

Survey Scramble
Non-Long Term Care Learning Activity

Item	Description
Objectives:	Given a list of the six tasks of the survey process and an answer sheet, and upon hearing a description for this task, the surveyors will then identify the correct task.
Materials Needed:	Print one copy of the answer sheet for each surveyor. This includes the directions for the exercise, a list of the six tasks (in order), and 30 numbered blanks.
Total Time for Activity:	60 minutes* (*Activity times are highly dependent on class size and dynamics. The time given is approximate.)
Prior to Class:	Divide the class into three groups (or two if it is a small class) and distribute one answer sheet for each surveyor.

Step:	Preceptor Instructions:	Activity Time:
1.	Give the new surveyors time to read the directions and review the list of the six survey tasks.	3 min.
2.	The preceptor reads a phrase or sentence that is included in the definition or description of one of the tasks. This phrase or definition is read twice.	15 min.
3.	Each surveyor will be given one minute to record his/her answer. The team confers and is given up to an additional minute to decide on the correct answer.	30 min.
4.	The preceptor calls on each team in order. The right answer counts five points. If the first team answers incorrectly, the next team has a chance to answer it correctly.	10 min.
5.	Each team keeps its own score. The team with the highest score at the end of the game is declared the winner.	0 min.
6.	Debrief by discussing any questions that seemed controversial or difficult for the teams to discern.	2 min.

Surveyor:

Date:

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Survey Scramble Answer Sheet

Directions: Suzy Surveyor is having problems remembering what activities belong to which of the Survey Tasks as listed below. Maybe you can help her. This is a team activity. Below, the six survey tasks are listed in order as described in Module 2, Lesson 2—Survey Process. The preceptor will read a phrase or sentence that is included in the definition or description of one of the tasks. Read this phrase or definition twice.

You will be given a total of two minutes to record your answer, first individually and then as a team. Record your answer quickly on this sheet and then confer with your team to decide on which task is the correct answer. The preceptor will call on each team in order and if the first team answers incorrectly, the next team will be given the opportunity to answer. Each correct answer will score five points. The team to score the most the most points is declared the winner!

Task	Description
Task 1	Off-Site Survey Preparation
Task 2	Entrance Activities
Task 3	Information Gathering and Preparation
Task 4	Preliminary Decision Making and Analysis
Task 5	Exit Conference
Task 6	Post-Survey Activities

Surveyor:

Date:

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A. _____

H. _____

B. _____

I. _____

C. _____

J. _____

D. _____

K. _____

E. _____

L. _____

F. _____

M. _____

G. _____

N. _____

Total _____

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Preceptor Team Questions

- A. During this task, the surveyor obtains copies of resources required for the survey and team members conduct the initial on-site team meeting. (Task 2)

- B. During this task, surveyors review the information collected during the investigation, integrate the finding, and analyze the information. (Task 4)

- C. The purpose of this task is to analyze information about the entity in order to develop preliminary areas of focus and determine if any specialty surveyors may be required. (Task 1)

- D. This task completes the survey and certification requirements, and completes Form CMS-2567. (Task 6)

- E. This task is to determine the entity's compliance with the Condition of Participation (CoP) or Condition for Coverage (CfC) by assessing care and services provided within the context of the regulations. (Task 3)

- F. Reviewing information from the Centers for Medicare and Medicaid Service (CMS) databases as well as previous survey reports and complaint histories is an important part of which task? (Task 1)

- G. The survey team presents preliminary findings of the survey to the entity in Task _____. (Task 5)

- H. Team members meet to review findings and collaborate on their investigative focus during which Task? (Task 3)

- I. Conducting the pre-survey meeting with team members and making specific arrangements for travel and lodging is part of which task? (Task 1)

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- J. Initial observations to determine what type of records and documents to review and who to interview are part of task _____. (Task 3)

- K. The State Survey Agency (SA) prepares survey documents for impending public disclosure as part of which task? (Task 6)

- L. Which task explains the survey process, requests a meeting with appropriate staff, estimates the number of days on-site, and sets the tone for the entire survey? (Task 2)

- M. Form CMS-801 worksheet may be used by the team coordinator to record information about the provider or supplier as part of which task? (Task 1)

- N. During which task does the team determine whether the entity is compliant by discussing the information collected during daily team meetings? (Task 4)