

LIST OF DISCOVERY DOCUMENTS

- View Medicare.gov and find nursing home compare. This varies from state to state. It shows the star rating for each facility and the survey reports, etc.
- Copy of facility license
- OSCAR reports
- Staffing sheets and daily staffing ratios
- Time sheets
- Entire resident chart to include notes from all disciplines, face sheet, physician's order, pain assessment, any falls, MAR, TAR, MDS, photos of any wounds
- Facilities turning schedule
- Facilities meal percentage sheet
- All policies and procedures for all departments
- Collateral materials i.e. brochures or other marketing materials
- Copy of admission agreement
- Criteria for admission to the facility
- Staff development records and in-services for time period that the resident was in the facility
- Disaster Manual to include Pandemic protocol
- Infection Control Manual to include Pandemic protocol
- Name and title of the facility Infection Control Preventionist
- Therapy notes
- Social Services notes
- Activity notes
- Daily work schedules for all departments
- If there is a high population of non-English speaking residents, is there an interpreter either on staff and contracted to provide services
- Copy of facility layout
- List of residents receiving antipsychotics medications
- Policy and procedures to prevent and investigate allegations of abuse, neglect and misappropriation of residents funds and property
- Name of the facility Abuse Coordinator
- All staff development training records for mandated reporting of all elder abuse
- Organization chart
- Does the facility use outside registry nursing personnel. If so, how much
- Is there an approved CNA training program
- Does the facility have any program flexibilities
- Copies of last 3 state and federal surveys
- Copies of any complaint surveys