

Facility:  
 Date:  
 Surveyor:

Entrance Conference Information  
 Long-Term Care

Directions: It is recommended that you read Appendix P in the State Operations Manual (SOM) for specific guidance regarding the responsibilities for completing Task 2. This guide is meant to be used exclusively as a tool and may not be all-inclusive.

Task 2: Entrance Conference/On-Site Preparatory Activities	<input checked="" type="checkbox"/>
<i>Entrance Conference</i>	
The team coordinator informs the facility’s administrator about the survey and introduces team members. After the introduction to the administrator, the other team members should proceed to the initial tour (Task 3), while the team coordinator conducts the entrance conference.	
<i>Team coordinator should:</i>	
• Request a copy of the working schedules for licensed and registered nursing staff for this time period by the end of the facility tour or earlier.	<input type="checkbox"/>
• Inform facility staff that the survey team will be communicating with them throughout the survey and will ask for facility assistance when needed.	<input type="checkbox"/>
• Explain the survey process and answer any questions from facility staff.	<input type="checkbox"/>
• Give the Administrator copies of the QM and CASPER reports that are being used for the survey. Briefly explain these reports and how they were used by the survey team in Task 1.	<input type="checkbox"/>
• Ask the administrator to describe any special features of the facility’s care and treatment programs, organization, and resident case-mix.	<input type="checkbox"/>
• If the facility utilized paid feeding assistants, request further information about how and where the paid feeding assistants receive their training. Determine whether the training for the paid feeding assistant was provided as defined by State law.	<input type="checkbox"/>
• Request the names of staff (including agency staff) who have successfully completed training for paid feeding assistants, and who are currently assisting residents.	<input type="checkbox"/>
• Inform the administrator that there will be interviews with residents, groups of residents, family members, friends, and legal representatives, and that these interviews are conducted privately, unless the interviewees request otherwise.	<input type="checkbox"/>
• Determine through interview with the administrator if the facility has a functioning QA&A committee. Determine: <ul style="list-style-type: none"> <li>○ Which staff participate on the committee;</li> <li>○ Who leads the committee;</li> <li>○ How often the committee meets; and</li> <li>○ With whom should the survey team discuss QA&amp;A concerns.</li> </ul>	<input type="checkbox"/>
• Inform the administrator of the following information to be provided by the facility.	<input type="checkbox"/>

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<i>Within one hour of the conclusion of the Entrance Conference, the facility must provide the following:</i>	
• A list of key personnel and their locations	<input type="checkbox"/>
• A copy of the written information that is given to residents regarding their rights	<input type="checkbox"/>
• Meal times, dining locations, copies of all menus (including therapeutic menus) that will be served during the survey	<input type="checkbox"/>
• Medication pass times	<input type="checkbox"/>
• A list of admissions during the past month, and a list of residents transferred or discharged within the last three months with their destination	<input type="checkbox"/>
• A list of admissions during the past month, and a list of residents transferred or discharged during the past three months with destinations	<input type="checkbox"/>
• A copy of the facility's layout, indicating the location of nurses' stations, individual resident rooms, and common areas, if not obtained in Task 1	<input type="checkbox"/>
• A copy of the facility admission contract(s) for all residents	<input type="checkbox"/>
• Facility policies and procedures to prohibit and investigate allegations of abuse and the name of a person the administrator designates to answer questions about what the facility does to prevent abuse	<input type="checkbox"/>
• Evidence that the facility: <ul style="list-style-type: none"> <li>○ Routinely monitors accidents and other incidents</li> <li>○ Records these in a clinical or other record</li> <li>○ Has a system to prevent or minimize further accidents and incidents</li> <li>○ (This evidence could include or be a record of accident and incident reports.)</li> </ul>	<input type="checkbox"/>
• The names of any residents age 55 and under	<input type="checkbox"/>
• The names of any residents who communicate with non-oral communication devices, sign language, or who speak a language other than the dominant language of the facility	<input type="checkbox"/>
• To the best of their ability, the Roster/Sample Matrix (Form CMS-802), including all residents on bed-hold, by the end of the initial tour, or to provide this information in some other format <ul style="list-style-type: none"> <li>○ Stress to the facility that this form should be completed first and given to the team coordinator by the end of the initial tour</li> </ul>	<input type="checkbox"/>
<i>The facility must provide the following within 24 hours of the Entrance Conference:</i>	
• A completed Long Term Care Facility Application for Medicare and Medicaid (Form CMS-671)	<input type="checkbox"/>

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<ul style="list-style-type: none"> <li>• A Resident Census and Conditions of Residents (Form CMS-672)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• A list of Medicare residents who requested demand bills in the last six months (Skilled Nursing Facilities (SNFs) or dually-participating (SNF/NFs only)</li> </ul>	<input type="checkbox"/>

Task 2: Entrance Conference/Onsite Preparatory Activities	<input checked="" type="checkbox"/>
<i>On-Site Preparatory Activities</i>	
<ul style="list-style-type: none"> <li>• Post, or ask the facility to post, signs announcing that a survey is being performed and that surveyors are available to meet with residents in private.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• The team coordinator or designee should contact the resident council president after the Entrance Conference to introduce herself or himself and to announce the survey.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Provide the president with a copy of the group interview questions. Request the assistance of the president for arranging the group interview and to solicit any comments or concerns.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Ask the council president for permission to review council minutes for the past three months.           <ul style="list-style-type: none"> <li>○ If there is not an active resident council, or if the council does not have officers, ask for a list of residents who attend group meetings, if any, and select a resident representative to assist in arranging the group interview.</li> </ul> </li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• The team coordinator, or a designee assigned to conduct the group interview, should arrange for date, time, and private meeting space for the interview. (Advise the facility staff that non-interviewable residents are not part of this meeting.)</li> </ul>	<input type="checkbox"/>