



**Pennsylvania Department of Human Services
Electronic POC Submission – Quick Reference Guide**

The purpose of the Electronic POC Submission system is to increase efficiency and simplify the process of submitting plans of correction. If you have any questions, please contact us using the information listed below or your licensing representative.

E-mail Notification

Once an inspection has been completed for your facility, you will receive an email from “NoReply@SansWrite.com” with the subject line “Pennsylvania BHSL – Licensing Inspection Summary (LIS)” or “Pennsylvania OCYF – Licensing Inspection Summary (LIS).” Attached to the email will be a notification letter, LIS printout and Privacy Coding printout. In the body of the email, you will see a link to “Review/Submit via Licensee Portal.”

New User Registration

In the body of the email, click the “Review/Submit via Licensee Portal” link. On the registration screen, use the following instructions:

1. Click the “Register” button under New User.
2. Enter the License Number of your facility, and your email address. (Please Note: the Facility Name and Address fields are disabled, and will be automatically populated once you click the “Lookup Account” button.)
3. Click “Lookup Account.” (Please Note: the system will confirm the License Number and email address are correct. Make sure you use the email address that the LIS was sent to.)
4. Next, enter your First Name, Last Name, Phone Number and a Password.
5. Once complete, click “Register.”

Sign In

Once registered, you can go directly to the Sign In page by clicking the “Sign In” button, or by typing <https://webapptest.sanswrite.com> into the address bar of your web browser. To sign in, use the following instructions:

1. Enter the email address you used to register.
2. Enter the password you used to register (case sensitive).
3. Click the “Sign in” button.

Review Documents

Documents for the current and previously completed inspections are available for download via the Licensee Portal. To download documents, use the following instructions:

1. Select the desired inspection by clicking the caret “>” in the panel header of the inspection.
2. With the desired inspection selected, choose a document from the “Documents” drop down list.
3. With the desired document selected, click the “Download” button. (Please Note: all browsers work slightly differently, but look for a prompt, or document to appear in the footer of your browser. For Google Chrome specifically, check the bottom left corner.)



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Complete a POC or Document Submission

The process for completing an electronic POC or Document Submission are almost identical. To complete an electronic submission, use the following instructions:

1. Click the “Add/Edit POC Submission” or “Add/Edit Document Submission” link in the inspection panel. (Please Note: to select a different inspection panel, click the caret “>” in the panel header of the inspection.)
2. When the Corrective Actions Editor appears, enter a Description and Completion Date for each violation.
3. Once Complete, as indicated by green checkmarks on each navigation button, click the “Save” button.
4. When you are ready to submit your POC or Document Submission, click the “Submit” button. (Please note: for additional functions, click the Menu button in the top-left corner of the screen.)

Attach Documents (View Attached Documents)

Using the Attach Documents feature, you can add attachments to a POC or Document Submission, and View previously attached documents. To attach or view documents, use the following instructions:

Attach

1. While completing a POC or Document Submission, click the Menu button in the top-left corner of the screen. When the menu appears, click the “Attach Documents” option.
2. Once the Attach Document screen appears, click the “Add Attachment” button in the bottom-left corner.
3. When the “Open” dialog appears, navigate to the desired location on your hard drive, select a file, and click the “Open” button. (Please Note: you may only attach Word Documents, Excel Spreadsheets, PDF files and certain image files such as .JPG, .BMP, and .PNG.)

View

1. While completing a POC or Document Submission, click the Menu button in the top-left corner of the screen. When the menu appears, click the “Attach Documents” option.
2. Once the Attach Document screen appears, click the “Eyeball” in the “View” column for the desired document.
3. Once click, the desired attached document will be downloaded into your browser. (Please Note: all browsers work slightly differently, but look for a prompt, or document to appear in the footer of your browser. For Google Chrome specifically, check the bottom left corner.)

Browser Support and System Requirements

SansWrite is a web-based SaaS (software as a service) application that runs on all modern browsers including Google Chrome, Microsoft Edge, Mozilla Firefox, Safari and others. SansWrite supports the latest mainstream release for each browser listed, regardless of operating system. There are a few browser-related settings required to use SansWrite; however these settings should already be turned on by default.

- JavaScript Enabled
- Cookies Enabled
- Local Storage (DOM Storage) Enabled

Support Information

For assistance with accessing or using the system, please email support@sanswrite.com or call 800-984-9346 ext. 2.