



DOCUMENT CHECKLIST

July 15, 2009

This checklist is to assist LifeSpan members in complying with COMAR 10.07.14. The checklist is an information tool and should not take the place of reviewing the regulations in their entirety. Please see referenced section for specific information that must be included in each document.

DOCUMENT	REGULATION SECTION	CHECK
Facility License	.04 – License must be posted. Required to tell surveyor where it is posted.	
Uniform Disclosure Statement	.10 – Statement must be given upon request and be part of marketing materials. Changes must be sent to OHCQ within 30 days. Statement can be downloaded in Word format on the LifeSpan website under Regulations.	
Quality Assurance Plan	.13 – Required by July 1, 2009.	
Staffing Plan	.14 – Includes assessment of overnight, awake staff and on-site nursing.	
Staff Records (for managers and other staff)	.15 -.19 - Includes compliance with education requirements, training requirements, criminal history checks, evidence of being free from communicable disease.	
Delegating Nurse	.20 – Need an employment agreement with job description or a written contract by July 1, 2009. Must have documentation that the individual completed the delegating nurse training course by Board of Nursing.	

Resident Records and Information	Includes: <ul style="list-style-type: none"> • .21 Resident Assessment Tool, • .26 Service Plans, • .27 Resident Records or Logs, including at least weekly care notes, • .29 MAR, includes on-site pharmacy reviews (by July 1, 2009), if necessary, • .31 Incident Reports • .33 Relocation and Discharge information, including emergency data sheets • 	
Resident Agreement – Nonfinancial and Financial	.24 and .25 – A sample resident agreement is available on the OHCQ Website at www.dhmf.state.md.us/ohcq .	
Grievance and Complaint Process	.24 and .35 – Requires an explanation in the resident agreement and resident rights document.	
Menus	.28 – Maintained on file for 2 months.	
Narcotic Count Sheet	.29 (O) – Requires staff to count and document controlled drugs before the close of each shift. A sample sheet is included on the OHCQ website at www.dhmf.state.md.us/ohcq .	
Resident Rights	.35 – A sample Resident Right’s Form is located under Regulations on the LifeSpan website.	
Abuse, Neglect and Financial Exploitation	.36 – Requires development and implementation of a policy prohibiting abuse, neglect and financial exploitation. .36 (C) – Requires the ALP to post signs that set forth the reporting requirements of this section, conspicuously in the employee and public areas of the facility.	
Policy on Securing Personal Funds of Residents	.38 – Requires each ALP to develop adequate safeguards to secure the personal funds of a resident that are entrusted to the assisted living program.	

Emergency and Disaster Plans – In General and Drills	.46 – Required by August 1, 2009. <ul style="list-style-type: none"> .46 (E)(2) – Requires documentation of completion of at least quarterly fire drills on all shifts. .46 (E)(3) – Requires documentation of semiannual emergency and disaster drills on all shifts. 	
Evacuation Plans	.46 (D) – Must be conspicuously posted with designated evacuation routes on each floor.	
Fire Inspection Reports by Fire Marshals	ALPs must comply with all local fire and building codes.	
Emergency Generator Log Book – only applies to facilities with 50 or more beds.	.46 (F) – The results of the one-months testing requirement must be recorded in a log book.	
Smoking Policy	.47 – Must have a written policy that indicates whether smoking is permitted.	
Visiting Hours and Visiting Policy	Surveyors have been requesting to see where visiting hours are posted and the policy for visitors.	