

## Skilled Nursing Facility – Administrative Checklist

Take this handy guide with you when you speak to the community relations or management staff. Asking the right questions upfront will help you make a more informed decision about the right skilled nursing facility for you or a loved one.

### Community Information

Community Name:	Contact:
E-Mail:	Phone:

License & Certifications	Yes	No	Notes
Is this facility Medicare and/or Medicaid certified? If so, have you requested a copy of the latest inspection report (form HCFA-2567)?	<input type="checkbox"/>	<input type="checkbox"/>	
If Medicare certified, what is the Nursing Home Compare rating? (1 to 5 stars)	Circle one: 1 2 3 4 5		
Does the community have additional certifications or accreditations? (ACHCA) List:	<input type="checkbox"/>	<input type="checkbox"/>	
Have you reviewed the last state inspection report?	<input type="checkbox"/>	<input type="checkbox"/>	
Have there been any stop placements within the last 3 years?	<input type="checkbox"/>	<input type="checkbox"/>	
Is staff provided with continuing education and/or training?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the facility participate in quality improvement initiatives such as the Advancing Excellence for America's Nursing Homes?	<input type="checkbox"/>	<input type="checkbox"/>	

Healthcare & Medication	Yes	No	Notes
Does this facility have special services in a separate unit if needed (e.g., dementia or ventilator)?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a full-time social worker on staff?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the Certified Nursing Assistants (CNA's) involved in care planning meetings?	<input type="checkbox"/>	<input type="checkbox"/>	
How often are resident needs re-assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<b>Timeframe:</b>
Is self-administration of medication allowed?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the nursing facility have an arrangement with a nearby hospital for emergencies?	<input type="checkbox"/>	<input type="checkbox"/>	
May residents still see their personal doctors?	<input type="checkbox"/>	<input type="checkbox"/>	
Do residents get preventive care, like a yearly flu shot, to help keep them healthy?	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Meals</b>	Yes	No	Notes
Are special diets accommodated? (kosher, ethnic)	<input type="checkbox"/>	<input type="checkbox"/>	
Do residents have a choice of foods for each meal?	<input type="checkbox"/>	<input type="checkbox"/>	
Are healthy snacks available at all times?	<input type="checkbox"/>	<input type="checkbox"/>	
Does staff help residents eat and drink at mealtimes if needed?	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Social, Cultural &amp; Wellness Activities</b>	Yes	No	Notes
Does this facility practice resident-directed or resident-centered care? ( <i>this type of care promotes greater resident choice over their schedules</i> )	<input type="checkbox"/>	<input type="checkbox"/>	
Can you be permitted to attend a resident council and/or family council meeting?	<input type="checkbox"/>	<input type="checkbox"/>	
Are activities available for all residents?	<input type="checkbox"/>	<input type="checkbox"/>	
What activities are offered for residents that cannot leave their room? List:			
What social activities are offered? List:			
What are the visiting hours?			
Can the residents have visitors at anytime?			

<b>Transportation</b>	Yes	No	Notes
Is transportation provided for specific appointments? If yes, what is the schedule?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the facility have a preferred provider arrangement for ambulettes/ambulances?	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Security &amp; Safety</b>	Yes	No	Notes
Does staff undergo a background check? Which staff? What type? (driver's license, criminal, national or state)	<input type="checkbox"/>	<input type="checkbox"/>	
Has the facility corrected all deficiencies from their last state inspection report?	<input type="checkbox"/>	<input type="checkbox"/>	
What policies are in place to protect the personal property of each resident?			

Policies & Cost	Notes
<p>What services are included in the daily rate? List:</p>	
<p>What additional fees are charged for care, services and supplies?</p>	
<p>What are the billing, payment and credit policies?</p>	
<p>What is the policy for fee increases?</p>	
<p>Under what conditions can a contract be terminated?</p>	
<p>Under what conditions would discharge or transfer be required?</p>	
<p>What programs are available to help cover the cost of services such as government, corporate, or private programs? ( e.g., Veteran’s Administration, Life Settlement, Bridge loans)</p>	