



Social Service Pre-Survey Checklist

90 days Prior to Survey:

- ___ 1. Systematically review each resident's chart for the following information:
 - ___ a. Initial Social History
 - ___ b. Annual Social History Updates if applicable
 - ___ c. Progress Notes present (minimum every 90days) containing the following:
 - 1. Cognitive status
 - 2. Physical status
 - 3. Communication abilities
 - 4. Psychosocial Needs
 - 5. Concrete Needs
 - 6. Psychoactive Medications, reason, diagnosis and non-pharmacological interventions
 - 7. Moods/Behaviors
 - 8. Adjustment Difficulties (if applicable)
 - 9. Advance Directive Status
 - 10. Discharge Plans (if applicable)
 - 11. Progress toward Care Plan
 - ___ d. Formal Discharge Plan
 - ___ e. Advance Directive Acknowledgement, signed by resident/RP and copies of documents on chart. No discrepancies with Code Status
 - ___ f. Resident Rights acknowledgement and proof of annual review
 - ___ g. PAS Paperwork

- ___h. MDS Sections complete, no holes, signed, dated
- ___i. RAP Summaries present, addressing all 5 points
- ___j. Care Plans present for each resident. Interdisciplinary in nature. Addressing P/S needs and medically related SS needs/problems. Initiated no more than 6-9 months ago.
- ___k. Review most recent QI Report. Review charts of residents scoring 5 or more. Make certain care plans are in place as warranted and that all P/S issues have been addressed
- ___l. Make certain all residents exhibiting behaviors have been assessed for the Behavior Management Program.
- ___m. Make certain Behavior Tracking Logs are in place for each resident targeted and are up-to-date.
- ___n. Make certain Behavior Plans are in place and contain preventative measures as well as management techniques
- ___o. Make certain Behavior Management Team Summaries are present and include non-pharmacological interventions and Team recommendations
- ___p. Review criteria for SS 1:1 visits. Ensure all residents meeting the criteria have been targeted for and are receiving visits.
- ___q. Make certain 1:1 documentation reflects the nature of the visit and the resident's response to the visit.

60 days Prior to Survey:

- ___1. Ensure personalization of each resident's room
 - a. Documentation reflects requests made to family
- ___2. Conduct clothing inventory to ensure all residents have an adequate supply of clothing.
 - a. Documentation reflects requests made to family
- ___3. Review personnel file for:
 - ___a. Signed job description
 - ___b. Signed orientation
 - ___c. Application

- ___d. Two references checks
 - ___e. Universal precautions
 - ___f. Resident Rights
 - ___g. Confidentiality
- ___4. Continue documentation audit
 - ___5. Ensure grievance file is in order and all concerns/complaints have been resolved and documented.
 - ___6. Ensure Room Transfers have been documented, contain resident/RP signatures and documentation reflects adjustment to new surroundings.
 - ___7. Residents are registered to vote

30 Days Prior to Survey:

- ___1. Ensure Medicaid/Medicare information/application process, etc is prominently displayed in the facility.
- ___2. Ensure current telephone numbers and addresses for local and state Ombudsman, Council on Aging, Adult Protective Services, etc. is prominently posted in the facility.
- ___3. Ensure Resident Rights are prominently displayed in the facility
- ___4. Double check documentation