POLICY
It is the policy of this community to establish a process to assure ongoing preparedness and compliance with applicable State requirements for Survey readiness.

PROCEDURES
Every licensed community will create and maintain a Survey Preparedness Binder, which will be kept accessible at the front desk. The binder will consist of 19 tabs, labeled as:

- Resident
- Current Census
- Facility Staffing Plan
- Admissions
- Medicaid Residents with PIF Accounts
- State Specific Acuity/Characteristics Form
- Move Out List
- Admission Forms
- UDS (Uniform Disclosure Statement)
- Activity Calendar
- Menus
- Management List
- Administrator CEU’s
- Employee list
- Safety
- Criminal History
- Policies
- Insurance Survey

The community will utilize the “Survey Binder Audit Checklist”. The audit checklist will be audited monthly by the community Administrator/Executive Director, and will be kept updated as needed by the Front Desk staff person.

FORMS
Survey Binder Audit Checklist