



# FACILITY ASSESSMENT

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Facility Name

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Facility Address

# TABLE OF CONTENTS

## **Introduction**

## **Regulatory References**

## **CMS Guidance for Conducting the Facility Assessment**

## **Facility Assessment Team**

## **Facility Assessment Reviews/Updates**

## **Resident Population**

Census, Admissions, Admission Sources

Race, Ethnicity, Languages, Ethnic/Cultural/Religious Factors to Consider

## **Factors to Consider**

Primary Medical Condition, ADLs, Mobility Devices

Impact of COVID-19 PHE

Acuity Levels

Diagnosis/Disease

Additional Resident Data

## **Facility Resources**

Staff

Daily Staffing Plan

Staff Turnover, Weekend Staffing

Staff Training and Competencies

Policies and Procedures for Provision of Care

Working with Medical Practitioners

Physical Environment: Building/Plant Needs

Infection Prevention and Control Program

Contracts, MOUs, Agreements

## **HIT Resources/Secure Transmission of Health Information**

Health Information Technology (HIT) Resources

Secure Transfer/Transmission of Health Information

Downtime Procedures/Record Requests

Cybersecurity Measures/Precautions

## **Emergency Preparedness Plans**

Facility-Based Risk Assessment

Community-Based Risk Assessment

## **Overall Comments**

## **Conclusion/Action Plan**

# INTRODUCTION



Federal law, as of November 28, 2017, requires every long-term care facility to conduct and document a facility-wide assessment to determine the resources necessary to care for its residents competently on a day-to-day basis as well as during emergencies. This assessment must be reviewed at least annually. Additionally, the facility must review and update this assessment whenever there are plans for changes or any reason that would require a substantial modification to the assessment.

This template is provided to assist you in meeting compliance with this requirement. A review of the Table of Contents provides the major categories that make up the facility assessment. You will also find the regulatory references to the facility assessment as well as CMS guidance. Key words are bolded in each of the items included in CMS guidance to draw attention to their importance.

Each section is designed in table format to allow space for the data and verbiage you will be entering and saving with the initial assessment as well as each review/update.

Conducting and assessing data gathered for the facility assessment is truly a team project. All members of the team working on the facility assessment should review the regulation/regulatory references before beginning work on the initial assessment as well as with each subsequent review/update. Assignments can be made to specific sections in order to adequately gather the data the team will review as part of the assessment. Remember to update the members of your team as needed. Sources for data include the MDS (and reports provided by your EHR vendor), CMS-672/802 (Matrix) reports, Payroll-Based Journal, Quality Measures, CASPER reports, etc. Once the data is gathered, consider these key points for your analysis:

- Any changes in our resident population since the last assessment (you'll set a baseline for the initial facility assessment)?
- Do we have sufficient staffing for our resident population?
- Is staff competent to provide care for our residents?
- Are there any training or education needs for our staff that aren't being met?
- Do we have the supplies and equipment needed to provide care for our residents?
- Are we current with our infection prevention and control practices?
- What resources are needed to prepare for emergency situations?
- Were any trends or issues identified during review of the data that would benefit from QAA/QAPI initiatives?
- Is additional data needed in order to fully assess our ability to provide care on a daily as well as emergency basis?

This tool will serve as a living and breathing entity as you work through and analyze the data. There is a good chance that you will learn a great deal more about your facility, staff, contractors, residents, your budget and your operations as you assemble the information. Each review will provide insight into your ability to fully serve the needs of your residents, staff and community.

This tool was developed by Briggs with compilation from a variety of tools and the Federal regulations. A specific tool is not mandated by CMS.