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



EDMUND G. BROWN JR.  
Governor

December 30, 2015

AFL 15-31

**TO:** Skilled Nursing Facilities

**SUBJECT:** Updating Emergency and All Facilities Letter (AFL) Recipient Contacts

**All Facilities Letter (AFL) Summary**

- The California Department of Public Health (CDPH) upgraded the California Health Alert Network (CAHAN) system.
- CDPH is requesting that all facilities designate an emergency contact person and an AFL recipient.
- CDPH is also requesting yearly verification of the listed emergency contact and AFL recipient.

On September 1, 2015, CDPH upgraded the CAHAN system. To improve communication and increase AFL distribution to facilities, CDPH is requesting the following information:

- A designated emergency contact and an alternate
- A designated AFL recipient and an alternate

Please provide the requested information by using the SurveyMonkey link ([https://www.surveymonkey.com/r/SNF\\_contact](https://www.surveymonkey.com/r/SNF_contact)) within 30 days.

At the time of license renewal, all facilities will be asked to verify the accuracy of the emergency and AFL recipient contact information listed in the Electronic License Management System. Any changes must be reported to the appropriate district office.

In addition, CDPH is encouraging facilities to have a built-in communication redundancy in case of an emergency. For example, as a backup to CAHAN communication, facilities may also wish to sign-up with their respective county Emergency Medical Services Agency and/or local Department of Public Health emergency communication system.



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If you have any questions regarding this AFL, please contact Dr. Carolyn M. Macola of the Emergency Preparedness & Disaster Response Unit at 916-552-9930 or via e-mail at [CDPH\\_FacilityContactSurvey@cdph.ca.gov](mailto:CDPH_FacilityContactSurvey@cdph.ca.gov).

Sincerely,

**Original signed by Scott Vivona for Jean Iacino**

Jean Iacino  
Deputy Director