**CMS COVID-19 Focused Survey**

**Entrance Document Request**

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| 🞏 | **INFORMATION NEEDED FROM THE FACILITY IMMEDIATELY UPON ENTRANCE\***   1. Census |
| 🞏 | 1. An alphabetical list of all residents and room numbers (note any resident out of the facility). |
| 🞏 | 1. A list of residents who are confirmed or presumptive positive for COVID-19 |
| 🞏 | 1. Name of facility staff responsible for Infection Prevention and Control Program.   **ENTRANCE CONFERENCE**   1. Conduct a brief Entrance Conference with the Administrator. |
| 🞏 | 1. Signs announcing the survey that are posted in high-visibility areas |
|  | **INFORMATION NEEDED FROM FACILITY WITHIN ONE HOUR OF ENTRANCE\*** |
| 🞏 | 1. A copy of an updated facility floor plan, if changes have been made. |
| 🞏 | 1. The actual working schedules for licensed and registered nursing staff for the survey time period. |
| 🞏 | 1. List of key personnel, locations, and phone numbers. Note contract staff (e.g., rehab services). |
| 🞏 | 1. Provide each surveyor with access to all resident electronic health records – do not exclude any information that should be a part of the resident’s medical record. Provide specific information on how surveyors can access the EHRs outside of the conference room. Please complete the attached form on page 2 which is titles “Electronic Health Record Information.” [*If provided by the surveyor*]. |
| 🞏 | 1. Explain that the goal is to conduct as much record review offsite as possible to limit potential exposure or transmission. Determine what information can be reviewed offsite, such as EMRs, or other records and policies/Procedures. If offsite review of EMRs is not possible, surveyors will request photocopies (that can be made by surveyors instead of facility staff). If the access to the EHR to review needed records for a limited period of time. If this is not an options, discuss with the facility the best options to get needed medical record information, such as fax, secure website, encrypted email, etc. |
| 🞏 | 1. Facility Policies and Procedures:    * Infection Prevention and Control Program Policies and Procedures, to include the Surveillance Plan.    * Emergency Preparedness Policy and Procedure to include Emergency Staffing Strategies   A comprehensive review of policies should be completed offsite. |

**\***Note: The timelines for requested information in the table are based on normal circumstances. Surveyors should be flexible on the time to receive information based on the conditions in the facility. For example, do not require paperwork within an hour if it interrupts critical activities that are occurring to prevent the transmission of COVID-19.