

# Preparing for Inspection RCF/ALF

Provider Meeting 2016

## When you know the time is near.....

- ▶ Prepare and update as needed, a list of all residents and their room number
- ▶ Organize and update as needed, staff CBC, EDL, and TB information
- ▶ Organize and update as needed, Resident Funds information

## Have a Plan

- ▶ Who is going to do what– during your annual inspection?
- ▶ Designate staff in advance of your inspection to:
  - complete the required forms
  - assist the inspectors during tour
  - assist with obtaining medical records (EMR)
  - provide and answer questions about CBC, EDL, and Resident Funds

# Educate the Staff and Residents

- ▶ Observation–Inform staff that inspectors will make observations of; direct care provided to residents, the kitchen, the housekeeping department, during meals, while medications are administered, etc.
- ▶ Interview–Inform residents that inspectors may ask to visit with them about their day to day routines and also may visit with their physician, the facility pharmacist, etc.
- ▶ Inform staff that inspectors may want to talk with them about the care they provide to the residents, their training and knowledge of policies, etc.
- ▶ Inform family members that inspectors may want to talk with them about their loved one

## Have a Plan (cont.)

- ▶ Communicate planned extended absences (vacations, conferences, etc.) of key personnel to your regional office
- ▶ Plan a location where the inspectors can meet for team meetings, record review, computer access for EMRs, etc.
- ▶ Know who you would like to have at your exit conference (inform/invite in advance)

# During your inspection

- During your entrance conference, inform the inspectors of any significant things that are occurring such as planned activities, key personnel absences, etc.
- Communicate with the inspectors throughout the process. Facilitate with scheduling meetings (residents and inspectors).
- Encourage staff frequently to communicate with inspectors, care for the resident the way they do every day, and breathe!

# Exit

- ▶ Listen, take good notes, and communicate with inspectors about the information
- ▶ Ask for clarification for things you don't understand or that don't make sense to you

