

QIS Post-Survey Revisits Interim Procedure

QIS POST-SURVEY REVISIT

A QIS post-survey revisit is conducted in accordance with §7317 to confirm that the facility is in compliance and has the ability to remain in compliance. The purpose of the revisit is to re-evaluate the specific care and services that were cited as noncompliant during the QIS standard and/or extended survey. Ascertain the status of corrective actions being taken on all requirements not in substantial compliance. Section 7304 contains the five elements a facility must address in developing an acceptable plan of correction. One of these elements is what continuous quality improvement system(s) a facility has in place to monitor its performance in identifying the deficient practice/care and assuring that it does not recur.

Because this survey process focuses on the care of the resident, revisits are generally necessary to ascertain whether the deficient practices have been corrected. The nature of the noncompliance dictates the scope of the revisit. For example, do not perform another Medication Administration Observation if no Medication Administration-related deficiencies were cited on the QIS standard and/or extended survey. Complete interviews and closed record reviews, as appropriate. Prior to the revisit, review appropriate documents, including the plan of correction, to focus the revisit review.

Conduct as many survey tasks as needed to determine compliance status. However, the team is not prohibited from gathering information related to any requirement during a post-survey revisit. Always conduct the Quality Assessment and Assurance task.

Focus on selecting residents who are most likely to have those conditions/needs/problems cited in the QIS standard and/or extended survey. If possible, include some residents identified as receiving substandard quality of care during the prior survey. If after completing the revisit activities, you determine that the cited incidence(s) of noncompliance was not corrected, initiate enforcement action, as appropriate. (See §7400 for specific guidance concerning initiation of enforcement action.)

It is preferable to assign one or more original team members to conduct the revisit. At least three residents within each cited F tag, where applicable, are reviewed to verify that the facility is in compliance with the regulation. The surveyor(s) use the QIS DCT software to surveyor initiate a sample of residents and the applicable F tags to be investigated. The surveyor(s) use portions of the QIS process, as applicable, to evaluate the facility's return to compliance for requirements cited as deficiencies. Stage I activities will not be conducted during the revisit. The surveyor(s) use Stage II investigative tools as applicable to the cited F tags from the standard survey. The surveyor(s) input findings into the QIS software and proceed through QIS deficiency decision making and scoring of scope and severity for any cited deficiencies.

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OFFSITE PREPARATION PROCEDURE

I. Gather the following supplies:


- 1. CMS-2567 with the facility Plan of Correction (PoC).
- 2. From the standard QIS:
 - 2.1. Stage II Report
 - 2.2. Stage II Sample List
- 3. Revisit Sample Matrix form – at the end of this document.
- 4. Tablet PC.


II. Prepare the flash drive and obtain the QIS revisit survey shell:

- 5. Create a facility folder on the flash drive.

Create a folder to store QIS DCT data files on the flash drive:


- A) Insert the flash drive into your laptop PC's Universal Serial Bus (USB) port. A Windows Explorer window containing the flash drive contents should appear after the tablet recognizes the flash drive.

(If the drive contents window does not appear, select the **start** button () on your desktop taskbar and go to **My Computer**. Locate the flash drive on the screen and double-click the listing to display its contents.)

- B) Right-click on the blank space, point to **New**, and select **Folder**. A new folder is displayed with the default name, **New Folder** () , selected.

Note: If you inadvertently leave the field and the folder name remains “New Folder”, right-click the folder, select Rename, and complete instructions in Step C).


Note: When completing Step C), follow your state survey agency’s naming convention.

- C) Type the folder name to include the ASPEN event ID, facility name, exit date of survey, and surveyor ID; then press **Enter** () .

Example:

 TU0J11 Goodcare 04252005 12345

- If you are not serving as the team coordinator for the revisit survey, skip to Step 6.
- If you are serving as the team coordinator, continue to Step D) (create additional folders on the flash drive):

- D) Double-click the facility folder just created in Step C) to open it.
- E) Right-click on the blank space, point to **New**, and select **Folder**. A new folder displays with the default name, **New Folder**, selected.
- F) Type **TC Data** and then press the **Enter** key () .

Example:

 TC Data

- G) Create another folder (repeat Step E), type **2567** and then press the **Enter** key () .

Example:

 2567

- H) Create another folder (repeat Step E), type the **Event ID**, the **Facility Name**, the **Exit Date**, “**Team Worksheets**” and then press the **Enter** key () .

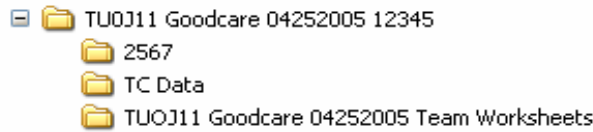
Example:



 TU0J11 Goodcare 04252005 Team Worksheets

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The team coordinator's flash drive should now contain a facility folder and three subfolders named **2567**, **TC Data**, and a **Team Worksheets** folder:

Example:



6. Create a folder in “My Documents” on your tablet PC to store your electronic worksheets:
- A) Open **My Documents** from the desktop icon on the tablet PC or from the start menu on the taskbar.
 - B) Right-click on the blank space, point to **New**, and select **Folder**. A new folder is displayed with the default name, **New Folder** (), selected.
 - C) Type the folder name to include the ASPEN event ID, facility name, exit date of the survey, **Worksheets**, and surveyor ID; then press **Enter** ().





Example:










7. Obtain the revisit survey shell (including resident assessment information) from ACO, according to your state's procedures, and save it to the flash drive. The revisit survey shell must be saved on the surveyor's flash drive to the facility folder that was created in Step 5.

Note: The person creating the revisit survey shell must be a member of the QIS Security Group in ACO to include successfully the required resident information in the survey. The survey shell from ACO must be saved to the facility folder on a flash drive and used in Step 8. Do not export the survey from ASE and give it to the team. The team must use the same survey shell as the team coordinator. If the team coordinator exports the survey information from ASE, resident information will not be included and the survey team will not have access to MDS Data on the secondary laptops.



III. Prepare the Tablet PC:

8. Import the revisit survey shell from the flash drive into ASPEN Survey Explorer (ASE) on the primary and secondary laptops. The survey team needs to ensure that the revisit survey shell was imported into ASE correctly by verifying that the resident MDS information can be viewed.
- A) Open ASE by double-clicking the desktop icon (.
 - B) Double-click your surveyor name in the list to log in.
 - C) On the ASE menu bar, select **Import** (.
 - D) In the **Import From** section, select **Zip file**.
 - E) Select the binocular icon (.
 - F) Use the **Look in** drop list () to navigate to the flash drive.
 - G) Double-click the facility directory containing the survey shell zip file saved from ACO.
 - H) Double-click the survey shell zip file, and select **OK** on the **Import** window after confirming that you have selected the correct zip file.
 - I) On the **Select Survey(s) to Import** window, select the relevant survey (if more than one survey was extracted), and select **OK**.

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- J) Select **OK** at the **Transfer Info** message and **OK** again when the import information message displays that the file was successfully transferred.
- K) Expand the facility listing (preceded by an NH symbol ) , the survey event preceded by a red cross ) , and the residents listing (preceded by a wheelchair ) .
- L) Expand any of the alpha sections and confirm that residents are listed.
9. Open QIS DCT but **DO NOT process the MDS data.**
- A) Logon:
- i) From ASE, expand the listing to display the facility (preceded by an NH symbol ) , right-click the survey event (preceded by a red cross ) and select **Citation Manager** from the menu list.
- ii) From the Citation Manager, select the **QIS Tool** button () .
- iii) On the **Logon Screen**, select **Primary** as the Laptop Type, and select the **Select** button () . QIS DCT will draw an initial Stage I Sample; however, these samples are not used during in these interim revisit procedures
- iv) On the **Process MDS Data** screen, select the box, **Defer MDS Processing Until Later.**

IV. Print a New Admission Information form to provide to the facility upon arrival.

10. Print the New Admission Information form (to provide the facility upon arrival):
- A) On the menu bar, select **Reports, New Admit Form.**
- B) On the Reports screen, **Print** () , and select **OK.**
- C) Close the report by selecting the **Close** button () on the report toolbar.

V. Prepare the Revisit Sample Matrix Form:

11. Identification of Scope of Revisit – F tags:
- 11.1. Review the Statement of Deficiencies/CMS-2567 and approved PoC to identify the F tags cited on the standard survey.
- 11.2. Enter the cited F tags across the top of the Revisit Sample Matrix form.
12. Identification of Preliminary Revisit Sample (residents originally investigated and included in citations):
- 12.1. Compare the resident identifiers on the CMS-2567 to the Stage II Sample List or the Stage II Report from the standard survey. Note the F tags in which residents were cited.
- 12.2. The surveyor may develop a preliminary Revisit Sample at this time or delay sample selection until arriving at the facility. When selected, sample residents should be listed on the Revisit Sample Matrix form.
- 12.3. Make corresponding checkmarks in the applicable F tag column(s) related to the resident.
- For efficiency, select residents who were cited in more than one F Tag.
 - For F tags related to facility-level tasks (e.g., Kitchen) that included no specific residents, record the name of the task in the Resident Name column.

Note: Delay surveyor-initiating any resident in the QIS DCT until arriving at the facility and comparing any preliminary sample to the facility's alphabetical resident list to confirm the resident's status (e.g., to ensure the pre-selected resident is in the facility).

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ONSITE PREPARATION PROCEDURE

VI. Upon entry and following introductions, request the following information:

- 13. An alphabetical list of current facility residents that includes residents' room numbers. Ask that residents who are currently hospitalized or unavailable for review be noted.
- 14. Ask the facility to complete the New Admission Information form (includes residents admitted in the last 30 days and who still reside in the facility.) Remind the facility that the birth date is necessary.
- 15. Request additional information (e.g., a list of residents with recent falls or current pressure sores) from the facility, as necessary, to identify potential residents to augment and finalize the Revisit Sample.

VII. Reconcile the Revisit Sample Matrix:

- 16. Compare the Revisit Sample Matrix with the alphabetical resident list to verify that the preliminary sample residents are currently residing in the facility.

17. For Revisit Sample residents who no longer reside in the facility, enter "D/C" after the resident's name on the Revisit Sample Matrix (or cross off the name if using paper).

Example: John.Doe--D/C.

Note: Do not change the residency status of any residents listed in the Resident Pool of the QIS DCT. If you change residency status, the QIS DCT may force you to enter the number of new admits and replace a Census Sample resident, which is not necessary for a Revisit survey.

18. Replace discharged Revisit Sample residents on the Revisit Sample Matrix with residents identified in Step VI.

VIII. Finalize the Revisit Sample:


- 19. Add resident names to the Revisit Sample Matrix until at least three residents who currently reside in the facility are listed for each F Tag. As necessary, review the Stage II Report from the standard QIS to ascertain which residents were reviewed within a Care Area on the original standard survey.

Note: The Revisit Sample should contain a mix of residents who were included in the standard survey citations and additional residents not included but who have the same conditions for which the facility was originally cited.

- 20. Verify that the residents selected for the Revisit Sample are in the Resident Pool. If not, use the information from the New Admission Information form to add those residents to the Resident Pool.

A) On the menu bar, select **View Screen, Stage I – Sample**.

B) On the Stage I – Sample screen, after checking to be sure that the resident is not in the Resident Pool Listing, select the **Add New Resident** button (.

C) Enter the Admit Date, Last Name, First Name, Date of Birth, Gender, Unit and Room Number, and select the **Close Form** button () (Admit Date and Unit/Room Number are not required).

Note: Do not change the residency status of any residents listed in the Resident Pool of the QIS DCT. If you change residency status, the QIS DCT may force you to enter the number of new admits and replace a Census Sample resident, which is not necessary for a Revisit survey.

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21. On the Primary Laptop, **Stage I - Sample** screen, initiate the residents listed on the Revisit Sample Matrix form for the corresponding F tags. If the F tag relates to a facility-level task and there were no specific residents applicable to the F tag, initiate the F tag for Facility instead of for a specific resident.
- A) On the Stage I – Sample screen, highlight/select the resident (or Facility) from the Resident Pool Listing, and select the **Initiate/Remove Care Area** button.
 - B) Select the **F tag Direct Cite** option in the Available Care Areas pane.
 - C) Select the F tag from the list and select the **Include** button.
 - D) Complete **Relevant Findings**, as applicable, and select the **Close** button.

22. Enter Unit and Room numbers for the Revisit Sample residents.
- A) On the menu bar, select **View Screen, Stage II – Sample**.
 - B) On the right pane in **Add Unit Information**, place your cursor in the Unit# box for a resident and enter the unit number.
 - C) Tab to the **Room#** and enter the room number.

23. Make team assignments.


Note: The QIS DCT automatically assigns a surveyor-initiated resident and/or F tag to the surveyor who initiated the F tag; therefore, re-assignments may need to be made to achieve equal workload distribution.

To Change Surveyor Assignment for residents/F tags surveyor-initiated at the Primary Laptop:




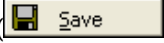


- A) On the **Stage II – Assignment** screen, in the right pane, expand the name of the surveyor who initiated the resident, expand the name of the resident, and select the F tag.
- B) Select the **Unassign** button.
- C) Reassign the F tag.

Note: Mandatory facility-level tasks will automatically display on the **Stage II - Assignment** screen. Assign **Quality Assessment and Assurance** on each revisit survey. Leave other mandatory facility-level tasks unassigned.

- D) In the left pane, expand the surveyor and resident tree nodes, select the row containing the **Facility or Care Area** in the **Unassigned** pane, select the appropriate surveyor name in the **Assigned** pane, and make the assignment by selecting the **Assign** button.

24. Print the Stage II Report (sort by Stage II Surveyor) to serve as the interim Revisit Report. Distribute the applicable pages of the report to each surveyor (pages break so that when the last of one surveyor's assignments is listed, a new page begins with the next surveyor's assignments).
- A) On the menu bar, select **Reports, Stage II Report**.
 - B) On the Sort Selection screen, select **Stage II Surveyor**, and select the **Preview the Report** button.
 - To print the report: On the Reports screen, select **Print** () , and select **OK**.

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- To save the report as a Word document in Rich Text Format (.RTF):
 - i) On the Reports screen, select **Export** ().
 - ii) Use the **Files of type** drop list () to change the type to **Rich Text Format (*.rtf)**.
 - iii) Use the **Look in** drop list () to navigate to the facility folder on the flash drive.
 - iv) Select **Save** ().
 - v) On the Reports screen, **Print** () , and select **OK**.
 - vi) Close the report by selecting the **Close** button () on the report toolbar.

25. Export the Stage II Sample (Revisit Sample) to secondary laptops, if applicable.

Primary Laptop:

- A) On the menu bar, select **Utilities, Export Data**.
- B) On the Export Data screen, select **Export Stage II Sample Data**.
- C) Select the flash drive, select the facility folder, and select **OK**.
- D) Select **OK** at the **Stage 2 Sample Data Exported Successfully** message.
- E) Select **Close** on the Export Data screen.
- F) Give the flash drive to team members to import the Stage II Sample at the secondary laptops.

Secondary Laptop(s):

- A) On the menu bar, select **Utilities, Import Data**.
- B) On the Import Data screen, select the **Import Stage II Sample**.
- C) Select the flash drive, select the facility folder, select [EVENTID]_sampdata2.zip, and select **Open**.
- D) Select **OK** at the **Sample Data Successfully Imported** message.
- E) Select **Close** on the Import Data screen.

INVESTIGATION

IX. Use QIS Investigative Tools (e.g., QIS facility-level worksheets, Surveyor Notes Worksheets, Critical Element Pathway worksheets, and SOM Appendix PP Guidance to Surveyors) applicable to the F tags being investigated:

26. Use the applicable investigative tools noted above as a guide to verify compliance with the F tag cited on the standard survey.
27. Use the QAA worksheet to guide the investigation of the facility's plan of correction (PoC) to verify that the facility has achieved and maintained compliance since the correction date identified on the PoC and has integrated the PoC into the facility's QAA program.

Note: While the revisit focuses on originally cited F tags, during the course of the revisit, the surveyor may identify problems in related structure, process, or outcome F tags. If the surveyor identifies potential noncompliance in a new regulatory area, the surveyor should initiate the applicable Care Area or F tag and investigate the concern(s).

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28. Record the CE compliance decisions in the QIS DCT. A compliance decision should be made for each Critical Element related to the F tags being investigated during the Revisit. When noncompliance is found (Critical Element is marked No), documentation should be specific enough so compliance decisions can be made and supportable deficiencies written, if it is determined the facility is noncompliant.

ANALYSIS AND DECISION MAKING

X. When investigations are completed, merge data and verify completion:

29. When the investigations are complete, all surveyors verify completion (text color should be black) of all Revisit residents and applicable facility-level reviews and merge data onto the Primary Laptop.

All Laptops (including Primary Laptop):

Note: The export from the primary laptop is solely to create a backup of the team coordinator's Revisit data.

- A) On the menu bar, select **Utilities, Export Data**.
- B) On the Export Data screen, select **Export Stage II Survey Data**.
- C) Select the flash drive, select the facility folder (if you are using the primary laptop, select the **TC Data** subfolder of the facility folder), and select **OK**.
- D) Select **OK** at the **Stage II Data Exported Successfully** message.
- E) Select **Close** on the Export Data screen.
- F) Give the flash drive to the team coordinator for import of the Revisit data.

Primary Laptop:

- A) Close the **Stage II – Critical Elements** screen.
- B) On the menu bar, select **Utilities, Import Data**.
- C) On the Import Data screen, select **Import Stage II Survey Data**.
- D) Select the flash drive, select the facility folder, select [EVENTID]_stg2data.zip, and select **Open**.
- E) Select **OK** at the **Stage II Data Successfully Imported** message.
- F) Repeat the import (Steps C) –E)) for each secondary laptop.
- G) Select **Close** on the Import Data screen.
- H) On the menu bar, select **View Screen, Stage II – Critical Elements**.

30. Verify the completion of the merged investigation on the Stage II - Critical Elements screen.

- Confirm that all secondary laptops' data imported correctly.
 - A) On the Stage II – Critical Elements screen, select the option to view Stage II Residents Assigned To **All Surveyors**.
 - B) Confirm that all residents' text is displayed in black. If any listings display in red, expand the list to determine whether any information remains to be completed.
 - If any resident listings or the facility display in red text:
 - i) Select the plus sign (+) next to the red listing to determine which section of the resident's review appears to be incomplete. It may be that the item or section is actually complete but the software is not recognizing it as such. Sometimes selecting the red item causes it to display in black text.

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- ii) If a resident listing remains red, expand the listing and select each red item. Expanding the listing may cause the software to recognize that the response(s) are complete and update the text color to black. If red items do not turn black, continue to expand the listing to confirm that the data is actually present and complete. If the data is present and complete but will not turn black, continue to the next step since you have confirmed that the work is complete.
- iii) If any data entry is not complete, complete the data entry on the secondary laptop and repeat Step 29 through 30 B) ii).
- If all resident listings (except the facility listing) display in black text, proceed to Step C).
- C) Expand each **Facility** task that can remain appropriately incomplete (red text) and confirm completion of applicable questions.
- D) If any facility-level task that should display in black text remains red, use the instructions in Steps Step B) i) through iii) above to confirm the information is complete.

XI. Review potential citations and make compliance decisions:

31. The team reviews merged potential citations and accompanying documentation resulting from Stage II investigations to determine whether noncompliance exists based on the gathered evidence for any uncorrected F tags or newly cited F tags. The team determines which documentation will be included on the draft CMS 2567, and decides scope and severity for each citation. During this team review, one member of the team should make notes of citations and associated residents for use in the exit conference.

Note: If the facility corrected the F tags on a date other than what was stated in the PoC, determine the date of compliance for those F tags. (Use the state's current procedures to communicate compliance dates to Supervisor/office personnel.)

- A) On the menu bar, select **View Screen**, select **Potential Citation**.
- B) On the **Potential Citation** screen, expand the first F tag listed. (The list displays residents who have critical elements unmet. The right-side pane displays the F tag, title, and information for each of the applicable residents [Resident Name, Care Area, Investigator, Severity, and any entered documentation]).
 - To Cite an F tag:
 - i) Place a checkmark (☑) in the checkbox (☐) next to each resident's name to include in the associated F tag and Care Area deficiency documentation loaded to the Citation Manager.

Note: At least one resident (or the facility, as applicable) must be marked for inclusion in the documentation loaded to the Citation Manager or the F tag will not be carried forward to the Citation Manager.
 - ii) Select the first Care Area listed, and select **Cite FTag**.
 - iii) Assign **Scope and Severity**; add documentation, as necessary; and close the Scope/Severity Matrix form.
 - iv) Be sure that there is a "✓" symbol next to the F tag listing when you return to the Potential Citation screen.

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




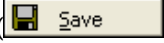



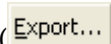




- To NOT Cite an F tag:
 - i) If the team determines that the F tag should not be cited, select **Don't Cite FTag**.
 - ii) Document the reason for not citing the F tag in the documentation form that appears.
 - iii) Be sure that there is an “✕” symbol next to the F tag listing when you return to the Potential Citation screen.
- c) Continue to determine whether to cite each aggregated potential citation and whether to include residents in the CMS-2567 documentation, until all listed potential citations have been reviewed.

Note: Revisit Survey data should only be imported to the primary’s laptop one time. If during citation review the team determines a different F tag should be cited or a finding moved to a different F tag, do not attempt to make the changes on a secondary laptop and re-import Revisit (Stage II) Survey data. The team should note the corrections, plan to make changes in ASE after the citations have been loaded to ASE, and mark the ‘Don’t Cite F Tag’ button with a narrative explanation.





An alternative method is to mark the potential citation in the QIS DCT as one that will be cited; on the screen containing the scope and severity grid, select the ‘Document’ button and add a note explaining the correction that is required after transfer to ASE; select the appropriate scope and severity and close the screen. This alternate approach allows the citation to be loaded along with the other citations and makes it available for necessary correction once in ASE. The note explaining the correction that is required will transfer to ASE during the citation load and serve as a reminder to the team to make the correction in ASE.

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XII. Print final reports, backup data, and load cites, if any, into ASE:

32. Review the Potential Citation Report on the screen to ensure inclusion of all intended citations, then print the Potential Citation Report.
- A) On the menu bar, select **Reports, Potential Citation Report**.
 - B) On the Reports screen, review the list of citations.
 - C) If an intended citation is not listed, close the report by selecting the **Close** button () on the report toolbar to return to the Potential Citation screen.
 - D) Make sure the intended F tag was cited and at least one resident was marked for inclusion of his/her documentation in the upload of the citations to the Citation Manager.
 - E) On the menu bar, select **Reports, Potential Citation Report**.
 - To print the report: On the Reports screen, select **Print** () , and select **OK**.
 - To save the report as a Word document in Rich Text Format (.rtf):
 - i) On the Reports screen, select **Export** ().
 - ii) Use the **Files of type** drop list () to change the type to **Rich Text Format (*.rtf)**.
 - iii) Use the **Look in** drop list () to navigate to the facility folder on the flash drive.
 - iv) Select **Save** ().
 - F) Select **Print** () , and select **OK**.
 - G) Close the report by selecting the **Close** button () on the report toolbar.
33. Print the Stage II Sample Resident List (includes Resident IDs), which is now the Revisit Sample.
- A) On the menu bar, select **Reports, Stage II Sample**.
 - To print the report:
 - i) On the Reports screen, select **Print** () , and select **OK**.
 - To save the report in Rich Text Format (.RTF):
 - i) On the Reports screen, select **Export** ().
 - ii) Use the **Files of type** drop list () to change the type to **Rich Text Format (*.rtf)**.
 - iii) Use the **Look in** drop list () to navigate to the facility folder on the flash drive.
 - iv) Select **Save** ().
 - B) Close the report by selecting the **Close** button () on the report toolbar.
34. Export the merged data to the flash drive (this will be the back up of the citation decisions).
- A) On the menu bar, select **Utilities, Export Data**.
 - B) On the Export Data screen, select **Export Stage II Survey Data**.
 - C) Select the flash drive, select the facility folder, and select **OK**. The file is named [EVENTID]_stg2data.zip.
 - D) Select **OK** at the **Stage II Data Exported Successfully** message.
 - E) Select **Close** on the Export Data screen.

QIS Post-Survey Revisits Interim Procedure

35. Close the QIS DCT software, and load citations into ASE.
- A) Close the uppermost X ( or  – depending on the Windows Theme) in the top right corner of the screen to exit the QIS DCT.
- B) On the **Citation Manager** screen, select the **Load Cites** button () in the bottom right corner.
- C) Verify that all cited F tags loaded into the Citation Manager/ASE.
- If all cited F tags are listed, continue to Step D.
 - If not all cited F tags loaded:
 - i) Return to the QIS DCT Potential Citation screen, expand the F tag that did not load into the Citation Manager/ASE, and confirm that at least one resident's (or the Facility's) checkbox was marked.
 - ii) Repeat Step 32 through 35 (A – Ci).
- D) Close the Citation Manager by selecting the **Done** button ()

36. Conduct the exit conference with facility personnel.

ARCHIVING THE DATA

37. Follow state procedures.

QIS Post-Survey Revisits Interim Procedure

Revisit Sample Matrix										
Facility Name: _____										
Standard Survey Date: _____					Revisit Date: _____					
Surveyor Name (s): _____										
Resident Name	F tag	F tag	F tag	F tag	F tag	F tag	F tag	F tag	F tag	F tag
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>