

Facility:
 Date:
 Surveyor:

Document Checklist
 Intermediate Care Facility/Individuals with Intellectual Disabilities

Directions: Check off the appropriate information as obtained.

Item	<input checked="" type="checkbox"/>
Need #1 immediately so sample selection can be made (one copy per surveyor)	
1. List of individuals, including the following:	<input type="checkbox"/>
• Functional status (Intellectual disabilities level: mild, moderate, severe, profound)	<input type="checkbox"/>
• Behavior modifying medications	<input type="checkbox"/>
• Restrictive behavior programs	<input type="checkbox"/>
• Day programming (school, Developmental Disabilities Agencies (DDA), work, etc.), program location, program hours, and contact person	<input type="checkbox"/>
• Health status, specialized medical needs, and mobility capabilities	<input type="checkbox"/>
Additional information needed (verbal information):	
2. Any major changes to policy and/or procedures for abuse prevention and reporting of allegations of abuse, neglect, and injuries of unknown origin (copy may be needed based on changes.)	<input type="checkbox"/>
3. Major events for the week (home visits, Individual Program Plan (IPP) meetings, major outings, trips, etc.)	<input type="checkbox"/>
4. Times: medication times, meal times, when individuals leave and return each day	<input type="checkbox"/>
5. Names and dates of individuals who were admitted and/or discharged since the last survey	<input type="checkbox"/>
Information to review at Entrance (originals, copy only if requested):	
6. All investigations related to abuse, neglect, mistreatment, and injuries of unknown origin (since the last survey)	<input type="checkbox"/>
7. All original reports of injury, accident, and incidents (including client-to-client altercations and/or assaults) (last six months)	<input type="checkbox"/>
8. A listing of what families and/or guardians want to be notified of	<input type="checkbox"/>
Need for review (originals—copy only if requested)	
• Last three full months of a legible as-worked schedules	<input type="checkbox"/>
• A full year of evacuation drills	<input type="checkbox"/>