

**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


