

Facility:  
 Surveyor:  
 Date:

Orientation Form  
 Home Health Agency

Directions: The instructor or preceptor will initial and date as the surveyor learns how to complete a task. Surveyor: Initial and date when you practice and when you can independently complete the task. Instructor or preceptor that is managing the surveyor's progress: Initial once surveyor indicates task independence.

Task: Time Management	Instructor	Instruction/ Review	Practiced	Independent	Initials
Time management:					
Survey time planning					
Mileage log					
Daily call in					
Federal time sheet, Form CMS-670					
Recording daily in, on-site, and out time					
Federal quarterly time reports					

Task: Pre-Planning	Instructor	Instruction/ Review	Practiced	Independent	Initials
Review schedule and survey dates					
Review agency's folder					
Prepare survey packet					
Download Outcome Based Quality Improvement (OBQI) reports and review					
OBQI Surveyor Report:					
Create shell in ASPEN central office					

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Task: Pre-Planning	Instructor	Instruction/ Review	Practiced	Independent	Initials
Determine logistics: <ul style="list-style-type: none"> <li>• Agency location</li> <li>• Travel time</li> <li>• Accommodation for overnights</li> </ul>					
Task: Conducting conferences and interviews	Instructor	Instruction/ Review	Practiced	Independent	Initials
Entrance					
Pre-exit					
Interviewing personnel					
Interviewing administrative staff					
Exit					

Task: Home visits	Instructor	Instruction/ Review	Practiced	Independent	Initials
Selection process–Federal					
Selection process–state					
Obtaining consent					
Interview/observation during home visit					
Recording findings and correlating to record					

Task: Documentation review	Instructor	Instruction/ Review	Practiced	Independent	Initials
Clinical records: <ul style="list-style-type: none"> <li>• Selection process</li> <li>• Review process</li> </ul>					
Documenting findings					
Patients’ rights information					

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Task: Documentation review	Instructor	Instruction/ Review	Practiced	Independent	Initials
Complaint file and incident reports					
On-call documentation					
Coordination of care					
Policy and Procedures (as applicable)					
Contracts review					
Home health aide personnel files: <ul style="list-style-type: none"> <li>• Competency</li> <li>• In-service requirements</li> <li>• Aide assignment</li> <li>• Aide supervision</li> </ul>					

Task: Assessment/evaluation of findings	Instructor	Instruction/ Review	Practiced	Independent	Initials
Determination of deficient practice					
Regulatory compliance: <ul style="list-style-type: none"> <li>• Federal</li> <li>• State</li> </ul>					
Standard survey					
Partial-extended survey					
Extended survey					
State survey process					
State survey report form					
Management if Conditions of Participation (CoP) are in jeopardy					

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Task:	Instructor	Instruction/ Review	Practiced	Independent	Initials
Evaluation/documentation of findings					
Formulating statistics					
Evaluating statistics					
Review findings					
Write deficiency statements:					
Federal Form CMS-2567					

Task: Using ASPEN to write deficiency statement	Instructor	Instruction/ Review	Practiced	Independent	Initials
Importing shell					
Updating survey properties					
Write deficiencies					
Create key code (patients and staff that are interviewed)					
Complete Form CMS- 670 (surveyor time sheet)					
Complete Form CMS- 1539 (C&T)					
Final report					
Complete survey packet					
Organize record review modules					
Reports to supervisor for review					

Task: Plan of correction	Instructor	Instruction/ Review	Practiced	Independent	Initials
Due within ten days of receipt					

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Task: Plan of correction	Instructor	Instruction/ Review	Practiced	Independent	Initials
Contact with agency for unacceptable Plan of Correction (PoC)					
Agency disputes findings					
Date of completion appropriate					
Plan of Correction for condition-level deficiencies					
Revisit for condition-level deficiencies					

Task: Complaint investigations	Instructor	Instruction/ Review	Practiced	Independent	Initials
Review complaint intake/prepare packet					
Contact complainant					
Importing shell					
Entrance					
Determining data needed for review					
Review process					
Relating findings to complaint					
Determining non-related deficiencies					
Computer documentation of investigative notes, phone call, and letter to complainant, conclusion, linking					
Export report and email to supervisor					