ALR Survey Preparedness Checklist

Below is a list of commonly requested items during a re-licensure survey inspection\*. These items are expected to be provided as soon as possible, and as they become available on an individual item basis. This list serves as guidance for all survey types **and is subject to change upon inspection.**

* Resident Roster
* Personnel Information (refer to 7.12)
  + Staff List
  + Contact information
  + Criminal History Record Checks and CAPS Checks
  + Influenza vaccination records
  + TB testing for employees and volunteers
  + Evidence of trainings and certifications (including QMAP verification)
* Staff Schedule
* Administrator Training Certification
* Policies and Procedures
  + Please review the [ALR Policy and Procedure Guidance Document](https://docs.google.com/document/d/13Hz9iachnTpT5C3GvqcGp8kyQ00OeBxxX2Et70JLgXs/edit) to ensure policy compliance
* Access to Complete Resident Records (refer to 12.8, 18.8). For example, MARs, comprehensive assessments, practitioner's orders, progress notes, face sheets, care plans etc.
* Quality Management Program
* Abuse/Neglect/Exploitation/Injuries of Unknown Origin Investigations
* Incident Reports
* Resident Agreement Template
* Notices of Involuntary Discharge