

Health Facility Survey and Field Operations
ASSISTED LIVING ENTRANCE GUIDE

Facility Name	Date
Surveyors	

REQUIRED UPON ARRIVAL:

1. Today's census.
2. List of all residents with level of care and room numbers identified (one copy)
3. Identify residents who are and/or have:
 - Health Service Plans
 - Managed Risk Agreements
 - Restraint Use (side rails, lap buddies, etc.)
 - Medicaid Recipients
 - On RESPITE
 - Receiving Dialysis
4. Hospice Services
5. Current Menus

HAVE AVAILABLE FOR SURVEYOR WITHIN TWO HOURS:

1. Two weeks of actual staffing (with CPR/AED certified staff identified)
2. Acuity based Staffing Policy
3. List of all Staff to include: full name, job title and date of hire, certification numbers and expiration dates for all Certified/Licensed staff (Nurse Aide, Medication Aide, Home Health Aide, Personal Care Assistant, RN, LPN, CALA and LNHA) and date CPR/AED certified, if applicable.
4. Facility Policy and Procedure Manual
5. Pharmacy Policy and Procedure Manual
6. Sanitation Report with Comments' Sheet
7. System used to track employee in-services
8. System used to track employee TB testing
9. Signed Affidavit of Compliance (all pages)
10. Activities calendar for ALR and Memory Care Units for three months.

HAVE AVAILABLE TO SURVEYOR BY NOON:

1. Completed "Physical Environment Inspections" (PEI) sheet, page 5 of the Affidavit of Compliance
2. System used to track employee compliance in attending at least one drill annually