

# Facility Assessment: Facility Assessment Template

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## Facility Assessment: Facility Assessment Template

### Requirement

#### **F838 §483.70(e) Facility assessment.**

The facility must conduct and document a facility-wide assessment to determine what resources are necessary to care for its residents competently during both day-to-day operations and emergencies. The facility must review and update that assessment, as necessary, and at least annually. The facility must also review and update this assessment whenever there is, or the facility plans for, any change that would require a substantial modification to any part of this assessment.

### Facility Assessment Templates

The intent of the facility assessment is for the facility to evaluate its resident population and identify the resources needed to provide the necessary person-centered care and services the residents require. There is no required format or template that the facility must use. The only requirements are the elements described in the regulation itself must be completed and documented.

**Reminder:** The Facility Assessment has to be completed, up-to date, in writing and accessible for review per the requirements and survey process.

The RoP Facility Assessment Toolkit © includes two sample templates that should be modified by the facility, based upon its' evaluation process and findings. These templates are not all encompassing, however they do direct the facility to input the specific facility assessment findings in a written narrative format.

### Templates Included

- Facility Assessment Template – SAMPLE
- Facility Assessment Template with Data Insert Recommendations – SAMPLE
- QIO Facility Assessment Template

Source: <http://qioprogram.org/facility-assessment-tool>

## Next Steps

- Review the templates understanding the necessary information needed to meet the required elements of the Facility Assessment
- Begin the evaluation/assessment process utilizing the instructions, tools and resources located in the specific sections of The RoP Facility Assessment Toolkit ©
- Finalize the written Facility Assessment utilizing one of the templates included in this toolkit

## Facility Assessment Process

The below is a summary of guidelines related to the process for completing the Facility Assessment (*source Quality Improvement Organization, Facility Assessment Tool*)

### Plan for the assessment

- Overseen by the Administrator
- Designate a leader to work with the team as required by the regulations
- Check in on the progress of the team's assignments
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### Complete the assessment process

### Synthesize and use the findings

- Review the findings
- Remember the purpose and intent – make decisions about needed resources, including direct care staff needs as well as their capabilities to provide services and support to residents; identify opportunities for improvement
- Ask the following:
  - What has changed with our population?
  - Do we need to make any changes to staffing?
  - How do we know if we have sufficient staffing?
  - What training, education, competency needs do we have?
  - How can we better collaborate with medical practitioners?
  - Any infection control concerns?
  - Any QAPI opportunities?
  - Does our budget and capital plan include the resources that we need?

### Evaluate the process and plan for future assessments

- Be prepared to respond to surveyor questions listed in the interpretive guidance
- Debrief with your team
- Establish and agree upon a process for updating the assessment per requirements



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## References

**State Operations Manual (SOM) Appendix PP for Phase 2, F-Tag Revisions, and Related Issues**

[www.cms.gov/Medicare/Provider-Enrollment-and-Certification/GuidanceforLawsAndRegulations/Downloads/Advance-Appendix-PP-Including-Phase-2-.pdf](http://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/GuidanceforLawsAndRegulations/Downloads/Advance-Appendix-PP-Including-Phase-2-.pdf)

**Quality Improvement Organizations, Facility Assessment Tool (2017),**

<http://qioprogram.org/facility-assessment-tool>

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