

Inspection

STAFF'S NAME	DATE OF HIRE	PEER COACH'S NAME	DISTRICT
ON-SITE VISIT DATE(S) (MM/DD/YYYY)		ASSISTED LIVING FACILITY NAME	

Expectation:

It is expected that the new staff member would have participated in the RCS Orientation and performed at least one observational inspection.

Key Elements:

- Peer Coach (PC) should be assigned minimal extra inspection tasks, but should be assigned a full resident review assignment.
- Peer Coach should review all staff member's recordings for elements required for evidence.

Place appropriate observed code next to each critical element. When appropriate, the Peer Coach should describe in the "notes sections" the event that led to the coding within the section and identify and add specific opportunities for growth in needed areas.

Progress Level Key:

PROGRESS LEVEL	CODE	DESCRIPTION
Observation Only	O	Observed survey; did not perform any tasks or elements.
Demonstrated with Coaching	DC	Required the availability of the PC to provide <u>directed</u> assistance and <u>identify</u> areas for improvement.
Demonstrated with Minimal Coaching	D	Required the availability of the PC to answer questions and give minimal direction.
Performed Independently	I	Performed the survey tasks and elements independently.
No applicable	NA	Element has previously been performed at the independent level or was not attempted.

1: Pre-Inspection Team Meeting and Preparation

The purpose of the offsite survey preparation is to analyze various sources of information available about the facility.

Staff Member Preparation:

- Review Assisted Living Facility (ALF) Inspection Process.

Objectives / Critical Elements:

O DC D I NA

- Reviewed the off-site information to prepare for the inspection.
- Reviewed the licensing file for compliance issues and licensing data. Contacted the ombudsman, case managers and other pertinent professionals involved in the ALF.
- Participated in the discussion of concerns and issues with the team. Correctly identified issues to be used in sample selection.
- Documented the Pre-Inspection information.
- Assisted team coordinator in gathering needed materials and forms for inspection.
- Participated in the discussion of team assignments.
- Did not remove official ALF files from the Regional Office.

NOTES

2. Introduction

Objectives / Critical Elements:

O DC D I NA

- Inspection was not announced.
- Team Leader introduced team members and presented administrator with business cards or state identification.
- Discussed in a clear and concise manner the purpose of the inspection. Explained the process and requested a current resident and staff list.
- Provided the administrator with the paperwork needed to be completed by the ALF.
- Requested administrator and/or staff that were present to provide a tour of the home.
- Built a working rapport with the provider and care-giving staff.
- Obtained a room for the team to work.

NOTES

3. Adult Living Facility Tour and Inspection

Objectives / Critical Elements:

O DC D I NA

- Met the residents and staff and identified potential residents to be considered for the sample.
- Performed a general systematic tour of the home, which included a physical inspection of the home both externally and internally. Identified any physical safety hazards and concerns.
- Observed the facility for general cleanliness, maintenance and safety.
- Performed appropriate data gathering and recording during the tour and meal services.

NOTES

4. Team Meeting

Objectives / Critical Elements:

O DC D I NA

- Discussed findings and develop a plan for the inspection.
- Participated in selecting sample residents.
- Reviewed inspection tasks and assignments.

NOTES

5. Resident Observations, Interviews and Record Review

Objectives / Critical Elements:

O DC D I NA

- Performed appropriate data gathering and recording of observations, interviews and record reviews.
- Identified possible issues/concerns with the sample resident's care and services.
- Followed the interview protocol and summarized the data on the correct form. Documented questions asked and answers given.
- Determined if documentation was current and complete and adequately reflected each individual resident's needs.
- Reviewed one closed record and recorded data on correct form.
- Followed-up with further data collection for issues identified from observations and interviews.

NOTES

6. Medication Services

Objectives / Critical Elements:

O DC D I NA

- Determined if the medication service category had been assigned appropriately to the sample residents.
- Observed the medication room for storage and safety issues.
- Reviewed medication records for sample residents.
- Observed medication pass if identified medication issues.
- Interviewed the staff regarding knowledge of the medications and the provision of assistance or medication administration.

NOTES

7. Nursing Services (only if nursing services are offered)

Objectives / Critical Elements:

O DC D I NA

- Determined if nursing services were being provided under the supervision of a registered nurse.
- Determined if the resident(s)' receiving nursing services care needs were being met.

NOTES

8. Facility and Staff Interviews and Records

Objectives / Critical Elements:

O DC D I NA

- Followed the interview protocol.
- Determined the staff person(s) training and level of expertise was met regarding the care needs of the residents.
- Reviewed staff training and personnel records in order to determine compliance with certification and screening requirements of personnel records.

NOTES

9. Exit Meeting / Team Meeting

Objectives / Critical Elements:

O DC D I NA

- Shared findings, issues and concerns with the team appropriately.
- Analyzed data and correlated findings with the WACs and RCWs.
- Participated actively in determining findings, scope and severity.
- Appropriately identified and investigated any imminent danger that was found. Followed the appropriate principles and procedures in the enforcement Management Bulletin 02-017.
- Contacted team members and Field Manager during inspection as appropriate.
- Answered all provider questions as the inspection process proceeded. Requested further information and clarification if appropriate.

If appropriate, discussed the requirements for a Plan of Correction including timeframes for correction along with the 60-day rule.

Communicated clearly the findings with the administrator throughout the inspection.

NOTES

10. Report Writing

Objectives / Critical Elements:

O DC D I NA

Ensured that proper records of findings, events, process and agreements were maintained under guidelines established for retention of records.

If there were no deficiencies, ensured that the appropriate cover letter was completed, signed by the Field Manager and sent to the provider.

Deficiencies:

If there were deficiencies, the Statement of Deficiencies (SOD) was written clearly and in a concise manner following the Principles of Documentation for Community Programs. Edited the SOD with the review tool.

SOD was written using the correct WACs and RCWs.

After the SOD review was completed by the Field Manager and/or Enforcement Officer, as appropriate, the SOD and the appropriate cover letter were forwarded to the Field Manager for Signature.

Assisted team in recommendations of enforcement actions.

Inspection, deficiencies were entered into the ALF Tracking System correctly and per timelines for data entry.

Follow-up visit for further monitoring visit or inspection was planned.

NOTES

11. Professional Manner

Check all that apply. Peer Coach may add other descriptors in the "other" box.

Projects and promotes a positive image / attitude / working relationship

Punctual

Focuses on relevant and essential issues

Identifies areas of improvement and responds favorably to suggested actions for improvement

Unsure / hesitant / indecisive

Applies new concepts and techniques effectively

Stern

Strident

Challenging

Condescending

Communicates effectively

Assertive

Forceful / argumentative

Tactful

Other:

NOTES

- Staff Member brought the appropriate state statutes and regulations on inspection.
- Staff used the appropriate RCS approved forms.
- Goals for improvement:

PEER COACH'S SIGNATURE

DATE

STAFF MEMBER'S SIGNATURE

DATE

FIELD MANAGER'S SIGNATURE

DATE