

ENTRANCE CONFERENCE WORKSHEET
(QIS Team Copy)

ADDITIONAL TASKS continued
<input type="checkbox"/> List of Nurse Aides employed less than four (4) months
<input type="checkbox"/> Nurse Aide Employment Verification Form (HEA-7713) <ul style="list-style-type: none">• Completed HEA-7713 or Online submission evidence
<input type="checkbox"/> Medical Director (Provide Name, Address, License Number)
<input type="checkbox"/> Medical Director Reports
<input type="checkbox"/> Personnel Records <ul style="list-style-type: none">• All department heads hired in the past year• Three to five employees hired in the past year and still employed (include various shifts and disciplines)• Three to five employees employed more than 1 year• Three to five nurse aide files with in-services and performance evaluations• All contractual consultants providing services in-house more than 4 hours a month• Criminal background check log
<input type="checkbox"/> Copy of Clinical Lab Improvement Amendment (CLIA) certification
<input type="checkbox"/> Resident Accounts (include surety bond)
<input type="checkbox"/> Review of all self-reported incident (SRI) forms
<input type="checkbox"/> Grievance committee composition/grievances
<input type="checkbox"/> Required postings <ul style="list-style-type: none">• ODH license• Administrator license and number• List of resident rights advocates• Copy of resident rights• Previous three years of licensure/certification results• Evacuation route floor plan
<input type="checkbox"/> Staffing tool (if necessary)
<input type="checkbox"/> Disaster Preparedness Drills

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