

State Licensing Survey Field Notes (Attachment 2)

Date(s) of Survey:

Medicare Supplier Number

Facility Name & Address (City, State, Zip)

Type of Survey:

☐ Initial Licensing ☐ Resurvey ☐ Other

Name of Team Leader Evaluator & Professional Title

List Additional Evaluators & Titles

List Additional Evaluators & Titles

Survey Team Composition (indicate the number of Evaluators according to discipline)

Total # of Evaluators Onsite: _____

	Nurse	
	Physician	
	Administrator	
	Pharmacist	
	Records Administrator	
	Life Safety Code Surveyor	

INDEX

1. ENVIRONMENT	Page 3-7
2. NURSING	Page 8-17
3. PATIENT RIGHTS	Page 18-21
4. STAFF DEVELOPMENT	Page 22-24
5. ACTIVITIES	Page 25
6. PHARMACY	Page 26-33
7. DIETARY	Page 34-37
8. ADMINISTRATION	Page 38-56
9. OTHER APPROVED SERVICES (OPTIONAL SERVICES)	
• Physical Therapy Service Unit	Page 57
• Occupational Therapy Service Unit	Page 57
• Speech Pathology and/or Audiology Service Unit	Page 57 & 58
• Social Work Service Unit	Page 58 & 59
• Special Treatment Program Service Unit	Page 59-64

SNF California State Standards

In Compliance
Yes No

DIETARY

72335 (a) 3	Dietetic Service – Food Service. Patient food preferences shall be adhered to as much as possible and substitutes for all food refused shall be from appropriate food groups. Condiments such as salt and pepper or sugar shall be available at each meal unless contraindicated by the diet.				
72335 (a) 4	Dietetic Service – Food Service. Table service shall be provided for all patients who can and wish to eat at a table. Tables of appropriate height shall be provided for patients in wheelchairs.				
72335 (a) 5	Dietetic Service – Food Service. No food ordered for the facility shall be diverted or taken from the facility. No rebates shall be received or allowed to the facility or its owners, directors, officers or employees' from any commercial food source.				
72335 (a) 6	Dietetic Service – Food Service. When food is provided by an outside resource, the facility shall ensure that all federal, state and local requirements are met. The facility shall maintain a written plan, adequate space, equipment and food supplies to provide patients' food service in emergencies.				
72335 (a) 7	Dietetic Service – Food Service. Recipes for all items that are prepared for regular and therapeutic diets shall be available and used to prepare attractive and palatable meals, in which nutritive values, flavor and appearance are conserved. Food shall be served attractively, at appropriate temperatures with appropriate eating utensils and in a form to meet individual needs.				
72335 (b)	Dietetic Service – Food Service. A current profile card shall be maintained for each patient, indicating diet order, likes, dislikes, allergies to foods, diagnosis and instructions or guidelines to be followed in the preparation and serving of food for the patient.				
72337	Dietetic Service – Diet Manual. A current therapeutic diet manual, approved by the dietitian and the patient care policy committee, shall be readily available to the attending physician, nursing and dietetic personnel. It shall be reviewed annually and revised at least every five years.				
72341(b)	Dietetic Service – Menus. All menus shall be approved by the dietitian.				
72341(f)	Dietetic Service – Menus. Menus shall be planned with consideration of cultural background and food habits of patients.				

SNF California State Standards

D I E T A R Y

		In Compliance	
		Yes	No
72341(c)	Dietetic Service – Menus. If any meal served varies from the planned menu, the change and the reason for the change shall be noted in writing on the posted menu in the kitchen.		
72341(d)	Dietetic Service – Menus. Menus shall provide a variety of foods and indicate standard portions at each meal. Menus shall be varied for the same day of consecutive weeks duration and shall be revised quarterly.		
72341(e)	Dietetic Service – Menus. Menus shall be adjusted to include seasonal commodities		
72341(g)	Dietetic Service – Menus. A copy of the menu as served shall be kept on file for at least 30 days.		
72341(h)	Dietetic Service – Menus. Itemized records of food purchases shall be kept for one year and available for review by the Department. Food purchases invoices are acceptable provided they list amounts and types of foods purchased.		
72345(b)	Dietetic Service – Sanitation. All utensils, counters, shelves and equipment shall be kept clean, maintained in good repair and shall be free from breaks, corrosion, open seams, cracks and chipped areas.		
72345(c)	Dietetic Service – Sanitation. Plastic ware, china and glassware that cannot be sanitized or are hazardous because of chips, cracks or loss of glaze shall be discarded.		
72345(d)	Dietetic Service – Sanitation. Ice which is used in connection with food or drink shall be from a sanitary source and shall be handled and dispensed in a sanitary manner.		
72347(d)	Dietetic Services – Cleaning and Disinfection of Utensils. After disinfection, the utensils shall be allowed to drain and dry in racks or baskets on nonabsorbent surfaces. Drying cloths shall not be used.		
72347(e)	Dietetic Services – Cleaning and Disinfection of Utensils. Results obtained with dishwashing machines shall be equal to those obtained by the methods outlined above and all dishwashing machines shall meet the requirements contained in Standard No.3, as amended in April 1965, of the National Sanitation Foundation. Hot water at a minimum temperature of 83 degrees C (180 degrees F) shall be maintained at the manifold at the final rinse.		
72349(a)	Dietetic Services – Equipment and Supplies. Equipment of the type and in the amount necessary for the proper preparation, serving and storing of food and for proper dishwashing shall be provided and maintained in good working order.		

SNF California State Standards

In Compliance
Yes No

D I E T A R Y

72349(b)	Dietetic Services – Equipment and Supplies. Fixed and mobile equipment in the dietetic service area shall be located to assure sanitary and safe operation and shall be of sufficient size to handle the needs of the facility.		
72349(c)	Dietetic Services – Equipment and Supplies. The dietetic service area shall be ventilated in a manner that will maintain comfortable working conditions, remove objectionable odors, fumes and prevent excessive condensation.		
72349(d)(1)	Dietetic Services – Equipment and Supplies. At least one week's supply of staple foods and at least two days' supply of perishable foods shall be maintained on the premises. Food supplies shall meet the requirements of the weekly menu including the therapeutic diets ordered.		
72349(d)(2)	Dietetic Services – Equipment and Supplies. All food shall be of good quality and procured from sources approved or considered satisfactory by federal, state or local authorities. Food in unlabeled, rusty, leaking, broken containers or can with side seam dents, rim dents or swells shall not be retained or used.		
72349(d)(4)	Dietetic Services – Equipment and Supplies. Milk shall be served in individual containers or from a dispensing device which has been approved for such use, by the local health department or from the original container. Milk shall be dispensed directly into the glass or other container from which the patient drinks.		
72349(d)(5)	Dietetic Services – Equipment and Supplies. Catered foods and beverages from, a source outside the licensed facility shall be prepared, packed, properly identified, stored and transported in compliance with these regulations and other applicable federal, state and local codes.		
72349(d)(6)	Dietetic Services – Equipment and Supplies. Foods held in refrigerated or other storage areas shall be covered. Liquids and food which are prepared and not served shall be tightly covered, stored appropriately, clearly labeled and dated. A written procedure shall be established and followed for the safe use of leftover foods.		
72349(d)(7)	Dietetic Services – Equipment and Supplies. Spoiled or contaminated food shall not be served.		
72351(a)	Dietetic Services – Staff. A dietitian shall be employed on a full-time, part-time or consulting basis. Part-time or consultant services shall be provided on the premises at appropriate times on a regularly scheduled basis. A written record of the frequency, nature and duration of the consultant's visits shall be maintained.		

SNF California State Standards

D I E T A R Y

In Compliance
Yes No

72351(b)	Dietetic Services – Staff. If a dietitian is not employed full-time, a full-time person who is a graduate of a state approved course that provides 90 or more hours of classroom instruction in food supervision shall be employed to be responsible for the operation of the food service. The dietetic supervisor may also cook, provided sufficient time is allowed for managerial responsibilities.			
72351(d)	Dietetic Services – Staff. Current work schedules by job titles and weekly time schedules by job titles shall be posted.			
72351(e)	Dietetic Services – Staff. Dietetic service personnel shall be trained in basic food sanitation techniques, wear clean clothing, and a cap or a hair net, and shall be excluded from duty when affected by skin infection or communicable diseases. Beards and mustaches which are not closely cropped and neatly trimmed shall be covered.			
72351(f)	Dietetic Services – Staff. Employees' street clothing stored in the kitchen shall be in a closed area separate from food or items used in food services.			
72351(g)	Dietetic Services – Staff. Kitchen sinks shall not be used for hand washing. Separate hand washing facilities with soap, running water and individual towels shall be provided.			
72351(h)	Dietetic Services – Staff. Persons other than dietetic service personnel shall not be allowed in the kitchen areas unless required to do so in the performance of their duties.			
72351(i)	Dietetic Services – Staff. Smoking shall not be permitted in kitchen areas.			

POSTINGS REQUIRED - STATE TITLE 22 REGULATIONS

Regulation	Item to be Posted	Location
72209 Posting	The facility license, or true copy thereof	Public View Area
72213 Program Flexibility (b)	Any approval of the Department of Public Health granted for license exceptions, or true copy thereof	Public View Area - Adjacent to license
72301 Required Services (g)	When attending physician is not available	Each Nursing Station
72321 Residents with Infectious Disease (b) & (c)(2)	1) Written infection control procedures; 2) Name, address and phone number of local health officer	Nurses Stations
72341 Dietetic Services (a) Menus	Menus for regular and modified diets, dated and posted one week in advance; changes in the planned menu noted in writing and dated	Kitchen
72351 Dietetic Services - Staff (d)	Current work schedules by job titles and weekly duty schedules	Staff lounge area or kitchen
72357 Pharmaceutical Service Labeling and Storage of Drugs (i)	Listing of personnel who have access to drugs	On inside of door to medical room or closet
72377 Pharmaceutical Services - Equipment and Supplies (b)(3)	Contents of the emergency drug supply	On outside of emergency drug container
72381 Activity Program - Staff (b)(5)	Current activity schedule with large visible print	Well lighted resident care areas
72507 Smoking (c) & (d)	No smoking signs	1) In any room where oxygen cylinders are in use or stored; 2) In all storage areas for gases for medical use; 3) Designated areas
72555 Resident Identification	Wristband or other identification tag with name of patient and name of facility	On patient at all times unless contraindicated by MD
72609 Resident Rooms (a)	Doors to resident rooms with number, letter or combination of two	On outside of doors
72609 Resident Rooms (d)	Rooms approved for ambulatory residents only labeled as "Reserved for Ambulatory Resident" in letters at least 5 inches high	On outside of doors or on wall adjacent to doors
72621 Housekeeping (b)	Housekeeping routines and procedures with daily, weekly and monthly cleaning schedules for all areas of the facility	1. Housekeeping department 2. Kitchen 3. Employees' lounge 4. Administrative office

Regulation	Item to be Posted	Location
72623 Laundry (c)(3)	Laundry carts labeled "soiled" or "clean" linen	Directly on appropriate cart
72647 Infectious Waste (d)	Waste containers labeled "Infectious Waste" in letters at least 4 inches high	On containers
72503 Consumer Information to be Posted	1. Name, license number and date of employment of current facility's administrator;	Public View Area
	2. A listing of all services and special programs provided in the facility and those provided through written contracts;	Public View Area
	3. A notice that the facility's written admission and discharge policies are available upon request;	Public View Area
	4. Most recent licensing visit report supported by the related follow-up plan of correction visit reports;	Public View Area
	5. The names and addresses of all previous owners of the facility;	Public View Area
	6. Current and following weeks' menus for regular and therapeutic diets;	Public View Area
	7. Name, address and phone number of the local District Office of Licensing & Certification of CDPH.	Public View Area
	8. A listing of all other skilled nursing and intermediate care facilities owned by the same person, firm, partnership, association, corporation or resident or subsidiary corporation, or a subsidiary of the parent corporation	Public View Area
H&S Code, Section 1417 Notice of Violation Remedies	1. Any revocation and/or suspension actions instituted against the facility during the current or prior licensing period; 2. denial of payment by Medi-Care or Medi-Cal and ban on admissions	All doors providing ingress or egress