

Long-Term Care Survey Alert

Survey Preparation: GET YOUR DOCUMENTS IN A ROW ON SURVEY DAY

Survey day is not the time to look or feel disorganized. One of the most effective ways to get the survey off to a good start is to meet state surveyors at the door with the required survey forms, the resident roster and a list of key interdisciplinary staff who can answer surveyors' questions in specific areas.

Other documents the facility should have on hand, according to **Gene Larrabee**, a survey consultant and principle of **Primus Care** in Valparaiso, IN, include:

1. A current copy of regulations updated as of July 1, 1995, and a current State Operations Manual. "The SOM tells surveyors how to conduct the survey and also includes the survey investigative protocols," says Larrabee.
2. The facility's policies and procedures;
3. Clinical records that are up to date and "clean." "You don't want records that are three inches thick with papers sticking out everywhere," Larrabee notes.
4. CMS forms and other documents surveyors will request.

Federal rules require facilities to provide surveyors the following documentation within one hour of entrance, according to **Marilyn Mines**, a nursing consultant with **FR&R Healthcare Consulting** in Deerfield, IL:

5. List of key personnel and locations;
6. Copy of written information on resident rights;
7. Meal times;
8. Medication pass times;
9. Copy of facility layout;
10. Activity calendar for past three months;
11. Copies for production menus;
12. Copy of facility contract;
13. Policies and procedures regarding investigations and prevention of accidents and/or incident log;
14. Policies and procedures for abuse investigation/reporting and prevention;
15. Name and location of staff assigned to help with residents.