

CON Annual Report Guidelines  
Due 2 months before CON/LICENSE Expires

An annual report in statistical narrative form, detailing the activities of the service or agency during the year, must be submitted at the time of request for renewal. Topics addressed should include but need not be limited to:

1. Copy of updated trade name certificate;
2. Narrative of services currently provided along with any brochures and or advertising materials;
3. List all major medical equipment (cost \$100k or more) and respective quality assurance and biomedical contracts;
4. Updated and detailed timeline with specific targets and projected completion dates (if not operational);
5. Copies of facility/department /service professional accreditations and/or certifications;
6. Copy of most recent license issued by the Department of Licensing & Consumer Affairs;
7. Copies of National and/or Certifications (CLIA certification if applicable) by industry organizations;
8. Copy of most recent health permit if applicable;
9. Narrative of top health conditions/ tests/procedures for which health services were rendered;
10. Copy of liability insurance;
11. Financial report detailing uncompensated care, Medicaid, Medicare, Medical Assistance Program, private insurance and self-pay;
12. Activities/procedures performed during the year, include the period covered;
13. Successes/challenges in meeting goals and objectives during the year;
14. Limitations in meeting goals and objectives;
15. Patient demographics, number(s) and type(s) of clients served;
16. Categories of service provided;
17. Current staff listing with their position & credential copies;
18. Any plans to change policies which may affect the operation of the service;
19. Plans to revise, relocate or terminate the service; and
20. Goals and objectives for the coming year.

Please **MAIL** report to:

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