

### Offsite Preparation Worksheet

Survey Date: \_\_\_\_\_ Previous Recertification Survey Date: \_\_\_\_\_ Offsite Review Date: \_\_\_\_\_  
Facility Name: \_\_\_\_\_ Facility ID: \_\_\_\_\_  
Administrator Name: \_\_\_\_\_  
Ombudsman Name: \_\_\_\_\_ Contact Date: \_\_\_\_\_ Phone: \_\_\_\_\_  
Team (List Coordinator First): \_\_\_\_\_

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- Review the CASPER 3 report to determine whether the facility has any patterns of repeat deficiencies.
  - Review any uninvestigated complaints that were filed with the survey agency and need to be investigated during the survey. Record areas of concern (with any resident name(s)) to be included in the survey in order to investigate the complaint(s).
  - Contact the Ombudsman's office, in accordance with state policy, to provide notification of approaching survey. Review information from the state Ombudsman's office to be investigated during the survey. Record area(s) of concern (with any resident names) to be included in the survey:
  - Note any federal waivers/variances for onsite review.
  - Surveyor assignments:
    - 1) Stage 1 Sample Reconciliation  
(team member other than team coordinator) \_\_\_\_\_
    - 2) Initial Tour \_\_\_\_\_
    - 3) Dining Observation \_\_\_\_\_
    - 4) Infection Control and Immunizations \_\_\_\_\_
    - 5) Kitchen/Food Service Observation \_\_\_\_\_
    - 6) Liability Notices and Beneficiary Appeal Rights \_\_\_\_\_
    - 7) Medication Administration Observation \_\_\_\_\_
    - 8) Medication Storage \_\_\_\_\_
    - 9) Quality Assessment and Assurance Review \_\_\_\_\_
    - 10) Resident Council President/Representative Interview \_\_\_\_\_
  - Team Coordinator is responsible for gathering together the following documents for the Entrance Conference:
    - 1) Signs announcing the survey
    - 2) CMS QIS Brochure
    - 3) Long Term Care Facility Application for Medicare and Medicaid (CMS-671)
    - 4) Resident Census and Conditions of Residents (CMS-672)
    - 5) Copy of CASPER 3 Report
  - Supplies and Set-Up
    - 6) Primary Tablet PC and Peripherals (power cord, power strip(s) with surge suppressor, extra battery pack, carrying case, flash drive), printer and extra ink cartridges,
    - 7) Printer paper (about half a ream)
    - 8) All survey worksheets (according to your state procedures)
    - 9) Facility folder or notebook to hold all forms provided to and by the facility and QIS reports
    - 10) Each team member is responsible for bringing his/her tablet PC and peripherals
- Notes: