

NEW SURVEYOR'S NAME	DATE OF HIRE
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AGING AND LONG-TERM SUPPORT ADMINISTRATION (AL TSA)
RESIDENTIAL CARE SERVICES (RCS)
LONG TERM CARE SURVEY PROCESS (LTCSP)
LTCSP Self-Assessment Skill Building Tool

PEER COACH'S NAME	REGION	FIELD MANAGER'S NAME	TRAINER'S NAME
OBSERVATIONAL SURVEY: FACILITY NAME	DATE	OBSERVATIONAL SURVEY: FACILITY NAME	DATE

Example

The example below shows a new surveyor participated in three training surveys under the preceptor's guidance. According to the legend, notice the documentation of the new surveyor's self-assessment and proficiency status for each item documented by the new surveyor, PC, FM, and TU.

Part 1: Off-Site Preparation

NEW SURVEYOR'S ROLE	SKILL BUILDING CRITERIA	INITIAL SA	SURVEY DATE 11/20/XX				SURVEY DATE 1/5/XX				TC SURVEY DATE 03/28/XX			
			SA	PC	FM	TU	SA	PC	FM	TU	SA	PC	FM	TU
TM	Independent Review of six components	1	1	1	1	0	2	2	2	0	3	3	3	0
TM	Team supplies and set-up	2	1	1	1	0	3	2	2	0	3	3	3	0

NOTES
Survey date: 11/20/XX Struggled with time management for independent review of offsite selected residents, PC assisted, and FM assisted. Survey date: 1/15/XX better time management of reviewing offsite selected residents, spent 1 hour.

GOALS FOR PROFICIENCY

Survey 11/20: Will continue improving in time management skills during off site prep and onsite when in the facility.

Part 1: Off-Site Preparation

NEW SURVEYOR'S ROLE	SKILL BUILDING CRITERIA	INITIAL SA	SURVEY DATE				SURVEY DATE				TC SURVEY DATE			
			SA	PC	FM	TU	SA	PC	FM	TU	SA	PC	FM	TU
TC	Exported shell from ACO / Import shell into ASE-Q													
TC	Added team members in ASE-Q as needed													
TC	* Completed multiple parts of offsite prep screen													
TC	* Made facility unit assignments													
TC	* Made mandatory facility task assignments													

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TC	* Share offsite prep data with team members													
TM	* Independent review of offsite prep data													

NOTES

GOALS FOR PROFICIENCY

Part 2: Facility Entrance

NEW SURVEYOR'S ROLE	SKILL BUILDING CRITERIA	INITIAL SA	SURVEY DATE				SURVEY DATE				TC SURVEY DATE			
			SA	PC	FM	TU	SA	PC	FM	TU	SA	PC	FM	TU
TC	Introduced surveyors (explains survey process), asked for list of residents and new admissions, provided survey announcement signs. Entrance Conference.													
TM	Initiated brief kitchen visit, then promptly to assigned area; others promptly to assigned area													
TM	Asked for a resident roster for assigned area with new admissions identified													

NOTES

GOALS FOR PROFICIENCY

Part 3: Initial Pool Process

NEW SURVEYOR'S ROLE	SKILL BUILDING CRITERIA	INITIAL SA	SURVEY DATE				SURVEY DATE				TC SURVEY DATE			
			SA	PC	FM	TU	SA	PC	FM	TU	SA	PC	FM	TU
TM	* Briefly screened all residents in assigned area identifying at least eight residents for initial pool, including vulnerable residents with concerns and/or newly admitted residents. Prioritized resident selection based on most significant potential concerns.													
TM	Reviewed the MDS indicators and active complaint allegations prior to entering the resident's room													

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TM	Conducted dining task													
TM	Throughout survey, continually used data sources for review of Infection Control Practices													
TM	Throughout survey, continually used data sources for review of Sufficient and Competent Nurse Staffing													
TM	Conducted Resident Representative Interviews (RRI) / family interviews													
TM	Conducted a limited record review while observing residents in their environment, after conducting interviews and observations													
TM	Identified MDS discrepancy for resident(s)													
TM	Actively participated in the team discussion of the system selected residents to determine replacing any of the residents													
TM	Actively participated in the team discussion of any additional residents the surveyor wanted to include in the sample													

NOTES

GOALS FOR PROFICIENCY

Part 4: Sample Selection

NEW SURVEYOR'S ROLE	SKILL BUILDING CRITERIA	INITIAL SA	SURVEY DATE				SURVEY DATE				TC SURVEY DATE			
			SA	PC	FM	TU	SA	PC	FM	TU	SA	PC	FM	TU
TC	Shared the combined data with the team													
TC / TM	Referred to the Sufficient and Competent Nurse Staffing Task													
TM	Actively participated in selecting the resident sample													
TC / TM	* Included residents from each required review category if concerns arise													
TC	Ensured a surveyor was assigned to all residents in the sample, complaint / FRI residents and unnecessary medication residents													

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TC	* Assigned a surveyor to facility triggered tasks													
TC	Ensured MDS discrepancy residents are assigned to the Resident Assessment Task													
TC	* Finalized Closed Record Sample													
TC	Shared the final data with the team													

NOTES

GOALS FOR PROFICIENCY

Part 5: Investigation (Information Gathering)

NEW SURVEYOR'S ROLE	SKILL BUILDING CRITERIA	INITIAL SA	SURVEY DATE				SURVEY DATE				TC SURVEY DATE			
			SA	PC	FM	TU	SA	PC	FM	TU	SA	PC	FM	TU
TM	Reviewed the MDS, physician orders, and care plan													
TM	Followed the CD pathway or Appendix PP to guide probes for observation, interview and record review for investigation													
TM	Performed necessary, multiple observations, and/or interviews													
TM	Performed care observations for wound care, restorative, transfers, ADSs, oral care, pressure ulcers, etc.													
TM	Answered every CE as Yes, No, or NA													
TM	Documented all final citation and severity decision													
TM	Used Deficiency Categorization to determine severity level													
TM	Referred to Psychosocial Outcome Severity Guide													
TM	Reviewed the Facility Assessment													
TM	Team meeting – actively participated in discussing concerns													

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GOALS FOR PROFICIENCY

Part 6: Ongoing and Other Survey Activities (Information Analysis for Deficiency Determination)

NEW SURVEYOR'S ROLE	SKILL BUILDING CRITERIA	INITIAL SA	SURVEY DATE				SURVEY DATE				TC SURVEY DATE			
			SA	PC	FM	TU	SA	PC	FM	TU	SA	PC	FM	TU
TM	Documented all final citation and severity decisions of assigned closed record(s), hospitalization, discharge, death													
TM	* Completed all assigned facility tasks investigations													
TM	Completed QAA / QAPI at the end of the survey													
TM	Documented final citation and severity decisions of QAA / QAPI													
TM	Shared completed investigation data with TC													
TM	Team meeting – actively participated in discussing concerns													
TM	Determined citations of past noncompliance at the time of the current survey													
TC / TM	Determined if an extended survey needed to be conducted													

NOTES

GOALS FOR PROFICIENCY

Part 7: Potential Citations (Exit Conference)

NEW SURVEYOR'S ROLE	SKILL BUILDING CRITERIA	INITIAL SA	SURVEY DATE				SURVEY DATE				TC SURVEY DATE			
			SA	PC	FM	TU	SA	PC	FM	TU	SA	PC	FM	TU
TC / TM	Made a scope and severity determination for individual potential deficiencies													
TC / TM	Determined the presence of substandard quality of care													
TC / TM	Determined the need for an extended survey													

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TC / TM	Conducted the Exit Conference with facility staff, the Ombuds, an officer of the organized residents' group, additional residents												
TM	Communicated preliminary deficient practice information in an understandable manner related to regulatory requirements												
TC	Provided facility with the list of survey sampled residents												
TC	Load Cites												

NOTES

GOALS FOR PROFICIENCY

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FIELD MANAGER'S SIGNATURE	DATE	TRAINING UNIT STAFF'S SIGNATURE	DATE
FIELD MANAGER'S SIGNATURE	DATE		
FIELD MANAGER'S SIGNATURE	DATE		
FACILITY LOCATION	DATE	FACILITY LOCATION	DATE
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