The Centers for Medicare & Medicaid Services (CMS) Checklist is used to evaluate requests for Civil Money Penalty (CMP) funds.  We are providing this document to assist applicants in drafting a successful proposal with an overview of the evaluation process and format used by the reviewer.  Applicants should pay close attention to proposed budget items, project reasonableness, prohibited uses of the funds and ensure the evidence based practices and interventions proposed will improve the quality of care and the quality of life for nursing home residents.  Applicants must demonstrate a direct benefit to nursing home residents and the residents should be the main focus of the funding request.

CMP funds cannot be used for staffing, services, or other items the nursing home is already responsible for, capital expenses or improvements to a facility, incentives, refreshments or food for conferences or trainings, or excessive expenses (such as salaries or fringe benefits).  Applicants should provide as much budget detail as possible with a justification for all itemized expenses in an easy to review format.

We appreciate the effort and time required to submit an application.  Please know the approved programs will truly make a difference in the lives of our nursing home residents in the state of Washington.