

### Offsite Survey Preparation Worksheet

Survey Date: \_\_\_\_\_ Previous Survey Date: \_\_\_\_\_ Offsite Review Date: \_\_\_\_\_

Facility Name: \_\_\_\_\_ Facility ID: \_\_\_\_\_

Administrator Name: \_\_\_\_\_

Ombudsman Name: \_\_\_\_\_ Contact Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Team (List Coordinator First): \_\_\_\_\_

Review the OSCAR 3 report to determine whether the facility has any patterns of repeat deficiencies.

Review any uninvestigated complaints that were filed with the survey agency and need to be investigated during the survey. Record areas of concern (with any resident names) to be included in the survey in order to investigate the complaint(s).

Contact the ombudsman's office, in accordance with state policy, to provide notification of approaching survey. Review information from the state ombudsman's office to be investigated during the survey. Record area(s) of concern (with any resident names) to be included in the survey:

Note any federal waivers/variances for onsite review.

Surveyor assignments:

- 1) Stage I Sample Reconciliation  
(team member other than team coordinator) \_\_\_\_\_
- 2) Tour \_\_\_\_\_
- 3) Waivers/Variations Review \_\_\_\_\_
- 4) Liability Notice and Beneficiary Appeal Rights Review (titled  
Demand Billing in the QIS DCT) \_\_\_\_\_
- 5) Dining Observation \_\_\_\_\_
- 6) Infection Control Policies and Practices \_\_\_\_\_
- 7) Kitchen/Food Service Observation \_\_\_\_\_
- 8) Medication Administration Observation/Drug Storage \_\_\_\_\_
- 9) Quality Assessment and Assurance Review \_\_\_\_\_
- 10) Resident Council President/Representative Interview \_\_\_\_\_

Team Coordinator is responsible for gathering and carrying all necessary QIS supplies:

- 1) Primary Laptop/Tablet PC and peripherals (any external disk drives, power cords, extra battery packs, carrying case, power strip[s] with surge suppressor, portable printer and extra ink cartridges for printer, flash drives [prepared as instructed in the "Storing QIS Data" document in the Quality Indicator Survey Resource Manual]);
- 2) Printer paper (about half a ream);
- 3) All survey worksheets (according to your state procedures);
- 4) Facility folder or notebook to hold all forms provided to and by the facility and reports created in the QIS DCT (completed survey announcement signs for the facility, Medicare/Medicaid Application [CMS-671], Resident Census and Conditions [CMS-672]).

Notes: