



Iowa Department of **INSPECTIONS & APPEALS**

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To facilitate an efficient and effective survey process, the items listed below are requested upon entrance on all LTC recertification surveys. These items supplement the CMS Entrance Conference form. It is requested that all items be provided within 24 hours of entrance.

We would also value receiving feedback about the providers' survey experience. Providers can easily submit feedback on a submission form at their convenience utilizing this link: [DIAL Survey Feedback](#).

Respectfully,

Long Term Care Managers
Health & Safety Division, Health Bureau

ADDITIONAL ENTRANCE ITEMS NEEDED:

- Secure Wi-Fi Access
- Online reports to DIAL/pending investigation list since last survey
- List of registered sex offenders if applicable
- Staff Roster - all staff/all departments with titles and phone numbers
- Nursing staff schedule for the past 30 days, note if RN/LPN (clarification #15 time frame)
- List of new hires since last annual survey with title and date of hire/termination
- CPR Policy and list of staff certified for CPR
- Schedule and titles/contact hours of yearly training provided for CNAs
- Discharges in the last 3 months with destinations; note those who expired on hospice care
- Admissions since last annual survey (alphabetical order if possible)
- CRS list (VA eligibility) of submissions since last survey
- List of elopements in the last 4 months
- Resident Council meeting minutes for the past 3 months
- Grievance Policy/Grievance Officer
- Medication Regimen Review policy
- QA sign-in sheets since last annual survey