

## CHEAT SHEET FOR SURVEY

1. Always have forms 672 and 802 ready to go. Instructions are in the SOM. DPH/DOH wants these forms ASAP.
2. Other documents needed: Staffing for each day of survey, activities calendar, menus, medication pass times, last 4 months of new hires, current census list, past 4 months of discharges. **ALL DOCUMENTATION THEY NEED AS WELL AS THE TIME FRAMES TO GIVE THEM ARE IN THE SOM**
3. Review Casper Report and QM triggers. Ensure that triggers >75% have been addressed by the QA Committee and individually on each care plan as well as facility wide, i.e. falls.
4. Review policies for Accident/Incident reporting and investigations.
5. Review policies for Abuse and Neglect – ensure all staff knows the policy.
6. Medication Pass – ensure nurses know the policy for feeding tubes, residual checks, flushes between medications etc.
7. Ensure CNA staff follows the POC.
8. Fall Prevention Program.
9. Coaching the team – always be in “survey mode.”
  - a. How to answer questions.
  - b. Proactive management – for example, checking for expired meds routinely, checking med and treatment carts routinely, observing all aspects of care routinely.
10. Preventative Skin Care and Pressure Ulcer protocol.
11. Bladder assessments.

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### HARMONY HEALTHCARE INTERNATIONAL, INC.

430 Boston Street, Suite 104, Topsfield, MA 01983 ♦ Tel: 978-887-8919 ♦ Fax: 978-887-3738  
[www.harmony-healthcare.com](http://www.harmony-healthcare.com)