

Entrance Conference (Facility Copy)

Entrance document that a “test center” was given prior to an MDS focused survey in early March.

INFORMATION TO PROVIDE IMMEDIATELY UPON ENTRANCE
<input type="checkbox"/> 1. Facility must complete the Resident Census Sheet (Worksheet #1) Identify residents by the following, Name, Room number and Unit, and mark if the resident has any of the following issues within the last 90 days (Restraints, Falls with major injury, Pressure Ulcers, Urinary Catheter, UTI, Antipsychotic Meds, Ext Assist of 2, Skilled or LTC). Note residents on the list who are not currently in the facility (e.g. in the hospital, home visit, etc.) please include home many residents receive Medicare, Medicaid and Other supplemental insurance.
<input type="checkbox"/> 2. Provide computer access if indicated to surveyors (this includes passwords, a brief tutorial on how to navigate the EMR and MDS data, and laptops/COWS for surveyor usage). This needs to occur in a timely manner. <u>Not being able to provide computer access in a timely manner to the onsite surveyors is considered hindering the survey process and could/will result in a regulatory citation.</u>
<input type="checkbox"/> 3. Provide a copy of the facility floor plan.
<input type="checkbox"/> 4. Provide a copy of the facility transfer records for the last 90 days (must include resident name, disposition, return date to facility and currently reside there and whether resident is Skilled or LTC.
<input type="checkbox"/> 5. Identification of Wound Care Nurse (and if he/she is available during survey process), wound team, wound care facility, etc. Who coordinates wound care in the facility? How is wound care tracked?
<input type="checkbox"/> 6. Identification of whom in the facility is responsible for staffing and if they are available to provide information and questions during the survey process.
INFORMATION TO PROVIDE WITHIN ONE (1) HOUR OF ENTRANCE CONFERENCE
<input type="checkbox"/> 7. A list of key personnel and their location and extensions.
<input type="checkbox"/> 8. Computer access
<input type="checkbox"/> 9. All facility Policies and Procedures related to Resident Assessment Instrument (RAI), including the MDS.
<input type="checkbox"/> 10. All facility Policies and Procedures related to Staffing and scheduling.
INFORMATION TO PROVIDE WITHIN TWENTY FOUR (24) HOURS OF ENTRANCE CONFERENCE
<input type="checkbox"/> 11. Completed Medicare Medicaid application (Form CMS 671)
UPON REQUEST
<input type="checkbox"/> 12. Make staff members and other policies and procedures available upon request.

COMMUNICATION THROUGHOUT THE SURVEY

Ongoing communication occurs throughout the nursing home survey between the survey team and the facility staff. During the survey, the survey team will be communication with staff throughout the survey, and staff will have opportunities to clarify issues when brought to their attention. However, surveyors are not to release information about ongoing concerns until their investigation is completed.