ASSISTED LIVING FACILITY PROGRESS TOOL
Follow-up / Monitoring Inspection

<table>
<thead>
<tr>
<th>STAFF’S NAME</th>
<th>DATE OF HIRE</th>
<th>PEER COACH’S NAME</th>
<th>DISTRICT</th>
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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 reinspection.

Key Elements:
• Peer Coach (PC) should be assigned minimal extra inspection tasks, but should be assigned a full resident review assignment, if appropriate.
• 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:

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

Objectives / Critical Elements:

□ □ □ □ □ Review the Statement of Deficiencies, enforcement actions, Plan of Correction and specific WAC previously cited in order to focus visit.

□ □ □ □ □ Used available information in planning for the focused visit and identification of potential problems.

□ □ □ □ □ Gathered needed materials and forms for the visit or monitoring inspection.

Follow-up Only:

□ □ □ □ □ Reviewed the previous sample of residents in order to avoid completely repeating the same sample but to include some of the same residents within the sample.

NOTES

2. Introduction

Objectives / Critical Elements:

□ □ □ □ □ Team Leader introduced team members and presented administrator with business cards or state identification.

□ □ □ □ □ Discussed in a clear and concise manner the purpose and expectations of the visit.
Explained process and requested copies of any materials or logs needed for visit or inspection.
- Obtained a list of current residents and caregiver staff in the home.
- Reviewed the list of current residents for possible new admissions; specifically, in the case of enforcement actions of stop placement or conditions on license.
- Built a working rapport with the provider and care-giving staff.
- Obtained a room for the team to work.

### 3. Adult Living Facility Tour and Inspection

**Objectives / Critical Elements:**

- O: Discussed findings and developed a plan for the visit or inspection.
- D: Focused on on-going welfare and safety of residents.
- I: Performed appropriate data gathering and documentation of the data gathering as appropriate to the issues.
- NA: Conducted a systematic general environmental assessment of the home and determined if the home was continuing to meet residents’ needs.
- O: Identified any physical changes to the home and assessed for egress if part of an issue previously cited or identified as a current concern.
- O: Correctly identified imminent danger situations and took appropriate action.
- O: If there was diminished welfare and safety of the residents since the last inspection and/or there is a situation which represents imminent danger of harm to a resident, after consulting with the Peer Coach and the team members, immediately notified the Field Manager.

### 4. Team Meeting

**Objectives / Critical Elements:**

- O: Discussed findings and developed a plan for the visit or inspection.
- D: Selected appropriate sample residents for issues and citations.
- I: Selected appropriate number of the residents as a sample.

### 5. Resident Observations, Interviews and Record Review

**Objectives / Critical Elements:**

- O: Determined if residents were receiving the care they needed and monitored for residents’ well-being and that residents’ rights were being respected.
- O: Determined if the home’s condition had not deteriorated since the previous inspection by making observations, conducting interviews and reviewing resident records.
- O: Determined if there was sufficient staff to provide care and services to residents by making observations, conducting interviews and reviewing relevant records.
- O: Established rapport with staff and residents.
- O: Performed interviews and observations focusing on the resident welfare and safety. Documented questions.
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<th>Follow-up only:</th>
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<tr>
<td>□ □ □ □ □ Performed Medication Service Review, Nursing Services Review and Facility Staff Record Review only when appropriate to the cited issues. Determined if the correct medication category had been assigned to residents.</td>
</tr>
<tr>
<td>□ □ □ □ □ Performed focus review based on the issues within the citations and enforcement actions.</td>
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### 6. Team Meeting

**Objectives / Critical Elements:**
- [ ] Determined if any further issues were found during the visit or inspection.
- [ ] Shared findings, issues and concerns with the team appropriately.
- [ ] Analyzed data and correlated findings with the WACs.
- [ ] Participated actively in determining findings, scope and severity.
- [ ] Appropriately identified and investigated any imminent danger that was found. O Consulted with the Field Manager if new findings / issues / concerns were identified prior to informing the provider.

### 7. Exit Meeting

**Staff Member Preparation:**
- Review Management Bulletins 02-017.

**Objectives / Critical Elements:**
- [ ] Answered all provider questions as the inspection process proceeded. Communication was maintained throughout the inspection / visit.
- [ ] Communicated clearly the preliminary findings with the administrator on order that corrective action might be taken as soon as possible.
- [ ] If appropriate, discussed the requirements for a Plan of Correction including timeframes for correction along with the 60-day rule.

### 8. Report Writing

**Objectives / Critical Elements:**
- [ ] Met with Field Manager and team and discussed the results of visit / inspection.

**Follow-up only:**
- [ ] If there were no deficiencies, the appropriate cover letter was written, signed by the Field Manager and sent to the provider.
- [ ] If there were deficiencies, the Statement of Deficiencies (SOD) was written clearly 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.
Reviewed and identified if the plan of correction was acceptable, had the providers’ signature and had been received within ten days after the provider received the statement of deficiency.

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

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

**Monitoring Visit only:**

Wrote a memo to the Field Manager documenting the issues and the current situation within the home. Scheduled another follow-up visit as appropriate.

### 9. 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
- [ ] Identifies areas of improvement and responds favorably to suggested actions for improvement
- [ ] Stern
- [ ] Challenging
- [ ] Communicates effectively
- [ ] Forceful / argumentative
- [ ] Tactful
- [ ] Other:

- [ ] Punctual
- [ ] Focuses on relevant and essential issues
- [ ] Unsure / hesitant / indecisive
- [ ] Applies new concepts and techniques effectively
- [ ] Strident
- [ ] Condescending
- [ ] Assertive

### 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