- Access [cdph.ca.gov](http://www.cdph.ca.gov) > <http://www.cdph.ca.gov/Pages/Default.aspx>
- Select the "PROGRAMS" tab.
- Under the heading, "CENTER FOR HEALTH CARE QUALITY," double click on the selection, "LICENSING AND CERTIFICATION".
- Under the heading, "PUBLICATIONS AND REPORTS," double click on the selection, "ALL FACILITY LETTERS (AFL'S)" to access the AFLS listed by year of release.

AFLs released beginning April 1, 2010 will provide reminders of this transition until July 1, 2010. L&C will not provide notice of new postings. All interested parties are expected to proactively check the CDPH websites.

CAHAN Distribution

CAHAN provides a secondary distribution method for AFLs. CAHAN also provides real time notification of postings.

The federal Centers for Disease Control and Prevention (CDC) requires each state to have a health alert network. The CDPH's Emergency Preparedness Office (EPO) implemented CAHAN in 2003 as the State of California's official public health emergency alerting system. CAHAN prevents delays when sending and/or receiving time sensitive, critical care information during emergent and disaster situations, including information affecting licensed health care facilities and their patients.

Although CAHAN is voluntary, L&C highly encourages its use to ensure timely distribution. Current active CAHAN participants include a majority of General Acute Care Hospitals, many Skilled Nursing Facilities, most California counties, and major health care facility associations (e.g., California Hospital Association, California Association of Healthcare Facilities, and California Primary Care Clinics).

The CAHAN system can also be used for the following.

- Health alerts
- District Office Memoranda
- Disease prevention guidelines
- Coordination of disease investigation and surveillance efforts
- Preparedness planning
- Other initiatives to strengthen state and local preparedness

To obtain further information concerning the CAHAN system, contact either your County CAHAN Health Alert Network Coordinator, or contact CAHAN directly at the following contact points.

- Email: cahaninfo@cdph.ca.gov
- Toll free phone number: 1-877-376-4767

AFL 10-06
Page 3
April 12, 2010

If you have questions about the posting of AFLs, please call your local District Office.

Sincerely,

Original Signed by Kathleen Billingsley, R.N.

Kathleen Billingsley, R.N.
Deputy Director
Center for Health Care Quality

cc: California Hospital Association
California Association of Health Care Facilities
California Primary Care Association
CDPH EPO, CAHAN System Administrator