

Preparation

Prep Items are to be completed by the **BRANCH** prior to the reviewer arriving to complete the Core Check.

Prep #1: Print the Billing Journal Report from MatrixCare

Prep #5: Obtain current completed Resident Management Tool

Prep #7: Obtain 3 most recently completed Service Plans

Prep #8: Print Daily Census Report from MatrixCare

Prep #11: Obtain the Labor Poster List

Prep #12: Obtain the Bickford Poster List

Prep #13: Print the Active BFM Report from Kronos

Prep #15: Print the Empty Bed Report from MatrixCare

Prep #16: Pull Resident Monitoring reports

Prep #17: Identify residents who require 1:1 Impromptu Cuetivities on their Service Plan

Prep #18: Print PRNs Given Report from QuickMAR

Prep #19: Print Med Variance Report from QuickMAR

Prep #20: Print Chart Order Policy

Prep Items Detailed Instructions

Prep #1: Print the Billing Journal Report from MatrixCare

- Log into MatrixCare
- Select 'Reports' tab
- Select 'Transaction Reports'
- Select 'Billing Journal'
- Click 'Next'
- Enter Transaction Start and End Date for appropriate month
- Click 'Report'
- Print report

Prep #5: Obtain current completed Resident Management Tool

- Print a copy of the Resident Management Tool

Prep #7: Obtain 3 most recently completed Service Plans

- In REPS, select 'Report'
- Select 'Resident'
- Select 'Eby Census Summary'
- Press 'Print'

- Review the last assessment date to find the last 3 assessments completed
- Locate those Service Plans in the Service Plan/My Lifesong Book

Prep #8: Print Daily Census Report from MatrixCare

- Log into MatrixCare
- Select 'Facility' tab
- Search Facility
- Select 'Search'
- Choose Branch
- Select 'Reports' tab
- Select Census Reports
- Select 'Daily Census Reports'
- Press 'Next'
- Press 'Report'

Prep #11: Obtain the Labor Poster List

- Access the Core site
- Select 'Core Resources'
- Select appropriate state
- Select 'Labor Poster List'
- Print the document

Prep #12: Obtain the Bickford Poster List

- Access the Core site
- Select 'Core Resources'
- Select appropriate state

- Select 'Bickford Poster List'
- Print the document

Prep #13: Print the Active BFM Report from Kronos

- Log into Kronos
- Select 'Reports - HR/Payroll'
- Select 'Employee'
- Select 'Employee List'
- Click 'Clear'
- Enter today's date in the 'As of Date' field
- Check 'Active' and 'LOA' in the 'Status' field
- Click 'Preview & Print'

Prep #15: Print the Empty Bed Report from MatrixCare

- Log into MatrixCare
- Select 'Reports'
- Select 'Census Reports'
- Select 'Empty Bed Report'
- Click 'Next'
- Click 'Report'
- Print report

Prep #16: Pull Resident Monitoring reports
For TelTron:

- Log-in to TelTron at www.auditrak.com
- Click on 'View Reports'
- Select correct branch

- Review data on screen

For HomeFree:

- From 'Monitor' screen click 'REPORTS' icon
- On left side of screen, select BOLD font 'CALL BUTTON', 'PULL CORD', 'FALL MANAGEMENT' or 'WANDER'
- Set 'to' and 'from' date and time to include 30 days
- Click 'PRINT PREVIEW'
- Scroll to bottom of report to see average response time and total events
- Run second report from 'Monitor' screen click 'REPORTS' icon
- On left side of screen, select BOLD font 'CALL BUTTON', 'PULL CORD', 'FALL MANAGEMENT' or 'WANDER'
- Set 'to' and 'from' date the same as previous report above and select everything over 5 minutes
- Click 'PRINT PREVIEW'
- Scroll to bottom of report to see average response time and total events
- Take Total Events from the report over 5 minutes and divide it by Total Events from other report.
- This number is percentage of alerts over 5 minutes long

Prep #17: Identify residents who require 1:1 Impromptu Cuetivities on their Service Plan

- Obtain the Service Plan/My Lifesong Book
- Go to the 'Social' section of the Service Plan
- Identify residents who have scored a 10 'Requires one on one special activity daily'

Prep #18: Print PRNs Given Report from QuickMAR

- Log-in to QuickMAR
- Click on Reports
- Click on PRNs Given Report
- Select range of dates based on last week completed
- Select all carts listed

- Click on View Report
- Print

Prep #19: Print Med Variance Report from QuickMAR

- Log-in to QuickMAR
- Click on Reports
- Click on Med Variance
- Select range of dates based on last 4 weeks completed
- Select all carts listed
- Click on View Report
- Print

Prep #20: Print Chart Order Policy

- Access the Core site
- Select 'Core Policies'
- Select appropriate state
- Select 'Chart Order Policy'
- Print the document

Instructions

Basic Needs:

- The Dining Service Core Check requires an approximate 3 hour Meal Service observation (1 hour prior to scheduled meal time through 1 hour after Meal Service)
- If the Branch has a Mary B's, an additional 1 hour dining service observation is required
- The Family Development Core Check requires a Daily Roots stand-up meeting observation
- For the BFM Personnel File Core Checks, pull 5 BFM personnel files, including 1 BFM identified by Director as having been on Worker's Compensation within the past year, the 2 most recent hires and 2 BFMs employed over a year
- Obtain the most recent recorded call file from Reach Local (which is delivered monthly by email to the Divisional) or contact

Branch Support for a most recent copy. Identify 3 recorded calls that are initial marketing inquiries to grade

Care Needs:

- The Dementia Programming - AL Core Check requires a minimum of 2 hours of observations in Assisted Living to complete. If residents are participating in the Moments of Happiness Program, observation during a Cuetivity Time is to be included.
- The Dementia Programming - Mary B's Core Check requires a minimum of 2 hours of observations in Mary B's to complete.
- The Medication Management Core Check requires a minimum of 2 hours of observations during a medication administration (1 hour prior to medication start time through 1 hour after medication start time)
- For the Resident Chart Core Checks, pull 6 resident charts. Pull AL and Mary B's charts proportional to the capacity of each, including a new move-in, a resident with dementia (GDS of 4 or greater), a resident on hospice, a Level 1 resident and a Level 4 or 5 resident

Branch:	<u>Grand Island</u>	Date Completed:	<u>04/16/2015</u>
Core Check Type:	<u>Annual - Condensed</u>	Score:	<u>695 / 877 (79 %)</u>
		Completed By:	<u>• Kari Bartholomew • Lisa Colbert</u>

Basic Needs	Previous --		Current 04/06/2015	
Branch Administration	/	0 %	22 / 81	27 %
Chore Assignment	/	0 %	16 / 26	61 %
Dining Service	/	0 %	125 / 138	90 %
Family Development	/	0 %	38 / 43	88 %
BFM Personnel File Summary	/	0 %	44 / 47	93 %
BFM Personnel File - Stephanie Chandler	--	--	45 / 48	93 %
BFM Personnel File - Deb Quick	--	--	48 / 49	97 %
BFM Personnel File - DaNelle Wells	--	--	44 / 47	93 %
BFM Personnel File - Sarah Quezada	--	--	40 / 47	85 %
BFM Personnel File - Rochelle Scheer	--	--	46 / 47	97 %
Housekeeping & Laundry	/	0 %	36 / 42	85 %
Life Enrichment	/	0 %	15 / 16	93 %
Maintenance	/	0 %	123 / 161	76 %
Marketing	/	0 %	55 / 81	67 %
Hello Happiness Summary	/	0 %	7 / 7	100 %
Hello Happiness - 01/22/2015	--	--	6 / 6	100 %
Hello Happiness - 01/06/2015	--	--	10 / 11	90 %
Hello Happiness	--	--	6 / 6	100 %
Safety & Security	/	0 %	19 / 29	65 %
Score	0 / 0	0 %	500 / 671	74 %

Care Needs	Previous --		Current 04/06/2015	
Dementia Programming - AL	/	0 %	14 / 16	87 %
Individualized Care Delivery	/	0 %	7 / 7	100 %
Medication Management	/	0 %	34 / 35	97 %
Resident Documentation	/	0 %	3 / 3	100 %
Resident Chart Summary	/	0 %	137 / 145	94 %
Resident Chart - Elva Dawson	--	--	138 / 146	94 %
Resident Chart - Albert Kurz	--	--	139 / 146	95 %
Resident Chart - Robert Rohweder	--	--	141 / 145	97 %
Resident Chart - Lucille Wiese	--	--	138 / 146	94 %
Resident Chart - Harold Lautenschlager	--	--	131 / 146	89 %
Resident Chart - Marilyn Wortman	--	--	138 / 146	94 %
Score	0 / 0	0 %	195 / 206	94 %
Total Score	0 / 0	0 %	695 / 877	79 %

Branch:	<u>Grand Island</u>	Date Completed:	<u>04/16/2015</u>
Core Check Type:	<u>Annual - Condensed</u>	Score:	<u>22 / 81 (27 %)</u>
Category/Observ:	<u>Branch Administration</u>	Completed By:	<u>• Lisa Colbert</u>

Branch Administration

Resident Charge Slips		4 / 4
Resident Charge Slips are to be utilized for items provided to residents from the Supply Closet and Med Room. The Guest Meal Charge Sheet is to be kept in the Kitchen and utilized for meals provided to residents' guests.	Go to Supply Closet, Kitchen and Med Room and verify:	
	X	(1) Resident Supply Charge Slips are in an accessible location
	X	(1) Completed Resident Supply Charge Slips are stored appropriately (i.e. container in closet/room next to pad)
	X	(1) Resident Supply Charge Slips are being filled out accurately by reviewing 3 completed charge slips for resident name, apartment number, supply, quantity, date and BFM's initials
X	(1) Guest Meal Charge sheet is utilized appropriately	

Resident Supply Charges		3 / 3
Resident with Ancillary Charges #1:	Harold Lautenschlager <i>Long Term Stay</i>	
Resident with Ancillary Charges #2:	Albert Kurz <i>Long Term Stay</i>	
Resident without Ancillary Charges #1:	Rosetta Reimers <i>Long Term Stay</i>	
Resident without Ancillary Charges #2:	Marilyn Wortman <i>Long Term Stay</i>	
Resident supply charges and guest meal charges are to be entered into MatrixCare monthly, at a minimum, and Resident Supply Charge Slips and a copy of Guest Meal Charge Sheet should be stored in the respective resident's Administrative File.	Obtain the last month's Billing Journal Report (Prep #1) from MatrixCare. From the Billing Journal Report, identify 2 residents with ancillary charges and 2 residents without ancillary charges and pull their Administrative Files to verify:	
	X	(1) Resident Supply Charge Slips in resident Administrative Files with ancillary charges are listed individually or grouped in the Billing Journal Report (i.e. incontinent supplies, trashcan liners, toilet paper, light bulbs, medical supplies, gloves, wipes, Kleenex)
	X	(1) Guest Meal Charge Sheet in resident Administrative Files with ancillary charges are listed individually or grouped in the Billing Journal Report
X	(1) Resident Administrative Files without ancillary charges contain no Resident Supply charge Slips or Guest Meal Charge Sheets	



Resident Administrative File - 1 2 / 18

Resident Name	Harold Lautenschlager <i>Long Term Stay</i>
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Each current resident's Administrative File contains the necessary documents and is kept up-to-date.	Using the same 4 resident Administrative Files as above, verify the items listed below are included, signed/dated and current:																																				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 5%; text-align: center;">--</td><td>(1) Rate Sheet</td></tr> <tr><td style="text-align: center;">--</td><td>(1) Copy of the first month's statement</td></tr> <tr><td style="text-align: center;">X</td><td>(1) Current Admission Agreement and Addendums</td></tr> <tr><td style="text-align: center;">--</td><td>(1) Personal Property Inventory</td></tr> <tr><td style="text-align: center;">--</td><td>(1) Resident Bill of Rights</td></tr> <tr><td style="text-align: center;">--</td><td>(1) Notification of New Resident</td></tr> <tr><td style="text-align: center;">--</td><td>(1) Apartment Inspection</td></tr> <tr><td style="text-align: center;">--</td><td>(1) Beauty Shop Services - Billing</td></tr> <tr><td style="text-align: center;">--</td><td>(1) Priority Deposit form</td></tr> <tr><td style="text-align: center;">--</td><td>(1) Copy of deposit check</td></tr> <tr><td style="text-align: center;">--</td><td>(1) Application for Admission</td></tr> <tr><td style="text-align: center;">--</td><td>(1) Medicaid-HCBS Waiver Approval (if applicable)</td></tr> <tr><td style="text-align: center;">--</td><td>(1) ACH Letter & Sign Up</td></tr> <tr><td style="text-align: center;">--</td><td>(1) Housekeeping and Laundry Services Schedule</td></tr> <tr><td style="text-align: center;">--</td><td>(1) Medicaid Waiver Referral Program</td></tr> <tr><td style="text-align: center;">X</td><td>(1) Photo and Audio/Video Release - Resident</td></tr> <tr><td style="text-align: center;">--</td><td>(1) ValuMed Billing Form, if applicable</td></tr> <tr><td style="text-align: center;">--</td><td>(1) ValuMed Back-up Payment Form, if applicable</td></tr> </table>	--	(1) Rate Sheet	--	(1) Copy of the first month's statement	X	(1) Current Admission Agreement and Addendums	--	(1) Personal Property Inventory	--	(1) Resident Bill of Rights	--	(1) Notification of New Resident	--	(1) Apartment Inspection	--	(1) Beauty Shop Services - Billing	--	(1) Priority Deposit form	--	(1) Copy of deposit check	--	(1) Application for Admission	--	(1) Medicaid-HCBS Waiver Approval (if applicable)	--	(1) ACH Letter & Sign Up	--	(1) Housekeeping and Laundry Services Schedule	--	(1) Medicaid Waiver Referral Program	X	(1) Photo and Audio/Video Release - Resident	--	(1) ValuMed Billing Form, if applicable	--	(1) ValuMed Back-up Payment Form, if applicable
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Resident Administrative File - 2 4 / 18

Resident Name	Albert Kurz <i>Long Term Stay</i>
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Resident Administrative File - 3

3 / 18

Resident Name	Rosetta Reimers <i>Long Term Stay</i>	
Each current resident's Administrative File contains the necessary documents and is kept up-to-date.	Using the same 4 resident Administrative Files as above, verify the items listed below are included, signed/dated and current:	
	--	(1) Rate Sheet
	--	(1) Copy of the first month's statement
	X	(1) Current Admission Agreement and Addendums
	--	(1) Personal Property Inventory
	X	(1) Resident Bill of Rights
	--	(1) Notification of New Resident
	--	(1) Apartment Inspection
	--	(1) Beauty Shop Services - Billing
	--	(1) Priority Deposit form
	--	(1) Copy of deposit check
	--	(1) Application for Admission
	--	(1) Medicaid-HCBS Waiver Approval (if applicable)
	--	(1) ACH Letter & Sign Up
	--	(1) Housekeeping and Laundry Services Schedule
	--	(1) Medicaid Waiver Referral Program
X	(1) Photo and Audio/Video Release - Resident	
--	(1) ValuMed Billing Form, if applicable	
--	(1) ValuMed Back-up Payment Form, if applicable	

Resident Administrative File - 4 4 / 18

Resident Name	Marilyn Wortman <i>Long Term Stay</i>
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Each current resident's Administrative File contains the necessary documents and is kept up-to-date.	Using the same 4 resident Administrative Files as above, verify the items listed below are included, signed/dated and current:																																				
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Resident Monitoring Devices 1 / 1

All resident monitoring devices (i.e. watches, FDUs, pendants) are to be billed appropriately in MatrixCare.	Review the Resident Management Tool (Prep #5) and Billing Journal Report from MatrixCare (Prep #1) to verify:		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">X</td> <td>(1) Assisted Living residents are being billed appropriately for all monitoring devices</td> </tr> </table>	X	(1) Assisted Living residents are being billed appropriately for all monitoring devices
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Bickford Medication Management Services 1 / 1

All residents not utilizing Bickford-approved pharmacy are to be billed appropriately in MatrixCare.	Obtain from RNC a list of residents receiving medication administration and not using Bickford-approved pharmacy. Select 4 residents with move-in dates within the last year from the list and review Billing Journal Report from MatrixCare (Prep #1) to verify:		
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Branch:	<u>Grand Island</u>	Date Completed:	<u>04/16/2015</u>
Core Check Type:	<u>Annual - Condensed</u>	Score:	<u>16 / 26 (61 %)</u>
Category/Observ:	<u>Chore Assignment</u>	Completed By:	<u>• Lisa Colbert</u>

Chore Assignment

Communication Book		9 / 14
A Communication Book(s) is to be kept current, stored near the resident's charts and if applicable, also in Mary B's.	Review the Communication Book(s) to verify the following:	
	X	(1) Book in AL stored near resident charts
	<i>AL Communication Book includes:</i>	
	--	(1) Current and future Staffing Schedule(s)
	X	(1) RN On-call Schedule
	--	(1) Weekend Manager Schedule
	X	(1) BFM Phone List (including Chaplains) is current and matches BFM Phone List in Emergency Handbook
	X	(1) Approved Abbreviations List
	--	(1) Only 7 Days of Communication Logs with appropriate documentation (i.e. no names, rather a note to refer to chart for specific health information)
	X	(1) Notification of New Resident (if applicable)
	X	(1) Task Sheet templates
	X	(1) Resident Service Summary
	X	(1) Resident Schedules (Housekeeping, Laundry, Shower)
	--	(1) Current and upcoming completed Moments of Happiness Cuetivity Calendars
X	(1) Family Area Cleaning Schedule	
--	(1) No other information is in the Communication Book	
Notes		
Too many memos/notes - many of which include resident names, should only reference yb apt #. Alot of old schedules being stored in Comm book, pull and file once done. MA task sheet indicates 15 min overlap at beginning & end of shift, should only be at end. Res svc summary does not indicate which AM cares are night shift.		

Resident Services Summary		3 / 4
<p>The Resident Services Summary is to be located in the Communication Book and updated after every Service Plan is completed. The summary is to be utilized to assign groups of residents to each caregiver which provides a balanced work load. The Resident Services Summary is to be kept generic with no detail (only use 'X', no verbiage).</p>	Obtain a copy of the Resident Services Summary and staffing schedule from the Communication Book, the 3 most recently completed Service Plans (Prep #7) and the Daily Census Report (Prep #8) from MatrixCare. Verify:	
	--	(1) The services the residents are to receive as indicated on their Service Plan match the services indicated on the Resident Services Summary
	X	(1) Resident names/apt on the Resident Services Summary match the names/apts on the Daily Census Report
	X	(1) The residents are grouped, assigned to a position and only X's are used
X	(1) All caregiving positions on schedule match the assigned positions on the Resident Services Summary	
<p>Notes</p> <p>* store res svc summary by bath/laundry schedule for ease with completing task sheet. * Svc plans should be separated and put front/back in protective sleeves - won't get used if they cant be accessed w/o taking out of sleeve. * 106 - tx not on svc summ, imp cuetivity checked, why? 202 - bath info not update on schedule, is on hospice should be 3pts on svc plan 205 - don't list specific days on svc plan just state "as scheduled" currently what is on svc plan does not match bath schedule.</p>		

Resident Schedules		0 / 1
<p>The Resident Schedules (Housekeeping, Laundry, Shower) are to be located in the Communication Book and updated after every Service Plan is completed.</p>	Obtain copies of the Resident Schedules (Housekeeping, Laundry, Shower) from the Communication Book and use the same 3 Service Plans as above. Verify:	
	--	(1) The services the residents are to receive as indicated on their Service Plan match the services indicated on the Resident Schedules

Task Sheet Templates		1 / 1
<p>The Task Sheet templates are not to include any resident specific information (i.e. names, apartment numbers). It is appropriate for caregivers to write apartment numbers in the boxes of their respective Task Sheet at the start of their shift.</p>	Obtain a copy of all the Task Sheet templates from the Communication Book. Verify:	
	X	(1) No resident names or apartment numbers are included on Task Sheet templates

Filling Out Task Sheets		0 / 2
<p>The Task Sheets are to be manually filled out with resident specific information from the Resident Services Summary and Resident Schedules (Housekeeping, Laundry, Shower) at the start of each shift. It may be appropriate for the off-going shift to fill out the on-coming shift's Task Sheets. Each BFM is to initial off completed tasks on their Task Sheet.</p>	Obtain and make a copy of 2 Task Sheets from BFMs working on the current shift. Verify:	
	--	(1) When you request to see the Task Sheets, the BFMs have their Task Sheet with them and have initialed off completed tasks
	--	(1) Task Sheets are being manually filled out by BFMs and apartment numbers written are consistent with the Resident Services Summary and Resident Schedules
<p>Notes</p> <p>per Director, not utilizing correctly</p>		

Completed Task Sheets		3 / 4
Task Sheets are to be turned into the Director at the end of each shift. The Director is to review the completed Task Sheets for open issues or notes that require follow up.	Obtain completed Task Sheets from the Director. Verify:	
	X	(1) Only 1 week's worth of completed Task Sheets for each position are kept
	--	(1) They are being filled out appropriately by reviewing caregiver initials for completed tasks and apartment numbers are written in boxes
	X	(1) Appropriate follow up has occurred after reviewing any noted items on Task Sheets that would require Director follow up
X	(1) Ask Director if they review completed Task Sheets daily	

Branch:	<u>Grand Island</u>	Date Completed:	<u>04/16/2015</u>
Core Check Type:	<u>Annual - Condensed</u>	Score:	<u>125 / 138 (90 %)</u>
Category/Observ:	<u>Dining Service</u>	Completed By:	<u>• Lisa Colbert</u>

Dining Service

Kitchen Entrance		3 / 4
The entrance to the kitchen is to remain clean and unlocked.	Inspect the entrance area to verify cleanliness:	
	X	(1) Door(s) and door jam(s) from Dining Room to Kitchen
	--	(1) Serving window and counter, if applicable
	X	(1) Serving window is open 7 am to 5:30 pm, if applicable
	X	(1) Door into kitchen from Dining Room is unlocked
Notes		
clean under serving window, repaint if necessary		

Dry Storage Area		8 / 8
Dry Storage Area is to be clean meeting health and safety requirements. Storage space is to be maximized (i.e. the bottom of any shelf should be no higher than the top of the tallest container on the shelf below). Products are to be rotated to utilize First In First Out (FIFO) procedure.	Inspect the Dry Storage area to verify:	
	X	(1) All products are stored no less than six inches from the floor and/or more than eighteen inches from the ceiling
	X	(1) All open food products are covered, dated and labeled
	X	(1) All canned and bagged food products are sealed and free of dents or tears
	X	(1) Chemicals or pesticides are not stored in the Dry Storage Area
	X	(1) Area is kept neat, orderly and has good utilization of space so products are seen easily
	X	(1) Floors, walls, ceilings and shelves are clean
	X	(1) Area is free of rodents, insects and any evidence thereof (i.e. mouse droppings)
X	(1) "First In First Out" (FIFO) process is followed for stored food as shown on labels and dates	

Refrigerators and Freezers		12 / 12
Refrigerators and freezers are to be clean and maintained to meet health and safety requirements. Products are to be rotated to utilize First In First Out (FIFO) procedure.	Inspect the refrigerator(s) and freezer(s) to verify:	
	X	(1) Thermometer is in each refrigerator and freezer (In Michigan, this is to include resident apartments - check 5 apartments)
	X	(1) Each thermometer in refrigerators temperature is 36 to 41 degrees
	X	(1) Each thermometer in freezers temperature at 0 degrees or below
	X	(1) Temperatures recorded daily for each refrigerator and freezer on Refrigerator/Freezer Log(s) located on the side of the refrigerator(s)
	X	(1) Internal shelving, walls, bottom and top of all refrigerators/freezers are clean
	X	(1) All open food products are covered, dated (the date opened/prepared) and labeled
	X	(1) Any food that was produced (i.e. leftovers) has not been stored for more than 3 days
	X	(1) Products with expiration dates are not expired
	X	(1) "First In First Out" (FIFO) procedure is followed for stored food as indicated on labels and dates
	X	(1) All cooked and ready-to-eat food is stored above raw meat, fish and egg products which are stored on the bottom shelf
	X	(1) External doors and gaskets are clean
X	(1) The air compressor coils are clean and dust free (remove front plate cover to inspect)	

Production Area		18 / 19
Production Area is to be clean and maintained to meet health and safety requirements.	Inspect the Production Area to verify:	
	<i>Item is clean and in good repair:</i>	
	--	(1) Floors
	X	(1) Walls
	X	(1) Ceilings
	X	(1) Vents
	X	(1) Doors
	X	(1) Windows
	X	(1) Countertops
	X	(1) Cabinets (Interior and Exterior)
	X	(1) Drawers (Interior and Exterior)
	X	(1) Other
	X	(1) Paper towels and soap are at all handwashing sinks, excluding prep sink
	X	(1) Eyewash Station, installed on handwash sink
	X	(1) All cleaning cloths, between uses, are stored in a sanitation bucket. Sanitation buckets maintain proper titration levels (for Eco Lab Oasis 146, the proper titration level is between 150 to 400 parts per million). Test sanitation bucket for proper levels by using Eco Lab's Hydrion Papers QT-40 test strips
	X	(1) PPE Station is in Dishroom and includes goggles, heavy duty rubber gloves and heavy duty plastic apron
	X	(1) Garbage containers with appropriately sized liner are clean and have a properly fitted lid hanging from container handle
X	(1) Ice Scoops are properly stored in an ice scoop holder; holder is outside ice machine	
X	(1) Utensils in the drawers are clean	
X	(1) Mops and brooms are clean and hanging head down	
X	(1) Floor drains are clean	

Kitchen Equipment		22 / 23
Kitchen equipment is to be properly cleaned and maintained.	Inspect each applicable item listed below to verify cleanliness and safety:	
	X	(1) Ovens, inside and out
	X	(1) Griddle, free of grease buildup in corners and edges
	X	(1) Food Processor
	X	(1) Mixer, free of dried food build up under motor around attachment arm
	X	(1) Can Opener
	X	(1) Blender
	X	(1) Carts including wheels, legs and under shelving
	X	(1) Coffee Machine, remove basket to ensure no debris buildup from water output
	--	(1) Toaster, pull out crumb tray
	X	(1) Microwave
	X	(1) Ice Machine, inside the ice grids, water trough and outside coils are clean with no mold or calcium build up
	X	(1) Hoods/filters
	X	(1) Scale
	X	(1) Food bins
	X	(1) Knives/knife rack
	X	(1) Deep fat fryer, oil should be clean and covered when not in use
	X	(1) Cappuccino/hot chocolate machine
	X	(1) Juice machine
	X	(1) Steam table, water drained and no calcium build up
X	(1) Slicer	
X	(1) Plate warmer	
X	(1) Other	
X	(1) Other	

Health and Safety Requirements		2 / 3
BFMs are to maintain proper health and safety requirements when preparing food.	Check for the following requirements:	
	--	(1) Hair constraints are worn by BFMs when preparing food. Hair constraints to include a clean hair net, baseball cap, chef hat or bandana
	X	(1) BFMs preparing food are not wearing artificial nails
	X	(1) Clean gloves are utilized when touching ready-to-eat food (i.e. bread, lettuce, dessert, fruit)
Notes		
Rhonda did not wear hair net when plating salads		

Dishwasher and Dish Room		9 / 10
Dishwasher and dish room are to be clean and maintained to meet health and safety requirements. Daily temperatures of dishwasher are to be recorded on Dishmachine Temperature Log and are to meet proper temperature requirements. Wash gauge for a high temp dishwasher is to be between 150-160 degrees, rinse gauge for a high temp dishwasher is to be between 180-190 degrees. Wash and rinse gauges for a low temp dishwasher are to be between 120-140 degrees and proper sanitation chemical utilized.	Inspect the dishwasher and dish room while observing dishes being washed to verify:	
	<i>Item is clean and in good repair:</i>	
	X	(1) Walls
	X	(1) Floors
	X	(1) Mats
	X	(1) Counters
	--	(1) Dishwasher
	X	(1) Shelves
	X	(1) Daily temperatures of dishwasher are recorded on Dishmachine Temperature Log
	X	(1) For low temp dishwasher, appropriate sanitation chemical is utilized
	<i>Dishwasher temperatures as indicated on Dishmachine Temperature Log meet proper requirements. Ask the Kitchen Manager/Cook to clarify which type of machine (high or low temp) is being used. (High temp dishwasher = wash gauge 150-160 degrees, rinse gauge 180-190 degrees) (Low temp dishwasher = wash and rinse gauges 120-140 degrees):</i>	
	X	(1) Wash gauge within range
X	(1) Rinse gauge within range	

Back Entry Hall		2 / 5
Back Entry Hall is to be clean and not used as a storage area.	Inspect the Back Entry Hall to verify cleanliness and free of clutter:	
	--	(1) Walls
	X	(1) Floors
	--	(1) Baseboards
	--	(1) Back door
	X	(1) The Back Entry Hall is not used for storage

Meal Setting		6 / 6
<p>Approximately one hour prior to Meal Service, the Bread Basket is to be staged to a Meal Setting. A Meal Setting includes table service (flatware, cups, glasses) and napkins in proper locations.</p>	<p>Inspect the Bread Basket after the staging of Meal Setting has been completed and verify the following at each table:</p>	
	X	(1) Fork is placed on the left; knife (serrated edge in), teaspoon and then soup spoon (if on menu) on the right. Knife and fork are 10 " apart, 1" away from the edge of the table
	X	(1) Coffee cup and saucer are to the right, centered at the bowl of the spoon with the handle at 4 o'clock
	X	(1) Empty water glass is placed over the knife
	X	(1) Napkin is triangular-folded and placed between the fork and knife
	X	(1) Appropriate usage of napkins. Paper at breakfast, linen at lunch and dinner. If linen, they are clean, in good condition, stain and wrinkle-free
X	(1) Napkin colors match Branch dÃ©cor as selected by Branch Support	

Meal Service		20 / 23
<p>The Bread Basket is to provide a pleasant environment where food is to be cooked as close to consumption as possible and served based upon proper etiquette and food safety practices. BFM's are to be assigned specific tasks in the Bread Basket during Meal Service. One BFM is to set up the beverage cart, serve beverages and bread (when on menu). Once they are finished, they are to bus dishes. A second BFM is to take orders and serve courses, offering drink refills throughout the meal. If there is a third BFM, the dining room is to be divided in half and the second and third BFM's are to take orders and serve courses, offering drink refills for their respective sections.</p>	<p>Obtain a thermometer and observe a meal being served to verify:</p>	
	X	(1) The posted menu on the Bread Basket menu board matches what is being served
	X	(1) Soft appropriate music playing throughout meal. TV is turned off
	X	(1) Prior to serving, the BFM's reviewed the menu descriptors (on Bread Basket menu board) and informed the residents of how the menu items were prepared
	--	(1) Hands are washed prior to working in the Dining Room and after removing soiled dishes, before serving the next course
	X	(1) Clean full-length green Bread Basket aprons are worn by BFM's while serving and removed anytime they leave the Dining Room (i.e. escorting, answer page)
	X	(1) One BFM sets up the beverage cart, serves beverages and bread. Once they are finished, they bus dishes. A second BFM takes orders and serves courses, offering drink refills throughout the meal. If there is a third BFM, the dining room is divided in half and the second and third BFM's took orders and served courses, offering drink refills for their respective sections
	--	(1) A clean multi-tiered cart serves as the Beverage Cart for each meal. Empty glasses are on the 2nd tier, a table cloth is placed over the top tier, a tub of ice water is placed on top and an ice bowl with scoop and pitchers of cold beverages are placed in the tub to include juices and milk at breakfast; milk, lemonade and tea at lunch and dinner (juice upon request). All cold beverages are 40 degrees or less
X	(1) Beverage Cart service begins 15 minutes prior to each meal. The cart is stationary until a majority of residents are seated where then it is taken table-to-table	

X	(1) Ice water is poured in each water glass approximately 10 minutes prior to the start of the meal
X	(1) Residents are asked their drink choice (it is appropriate to bring preferred beverage, but always offer additional options)
X	(1) Regular and decaf coffee is offered and served from appropriate coffee carafe which is kept on the coffee burner when not being served
X	(1) Beverages are served on the right with the right hand
X	(1) Beverages are served without touching the container or hand to the rim of the glass/cup
X	(1) Meal is served at appropriate time (breakfast is at 8am, lunch is at noon and dinner is at 5pm)
X	(1) Fresh bread (when on menu) is served with tongs onto a bread plate from the beverage cart while beverages are being served
X	(1) Residents are greeted, orders taken and food served promptly, based upon the meal time. The expectation is that the main course is served within 30 minutes
X	(1) Orders are taken a table at a time with ladies orders taken first
--	(1) The Bread basket order ticket is utilized and is taken to the Kitchen after each table
X	(1) Once the food is plated, one entire table is served at a time from a tray using a tray jack (stand)
X	(1) Food is served by course and removed before next course is served
X	(1) Caregivers are following proper serving etiquette; food is served from the left side with the left hand, dishes are removed from the right with the right hand
X	(1) There are matching dishes, glasses, mugs and flatware which are free of stains, chips and cracks
X	(1) Dirty dishes are not scraped in the Dining Room. They are taken to a cart with bus tubs located in the Back Entry Hall or Butler's Pantry. Bus tubs are not used in the Dining Room

Pre-Meal Setting		16 / 18
<p>Approximately 1 hour after Meal Service, the Bread Basket/Bistro are to be cleaned, maintained and staged to a Pre-Meal Setting. A Pre-Meal Setting includes table coverings, chairs, menus in proper locations and vase with seasonal silk flower, sugar, shelf-stable creamer, butter, jelly, salt & pepper in appropriate containers.</p>	Inspect the Bread Basket/Bistro following a Meal Service to verify:	
	X	(1) Table linens are removed and laundered after each meal; 2 complete sets of linens are available
	X	(1) Tables are cleaned with appropriate sanitizer using spray bottle and cleaning cloth from sanitizing bucket in Kitchen. Bucket is not taken into Dining Room
	X	(1) Appropriate usage of placemats and tablecloths. Placemats at breakfast, tablecloths at lunch and dinner. If table linens, they are appropriately shaped, clean, in good condition, stain and wrinkle-free
	X	(1) The Bread Basket menus are placed at each table, upright, with the front cover facing the entrance to the Dining Room
	X	(1) Menus in correct order. Bread Basket logo front cover, Daily Fair inside left, current Rural Route 2 inside right and Bread Basket story back cover
	X	(1) Center of table contains vase with seasonal silk flower, sugar, shelf-stable creamer, butter, jelly, salt & pepper in appropriate containers, filled and clean
	--	(1) Chairs are clean and in good repair including chair arms, legs, bracing and backs
	X	(1) Chairs are placed with front of arm 1" from edge of table
	X	(1) Tables are clean and in good repair including table bases
	X	(1) Table linens match Branch décor as selected by Branch Support
	X	(1) The Bread Basket menu board is placed in a visible location near the Dining Room entrance and the Week-at-a-Glance menu, Today's Menu and HappYnings are current
	X	(1) The counters, sink, drawers and shelves in the Beverage Bar are clean and orderly
	X	(1) The counters, sink, drawers and shelves in the Bistro (if applicable) are clean and orderly
	X	(1) Floors are clean and free of stains
	X	(1) Foot-pedal waste basket is clean, covered and has appropriate liner
X	(1) Chemicals are stored separate from other items in locked cabinet	
--	(1) Sweets, fresh fruit snacks and fruit-infused water are available in the Beverage Bar/Bistro	
X	(1) Pre-Meal Setting completed within 1 hour after Meal Service	

Production and Ordering Processes		4 / 4
<p>Production and ordering processes are to be followed, tracked and retained to manage food costs and to ensure proper preparation quantities made. Production totals are to be entered into the Grove Menu on a weekly basis to reflect census change and resident preferences. Recipes are to be printed weekly to reflect adjusted production estimates and maintained in the Recipe Book. Leftovers are to be documented for each item after residents have been served (and before BFM's are served) on Production Sheets. Food temperatures are to be taken at 3 specific times throughout the serving process. Specific food temperatures consist of 'Food Internal Temp' (the temperature of food at the moment it reaches it's optimum quality), 'Beginning Temperature' (the temperature of the food moments prior to serving the first resident), and 'Ending Temperature' (the temperature of the food the moment the last resident is served). Production Sheets are to be retained for one year in Production Sheet Book.</p>	<p>Obtain Production Sheet Book and Recipe Book from Kitchen. Review Production Sheets and recipes to verify:</p>	
	X	<p>(1) Production totals (Prepared column) have changed to reflect census changes and resident preferences as indicated by comparing last week's Production Sheets to the corresponding Production Sheets from 5 weeks prior</p>
	X	<p>(1) Leftovers are documented on Production Sheet for each food item</p>
	X	<p>(1) Food temperatures are documented on Production Sheet for each food item appropriately.</p>
X	<p>(1) Recipes are printed weekly to reflect adjusted production estimates and maintained in Recipe Book</p>	

Special Diets and Modified Textures		3 / 3
<p>Physician ordered special diets (NAS and LCS) and modified textures (i.e. ground meats, soft, pureed) are to be accommodated. The Grove Menus Extensions for special diets are to be printed weekly with current day posted in kitchen. Through a resident selecting food choices we are able to accommodate additional dietary restrictions (i.e. renal, low fat). A Diet Manual, containing special diets, individualized red/yellow/green sheets for renal diets and modified textures, is to be available for utilization in preparation of meals. A Meal Order Information form should be completed with the physician ordered diet and allergies by the RNC and the lower section, including likes and dislikes, is to be completed by the Kitchen Manager. This form is to be kept in a Meal Order Book in the Kitchen and in the resident's chart.</p>	<p>Obtain Meal Order Book, Diet Manual and identify any residents on dialysis (ask RNC) to verify:</p>	
	X	<p>(1) Diet Manual is available for use</p>
	X	<p>(1) Meal Order Information form is completed by RNC (top portion) and Kitchen Manager (bottom portion) for each resident to include special diet orders, allergies, likes/dislikes and is available in the kitchen and resident's chart</p>
	X	<p>(1) The current day's Grove Menu Extensions for special diets are posted</p>

Branch:	<u>Grand Island</u>	Date Completed:	<u>04/16/2015</u>
Core Check Type:	<u>Annual - Condensed</u>	Score:	<u>38 / 43 (88 %)</u>
Category/Observ:	<u>Family Development</u>	Completed By:	<u>• Lisa Colbert</u>

Family Development

Family Development Posters		2 / 4
All posters (Labor, Bickford, Hotline Complaints) are to be current and posted appropriately.	Obtain the Labor Poster List (Prep #11) and Bickford Poster List (Prep #12) to verify:	
	X	(1) Labor Posters (State and Federal) are current as indicated on Labor Poster List and posted in Break Room or by time clock
	X	(1) Bickford Family Development Posters are current as indicated on Bickford Family Development Poster List and posted in Break Room or by time clock
	--	(1) Hotline Complaints poster is visible and accessible to residents, resident families and BFM's
	--	(1) Hotline Complaints poster matches version on Pearl's Boutique

BFM Accessibility		18 / 18
BFMs are to have access to the Shoes for Crews book and copies of specific forms at all times.	Verify the following are accessible:	
	X	(1) Shoes for Crews book
	X	(1) Application for Employment
	X	(1) Communication Log
	X	(1) Guest Meal Charge Sheet
	X	(1) Incident Report - BFM
	X	(1) Incident Report - Resident
	X	(1) Incident Report for Branches with Camel - Resident
	X	(1) Fall Investigation Tool
	X	(1) Maintenance Request
	X	(1) Narcotic Count Sheet
	X	(1) Physician Visits
	X	(1) Time Adjustment Notification
	X	(1) Trade Agreement
	X	(1) Template - Fax
	X	(1) Template - Letter
	X	(1) Template - Memo
X	(1) Progress Notes	
X	(1) Volunteer Application	

Appearance Policy		9 / 9
All BFM's must follow Bickford's Appearance Policy.	Observe all BFM's on duty to verify:	
	X	(1) All Directing Family Group members are dressed professionally and wearing a Bickford name badge
	X	(1) Service Family Group Members are dressed in khaki pants or bermuda shorts
	X	(1) Service Family Group Members are dressed in a solid colored (no non-Bickford company/team logos) polo shirt in one of the Bickford Family Tree colors (Magenta, K-State Dark Purple, Chocolate Brown, Avocado Green, Celery Green, Sky Blue) or a t-shirt from Branch Support preferred vendor
	X	(1) Service Family Members are wearing closed-toed shoes
	X	(1) Kitchen BFM's are wearing slip resistant shoes
	X	(1) Piercing is limited to ears; two earrings per ear. Jewelry worn is not dangling
	X	(1) Tattoos are not visible
	X	(1) Clothes are neat, clean and fit appropriately
	X	(1) Service Family Group Members are wearing a Bickford name badge

Staffing Schedules		3 / 4
Staffing schedules are to be completed in 2 week increments and posted 2 weeks in advance. The staffing schedule is to be completed in Kronos. On-call positions and Weekend Manager are to be noted on posted schedule.	Obtain a copy of the posted staffing schedules to verify:	
	X	(1) Current staffing schedule is posted
	X	(1) Future staffing schedule is posted
	--	(1) Staffing schedule is created in Kronos
	X	(1) Shift Labels are utilized for each BFM's schedule

Black Pearls		6 / 8
<p>An appropriate number of Black Pearls for the Branch are providing job shadowing and mentoring of new BFMs. The Daily Roots stand-up meeting occurs on each shift and is lead by the Black Pearl, a BFM designated by the Director or a member of the Directing Family Group. The Black Pearl Book and 10 Pearl Books are to be stored in an accessible area, kept current and used at each Daily Roots meeting. Black Pearls are to make note of ideas / concerns / questions in the Black Pearl Book to address with Director/Divisional at quarterly meeting.</p>	<p>Have Director identify current Black Pearls, obtain Active BFM Report from Kronos (Prep #13), Black Pearl Book and the Communication Book; Observe a Daily Roots stand-up meeting to verify:</p>	
	X	(1) Black Pearls identified by the Director match the Black Pearls listed on the Active BFM Report
	X	(1) Appropriate number of Black Pearls are designated for the Branch (Branches with 46 apartments or less have 2-3 Black Pearls, branches with over 46 apartments have 3-4 Black Pearls)
	X	(1) Black Pearl length of service exceeds 6 months and are full-time or part-time status (no PRN)
	X	(1) Daily Roots is approximately 10 minutes and utilizes the Black Pearl Book and Pearl Books
	--	(1) Daily Roots is scheduled for all 3 shifts as identified on task sheets
	X	(1) Black Pearl Book and 10 Pearl Books are stored in an accessible area
	X	(1) Black Pearl Book and Pearl Books are current (version should match yours) and tabbed correctly
--	(1) Identify Black Pearls on shift and ensure they are wearing the Black Pearl pin on their name badge	

Branch:	<u>Grand Island</u>	Date Completed:	<u>04/16/2015</u>
Core Check Type:	<u>Annual - Condensed</u>	Score:	<u>45 / 48 (93 %)</u>
Category/Observ:	<u>BFM Personnel File</u>	Completed By:	<u>• Lisa Colbert</u>

BFM Personnel File

BFM Name	Stephanie Chandler
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Administrative Paperwork	37 / 40
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Administrative paperwork	Verify the personnel file contains the following appropriately completed administrative documents:
X	(1) Personnel File Checklist
X	(1) Application for Employment
X	(1) Offer letter
--	(1) Reference Checks form
X	(1) Payroll Action Form(s)
X	(1) W-4 Form - Federal
X	(1) W-4 Form - State
X	(1) Direct Deposit Election (available but not required in IL)
X	(1) Motor Vehicle Record Release form complete or noted 'not applicable'
X	(1) Background Check consent form
X	(1) Background Check results
X	(1) Pre Adverse Action Notice form (form is blank if no action taken)
X	(1) Disclosure to Employment Applicant Regarding the Procurement of a Consumer Report
X	(1) Central Registry Check Request (NE Only)
X	(1) Central Registry Check results (NE Only)
X	(1) Nurse Aide Registry results for certified positions
X	(1) Nurse Registry results for licensed positions
X	(1) Current copy of caregiver Certification, if applicable
X	(1) Copy of current Nursing License, if applicable
X	(1) Copy of current First Aid certification
X	(1) Copy of current CPR certification
X	(1) Copy of current ServSafe certification, if applicable
X	(1) Issuance of Property - Acknowledgement of Receipt
X	(1) Signed Receipt of Bickford Family Member Handbook

X	(1) Signed Receipt of Dispute Resolution Procedure
X	(1) Safety and Hazardous Communication Training - Acknowledgement of Participation
X	(1) State-specific Resident Bill of Rights - BFM Acknowledgement form
X	(1) If caregiver, Nurse Instruction Training - Acknowledgement of Participation (GA and NE Only)
X	(1) Confidentiality Form
X	(1) Worker's Compensation Procedure - Choice of Doctor
X	(1) Emergency Notification
X	(1) Worker's Compensation - Form 50 (NE Only)
X	(1) Initial Orientation Checklist complete
X	(1) Job Description signed
X	(1) Current In-service training documentation
--	(1) Current dementia training documentation
X	(1) Performance Evaluations (if applicable)
X	(1) Current Dependent Adult Abuse training documentation
--	(1) Photo and Audio/Video Release - BFM
X	(1) Food Safety and Sanitation

Health Folder 6 / 6

Health folder	Verify:	
	X	(1) Personnel file contains a Health folder
	<i>Verify the Health folder contains the following appropriately completed documents:</i>	
	X	(1) Initial Mantoux Test or Chest X-ray results
		Date <input type="text"/>
	X	(1) All subsequent Mantoux Tests or Annual TB Screening Questionnaires complete
		Most Current Date <input type="text"/>
	X	(1) Hepatitis B Vaccination form
X	(1) At a minimum, initial drug screen results and all subsequent random tests. If any drug screen results are positive, contact Family Development	
X	(1) Pre-employment skills & agility / POET results	

Workers Compensation folder 0 / 0

Workers Compensation folder	Verify the Workers Compensation folder (if applicable) contains:
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I-9 Binder		2 / 2
I-9 Binder	Obtain a blank I-9 Form from the Core website and verify the I-9 Binder contains:	
	X	(1) Appropriately completed I-9 form
	X	(1) Supporting documentation matches List of Acceptable Documents from the blank I-9 Form

Branch:	<u>Grand Island</u>	Date Completed:	<u>04/16/2015</u>
Core Check Type:	<u>Annual - Condensed</u>	Score:	<u>48 / 49 (97 %)</u>
Category/Observ:	<u>BFM Personnel File</u>	Completed By:	<u>• Lisa Colbert</u>

BFM Personnel File

BFM Name	Deb Quick
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Administrative Paperwork	40 / 41
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Administrative paperwork	Verify the personnel file contains the following appropriately completed administrative documents:
	X (1) Personnel File Checklist
	X (1) Application for Employment
	X (1) Resume, if applicable
	X (1) Offer letter
	-- (1) Reference Checks form
	X (1) Payroll Action Form(s)
	X (1) W-4 Form - Federal
	X (1) W-4 Form - State
	X (1) Direct Deposit Election (available but not required in IL)
	X (1) Motor Vehicle Record Release form complete or noted 'not applicable'
	X (1) Background Check consent form
	X (1) Background Check results
	X (1) Pre Adverse Action Notice form (form is blank if no action taken)
	X (1) Disclosure to Employment Applicant Regarding the Procurement of a Consumer Report
	X (1) Central Registry Check Request (NE Only)
	X (1) Central Registry Check results (NE Only)
	X (1) Nurse Aide Registry results for certified positions
	X (1) Nurse Registry results for licensed positions
	X (1) Current copy of caregiver Certification, if applicable
	X (1) Copy of current Nursing License, if applicable
	X (1) Copy of current First Aid certification
	X (1) Copy of current CPR certification
	X (1) Copy of current ServSafe certification, if applicable
	X (1) Issuance of Property - Acknowledgement of Receipt



X	(1) Signed Receipt of Bickford Family Member Handbook
X	(1) Signed Receipt of Dispute Resolution Procedure
X	(1) Safety and Hazardous Communication Training - Acknowledgement of Participation
X	(1) State-specific Resident Bill of Rights - BFM Acknowledgement form
X	(1) If caregiver, Nurse Instruction Training - Acknowledgement of Participation (GA and NE Only)
X	(1) Confidentiality Form
X	(1) Worker's Compensation Procedure - Choice of Doctor
X	(1) Emergency Notification
X	(1) Worker's Compensation - Form 50 (NE Only)
X	(1) Initial Orientation Checklist complete
X	(1) Job Description signed
X	(1) Current In-service training documentation
X	(1) Current dementia training documentation
X	(1) Performance Evaluations (if applicable)
X	(1) Current Dependent Adult Abuse training documentation
X	(1) Photo and Audio/Video Release - BFM
X	(1) Food Safety and Sanitation

Health Folder 6 / 6

Health folder	Verify:	
	X	(1) Personnel file contains a Health folder
	<i>Verify the Health folder contains the following appropriately completed documents:</i>	
	X	(1) Initial Mantoux Test or Chest X-ray results
		Date <input type="text"/>
	X	(1) All subsequent Mantoux Tests or Annual TB Screening Questionnaires complete
		Most Current Date <input type="text"/>
	X	(1) Hepatitis B Vaccination form
X	(1) At a minimum, initial drug screen results and all subsequent random tests. If any drug screen results are positive, contact Family Development	
X	(1) Pre-employment skills & agility / POET results	



Workers Compensation folder		0 / 0
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Workers Compensation folder	Verify the Workers Compensation folder (if applicable) contains:	
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I-9 Binder		2 / 2
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I-9 Binder	Obtain a blank I-9 Form from the Core website and verify the I-9 Binder contains:	
	X	(1) Appropriately completed I-9 form
	X	(1) Supporting documentation matches List of Acceptable Documents from the blank I-9 Form



Branch:	<u>Grand Island</u>	Date Completed:	<u>04/16/2015</u>
Core Check Type:	<u>Annual - Condensed</u>	Score:	<u>44 / 47 (93 %)</u>
Category/Observ:	<u>BFM Personnel File</u>	Completed By:	<u>• Lisa Colbert</u>

BFM Personnel File

BFM Name	DaNelle Wells
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Administrative Paperwork	36 / 39
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Administrative paperwork	<p>Verify the personnel file contains the following appropriately completed administrative documents:</p> <table border="1"> <tr><td>X</td><td>(1) Personnel File Checklist</td></tr> <tr><td>X</td><td>(1) Application for Employment</td></tr> <tr><td>X</td><td>(1) Offer letter</td></tr> <tr><td>--</td><td>(1) Reference Checks form</td></tr> <tr><td>X</td><td>(1) Payroll Action Form(s)</td></tr> <tr><td>X</td><td>(1) W-4 Form - Federal</td></tr> <tr><td>X</td><td>(1) W-4 Form - State</td></tr> <tr><td>X</td><td>(1) Direct Deposit Election (available but not required in IL)</td></tr> <tr><td>X</td><td>(1) Motor Vehicle Record Release form complete or noted 'not applicable'</td></tr> <tr><td>X</td><td>(1) Background Check consent form</td></tr> <tr><td>X</td><td>(1) Background Check results</td></tr> <tr><td>X</td><td>(1) Pre Adverse Action Notice form (form is blank if no action taken)</td></tr> <tr><td>X</td><td>(1) Disclosure to Employment Applicant Regarding the Procurement of a Consumer Report</td></tr> <tr><td>X</td><td>(1) Central Registry Check Request (NE Only)</td></tr> <tr><td>X</td><td>(1) Central Registry Check results (NE Only)</td></tr> <tr><td>X</td><td>(1) Nurse Aide Registry results for certified positions</td></tr> <tr><td>X</td><td>(1) Nurse Registry results for licensed positions</td></tr> <tr><td>X</td><td>(1) Current copy of caregiver Certification, if applicable</td></tr> <tr><td>X</td><td>(1) Copy of current Nursing License, if applicable</td></tr> <tr><td>X</td><td>(1) Copy of current First Aid certification</td></tr> <tr><td>X</td><td>(1) Copy of current CPR certification</td></tr> <tr><td>X</td><td>(1) Copy of current ServSafe certification, if applicable</td></tr> <tr><td>X</td><td>(1) Issuance of Property - Acknowledgement of Receipt</td></tr> <tr><td>X</td><td>(1) Signed Receipt of Bickford Family Member Handbook</td></tr> </table>	X	(1) Personnel File Checklist	X	(1) Application for Employment	X	(1) Offer letter	--	(1) Reference Checks form	X	(1) Payroll Action Form(s)	X	(1) W-4 Form - Federal	X	(1) W-4 Form - State	X	(1) Direct Deposit Election (available but not required in IL)	X	(1) Motor Vehicle Record Release form complete or noted 'not applicable'	X	(1) Background Check consent form	X	(1) Background Check results	X	(1) Pre Adverse Action Notice form (form is blank if no action taken)	X	(1) Disclosure to Employment Applicant Regarding the Procurement of a Consumer Report	X	(1) Central Registry Check Request (NE Only)	X	(1) Central Registry Check results (NE Only)	X	(1) Nurse Aide Registry results for certified positions	X	(1) Nurse Registry results for licensed positions	X	(1) Current copy of caregiver Certification, if applicable	X	(1) Copy of current Nursing License, if applicable	X	(1) Copy of current First Aid certification	X	(1) Copy of current CPR certification	X	(1) Copy of current ServSafe certification, if applicable	X	(1) Issuance of Property - Acknowledgement of Receipt	X	(1) Signed Receipt of Bickford Family Member Handbook
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X	(1) Signed Receipt of Dispute Resolution Procedure
X	(1) Safety and Hazardous Communication Training - Acknowledgement of Participation
X	(1) State-specific Resident Bill of Rights - BFM Acknowledgement form
X	(1) If caregiver, Nurse Instruction Training - Acknowledgement of Participation (GA and NE Only)
X	(1) Confidentiality Form
X	(1) Worker's Compensation Procedure - Choice of Doctor
X	(1) Emergency Notification
X	(1) Worker's Compensation - Form 50 (NE Only)
X	(1) Initial Orientation Checklist complete
X	(1) Job Description signed
--	(1) Current In-service training documentation
X	(1) Current dementia training documentation
X	(1) Current Dependent Adult Abuse training documentation
--	(1) Photo and Audio/Video Release - BFM
X	(1) Food Safety and Sanitation

Health Folder 6 / 6

Health folder	Verify:	
	X	(1) Personnel file contains a Health folder
	<i>Verify the Health folder contains the following appropriately completed documents:</i>	
	X	(1) Initial Mantoux Test or Chest X-ray results
		Date <input type="text"/>
	X	(1) All subsequent Mantoux Tests or Annual TB Screening Questionnaires complete
		Most Current Date <input type="text"/>
X	(1) Hepatitis B Vaccination form	
X	(1) At a minimum, initial drug screen results and all subsequent random tests. If any drug screen results are positive, contact Family Development	
X	(1) Pre-employment skills & agility / POET results	

Workers Compensation folder 0 / 0

Workers Compensation folder	Verify the Workers Compensation folder (if applicable) contains:
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I-9 Binder		2 / 2
I-9 Binder	Obtain a blank I-9 Form from the Core website and verify the I-9 Binder contains:	
	X	(1) Appropriately completed I-9 form
	X	(1) Supporting documentation matches List of Acceptable Documents from the blank I-9 Form

Branch:	<u>Grand Island</u>	Date Completed:	<u>04/16/2015</u>
Core Check Type:	<u>Annual - Condensed</u>	Score:	<u>40 / 47 (85 %)</u>
Category/Observ:	<u>BFM Personnel File</u>	Completed By:	<u>• Lisa Colbert</u>

BFM Personnel File

BFM Name	Sarah Quezada
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Administrative Paperwork		32 / 39
Administrative paperwork	Verify the personnel file contains the following appropriately completed administrative documents:	
	X	(1) Personnel File Checklist
	X	(1) Application for Employment
	X	(1) Offer letter
	--	(1) Reference Checks form
	X	(1) Payroll Action Form(s)
	X	(1) W-4 Form - Federal
	X	(1) W-4 Form - State
	X	(1) Direct Deposit Election (available but not required in IL)
	--	(1) Motor Vehicle Record Release form complete or noted 'not applicable'
	X	(1) Background Check consent form
	X	(1) Background Check results
	--	(1) Pre Adverse Action Notice form (form is blank if no action taken)
	X	(1) Disclosure to Employment Applicant Regarding the Procurement of a Consumer Report
	X	(1) Central Registry Check Request (NE Only)
	X	(1) Central Registry Check results (NE Only)
	X	(1) Nurse Aide Registry results for certified positions
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	X	(1) Current copy of caregiver Certification, if applicable
	X	(1) Copy of current Nursing License, if applicable
	--	(1) Copy of current First Aid certification
	--	(1) Copy of current CPR certification
	X	(1) Copy of current ServSafe certification, if applicable
	X	(1) Issuance of Property - Acknowledgement of Receipt
	X	(1) Signed Receipt of Bickford Family Member Handbook

X	(1) Signed Receipt of Dispute Resolution Procedure
X	(1) Safety and Hazardous Communication Training - Acknowledgement of Participation
X	(1) State-specific Resident Bill of Rights - BFM Acknowledgement form
X	(1) If caregiver, Nurse Instruction Training - Acknowledgement of Participation (GA and NE Only)
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X	(1) Worker's Compensation Procedure - Choice of Doctor
X	(1) Emergency Notification
X	(1) Worker's Compensation - Form 50 (NE Only)
X	(1) Initial Orientation Checklist complete
X	(1) Job Description signed
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--	(1) Current dementia training documentation
X	(1) Current Dependent Adult Abuse training documentation
X	(1) Photo and Audio/Video Release - BFM
X	(1) Food Safety and Sanitation

Health Folder 6 / 6

Health folder	Verify:	
	X	(1) Personnel file contains a Health folder
	<i>Verify the Health folder contains the following appropriately completed documents:</i>	
	X	(1) Initial Mantoux Test or Chest X-ray results
		Date <input type="text"/>
	X	(1) All subsequent Mantoux Tests or Annual TB Screening Questionnaires complete
		Most Current Date <input type="text"/>
X	(1) Hepatitis B Vaccination form	
X	(1) At a minimum, initial drug screen results and all subsequent random tests. If any drug screen results are positive, contact Family Development	
X	(1) Pre-employment skills & agility / POET results	

Workers Compensation folder 0 / 0

Workers Compensation folder	Verify the Workers Compensation folder (if applicable) contains:
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I-9 Binder		2 / 2
I-9 Binder	Obtain a blank I-9 Form from the Core website and verify the I-9 Binder contains:	
	X	(1) Appropriately completed I-9 form
	X	(1) Supporting documentation matches List of Acceptable Documents from the blank I-9 Form



Branch:	<u>Grand Island</u>	Date Completed:	<u>04/16/2015</u>
Core Check Type:	<u>Annual - Condensed</u>	Score:	<u>46 / 47 (97 %)</u>
Category/Observ:	<u>BFM Personnel File</u>	Completed By:	<u>• Lisa Colbert</u>

BFM Personnel File

BFM Name	Rochelle Scheer
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Administrative Paperwork	38 / 39
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Administrative paperwork	<p>Verify the personnel file contains the following appropriately completed administrative documents:</p> <table border="1"> <tr><td>X</td><td>(1) Personnel File Checklist</td></tr> <tr><td>X</td><td>(1) Application for Employment</td></tr> <tr><td>X</td><td>(1) Offer letter</td></tr> <tr><td>--</td><td>(1) Reference Checks form</td></tr> <tr><td>X</td><td>(1) Payroll Action Form(s)</td></tr> <tr><td>X</td><td>(1) W-4 Form - Federal</td></tr> <tr><td>X</td><td>(1) W-4 Form - State</td></tr> <tr><td>X</td><td>(1) Direct Deposit Election (available but not required in IL)</td></tr> <tr><td>X</td><td>(1) Motor Vehicle Record Release form complete or noted 'not applicable'</td></tr> <tr><td>X</td><td>(1) Background Check consent form</td></tr> <tr><td>X</td><td>(1) Background Check results</td></tr> <tr><td>X</td><td>(1) Pre Adverse Action Notice form (form is blank if no action taken)</td></tr> <tr><td>X</td><td>(1) Disclosure to Employment Applicant Regarding the Procurement of a Consumer Report</td></tr> <tr><td>X</td><td>(1) Central Registry Check Request (NE Only)</td></tr> <tr><td>X</td><td>(1) Central Registry Check results (NE Only)</td></tr> <tr><td>X</td><td>(1) Nurse Aide Registry results for certified positions</td></tr> <tr><td>X</td><td>(1) Nurse Registry results for licensed positions</td></tr> <tr><td>X</td><td>(1) Current copy of caregiver Certification, if applicable</td></tr> <tr><td>X</td><td>(1) Copy of current Nursing License, if applicable</td></tr> <tr><td>X</td><td>(1) Copy of current First Aid certification</td></tr> <tr><td>X</td><td>(1) Copy of current CPR certification</td></tr> <tr><td>X</td><td>(1) Copy of current ServSafe certification, if applicable</td></tr> <tr><td>X</td><td>(1) Issuance of Property - Acknowledgement of Receipt</td></tr> <tr><td>X</td><td>(1) Signed Receipt of Bickford Family Member Handbook</td></tr> </table>	X	(1) Personnel File Checklist	X	(1) Application for Employment	X	(1) Offer letter	--	(1) Reference Checks form	X	(1) Payroll Action Form(s)	X	(1) W-4 Form - Federal	X	(1) W-4 Form - State	X	(1) Direct Deposit Election (available but not required in IL)	X	(1) Motor Vehicle Record Release form complete or noted 'not applicable'	X	(1) Background Check consent form	X	(1) Background Check results	X	(1) Pre Adverse Action Notice form (form is blank if no action taken)	X	(1) Disclosure to Employment Applicant Regarding the Procurement of a Consumer Report	X	(1) Central Registry Check Request (NE Only)	X	(1) Central Registry Check results (NE Only)	X	(1) Nurse Aide Registry results for certified positions	X	(1) Nurse Registry results for licensed positions	X	(1) Current copy of caregiver Certification, if applicable	X	(1) Copy of current Nursing License, if applicable	X	(1) Copy of current First Aid certification	X	(1) Copy of current CPR certification	X	(1) Copy of current ServSafe certification, if applicable	X	(1) Issuance of Property - Acknowledgement of Receipt	X	(1) Signed Receipt of Bickford Family Member Handbook
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X	(1) Confidentiality Form
X	(1) Worker's Compensation Procedure - Choice of Doctor
X	(1) Emergency Notification
X	(1) Worker's Compensation - Form 50 (NE Only)
X	(1) Initial Orientation Checklist complete
X	(1) Job Description signed
X	(1) Current In-service training documentation
X	(1) Current dementia training documentation
X	(1) Current Dependent Adult Abuse training documentation
X	(1) Photo and Audio/Video Release - BFM
X	(1) Food Safety and Sanitation

Health Folder 6 / 6

Health folder	Verify:
X	(1) Personnel file contains a Health folder
<i>Verify the Health folder contains the following appropriately completed documents:</i>	
X	(1) Initial Mantoux Test or Chest X-ray results Date <input type="text"/>
X	(1) All subsequent Mantoux Tests or Annual TB Screening Questionnaires complete Most Current Date <input type="text"/>
X	(1) Hepatitis B Vaccination form
X	(1) At a minimum, initial drug screen results and all subsequent random tests. If any drug screen results are positive, contact Family Development
X	(1) Pre-employment skills & agility / POET results

Workers Compensation folder 0 / 0

Workers Compensation folder	Verify the Workers Compensation folder (if applicable) contains:
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I-9 Binder		2 / 2
I-9 Binder	Obtain a blank I-9 Form from the Core website and verify the I-9 Binder contains:	
	X	(1) Appropriately completed I-9 form
	X	(1) Supporting documentation matches List of Acceptable Documents from the blank I-9 Form



Branch:	<u>Grand Island</u>	Date Completed:	<u>04/16/2015</u>
Core Check Type:	<u>Annual - Condensed</u>	Score:	<u>36 / 42 (85 %)</u>
Category/Observ:	<u>Housekeeping & Laundry</u>	Completed By:	<u>• Lisa Colbert</u>

Housekeeping & Laundry

Apartment Cleanliness		33 / 39
<p>The residents' apartments are to be cleaned and maintained to such a standard that our homelike environment reflects the quality of care we provide our residents.</p>	<p>Conduct a walkthrough of 3 existing resident's apartments to verify cleanliness in each area of the apartment</p>	
	<p><i>Apartment 1:</i></p>	
	X	(1) Flooring
	X	(1) Walls
	X	(1) Ceiling
	--	(1) Windows and window treatments
	X	(1) Lighting
	X	(1) Woodwork
	X	(1) Doors and hardware
	X	(1) Plumbing fixtures
	X	(1) Refrigerator
	X	(1) Microwave
	X	(1) Furniture and accessories
	X	(1) PTAC filter
	X	(1) Laundry and trash contain no incontinent items
	<p><i>Apartment 2:</i></p>	
	X	(1) Flooring
	X	(1) Walls
	X	(1) Ceiling
	X	(1) Windows and window treatments
	X	(1) Lighting
	X	(1) Woodwork
	X	(1) Doors and hardware
	X	(1) Plumbing fixtures
	X	(1) Refrigerator
	X	(1) Microwave
	X	(1) Furniture and accessories
X	(1) PTAC filter	
X	(1) Laundry and trash contain no incontinent items	



<i>Apartment 3:</i>	
--	(1) Flooring
--	(1) Walls
X	(1) Ceiling
--	(1) Windows and window treatments
--	(1) Lighting
X	(1) Woodwork
X	(1) Doors and hardware
X	(1) Plumbing fixtures
--	(1) Refrigerator
X	(1) Microwave
X	(1) Furniture and accessories
X	(1) PTAC filter
X	(1) Laundry and trash contain no incontinent items

Fragrance Devices		1 / 1
Fragrance devices (i.e. Scentsy, plug-ins) if utilized are to be in the front vestibule, whirlpool/spa room and public restrooms only.	Conduct an interior walkthrough to verify:	
	X	(1) Fragrance devices, if utilized, are limited to vestibule, whirlpool/spa and public restrooms

Janitorial Closets, Storage Rooms and Supply Closets		2 / 2
All Janitorial Closets, Storage Rooms and Supply Closets are to be locked, clean and organized.	Inspect all Janitorial Closets and Storage Rooms to verify:	
	X	(1) All doors are locked
	X	(1) Rooms are clean and organized

Branch:	<u>Grand Island</u>	Date Completed:	<u>04/16/2015</u>
Core Check Type:	<u>Annual - Condensed</u>	Score:	<u>15 / 16 (93 %)</u>
Category/Observ:	<u>Life Enrichment</u>	Completed By:	<u>• Lisa Colbert</u>

Life Enrichment

Branch HappyNings		8 / 9
Branch HappyNings newsletters are to be completed in Pearl's Boutique by the 15th for the upcoming month. Newsletters are to be hand-delivered to resident's apartment, placed in a stack in an accessible location in the Branch for visitors and in the Treasure Trunk. It's appropriate to utilize a seasonally decorated activity bulletin board to communicate Branch events. If a large (i.e. 2' x 3') monthly calendar is displayed on the bulletin board, it to be the calendar from the Branch HappyNings newsletter. The Daily HappyNings is to be created and printed by the Branch using the template provided by Branch Support; the current day is to be posted on the Bread Basket menu board.	Obtain current month's Branch HappyNings newsletter to verify:	
	X	(1) Current month Branch HappyNings newsletter is on template provided by Pearl's Boutique
	X	(1) Newsletter uses appropriate content, grammar and spelling
	X	(1) Director verifies newsletters are hand-delivered to resident's apartment monthly
	X	(1) Activity bulletin board, if utilized, has appropriate and timely communications
	X	(1) Calendar displayed on activity bulletin board, if utilized, is from the Branch HappyNings newsletter
	X	(1) Current Daily HappyNings is on template provided by Branch Support and displayed on Bread Basket menu board
	--	(1) Displayed Daily HappyNings are typed
	X	(1) Current Daily HappyNings match activities on current month Branch HappyNings newsletter
X	(1) Other devices (i.e. whiteboards, framed inserts) are not utilized to market daily activities and menus for the day/week	

Life Enrichment Activities 4 / 4

<p>The Branch is to execute a minimum of 4 Life Enrichment activities a day, appropriately scheduled throughout the day, 7 days a week. Activities should cover a variety of activity types (i.e. creative, intellectual & spiritual, physical and social), include community outings and outside groups. To ensure activities are resident driven, the LEC is to attend the monthly Resident Council meeting to solicit ideas for planning the upcoming month's activities. For those residents who routinely do not attend Branch activities, the LEC is to meet individually with the resident and utilize their My Lifesong document to find activities meaningful to them; working towards increased resident participation. Activities are to be selected and primarily conducted by the LEC. LEC is responsible (working with the Director) to coordinate the people who are to conduct activities in their absence. Activity supplies are to be available and individually organized for each activity conducted in the LEC's absence. Each member of the Directing Family Group is to conduct at least one activity per month.</p>	<p>Obtain current month's Branch HappYnings newsletter and previous 3 month's Council Meeting Minutes to verify:</p>	
	X	<p>(1) A minimum of 4 activities are scheduled each day</p>
	X	<p>(1) Activities cover a variety of activity types (i.e. creative, intellectual & spiritual, physical and social)</p>
	X	<p>(1) Activities include appropriate community outings and outside groups</p>
X	<p>(1) Director verifies activities are taking place in absence of LEC (i.e. days off, weekends)</p>	

Pearl's Passions 1 / 1

<p>Pearl's Passions are to be conducted with a specific theme where meals and activities for the day are coordinated with the theme (i.e. Western Day, Hawaiian Day, VBQ). The Kitchen Manager and LEC are to work together in planning and executing each Pearl's Passion. If the Branch determines that the Pearl's Passion could be utilized for marketing purposes, the CRD/AD/Director are to provide the necessary marketing support and strategies. Branch Support schedules each Pearl's Passion and provides overall support (i.e. menus, flyers, recipes). All scheduled activities for the day are to be themed for the Pearl's Passion and the Branch is to be appropriately decorated.</p>	<p>Obtain current month's Branch HappYnings newsletter to verify:</p>	
	X	<p>(1) The calendar on the Branch HappYnings newsletter displays themed activities for Pearl's Passions</p>

HappYnings Blog 2 / 2

<p>The Branch is to post on their online HappYnings blog a minimum of 1x/week. Authorized BFM's are to follow the Social Media policy.</p>	<p>Verify:</p>	
	X	<p>(1) A weekly post occurs on the online HappYnings blog for the past 2 months</p>
	X	<p>(1) Posts are relevant, grammatically correct and appropriate as outlined in the Social Media policy</p>



Branch:	<u>Grand Island</u>	Date Completed:	<u>04/16/2015</u>
Core Check Type:	<u>Annual - Condensed</u>	Score:	<u>123 / 161 (76 %)</u>
Category/Observ:	<u>Maintenance</u>	Completed By:	<u>• Lisa Colbert</u>

Maintenance

Preventative Maintenance Work Schedule		0 / 2
<p>The Preventive Maintenance Work Schedule is to be maintained by the Maintenance Person. They are to complete each inspection / maintenance as indicated on the schedule. The Maintenance Person is to work in cooperation with the Director to coordinate outside vendors to complete work as indicated on schedule. All contracts listed on schedule are to be signed by the Divisional. The Preventive Maintenance Work Schedule and all executed contracts are to be stored in the Maintenance Inspection Binder. The Generator Binder is to include one year's worth of Weekly Generator Inspection Checklists, Monthly Generator Full Load Test and Annual Generator Inspection and Load Test.</p>	Obtain the Preventive Maintenance Work Schedule to verify:	
	--	(1) Preventive Maintenance Work Schedule is current and maintained
	--	(1) Preventive Maintenance Work Schedule has all appropriate company names and phone numbers filled in

Exterior of Building		29 / 36
<p>The exterior of the building and grounds are to be maintained to a standard of excellence that reflects the quality of care we provide our residents.</p>	Conduct an exterior (including courtyards) walkthrough to verify each item is clean and maintained:	
	<i>Grounds:</i>	
	X	(1) Driveway
	X	(1) Curbs
	X	(1) Emergency curbs paint in good condition
	X	(1) Striping
	X	(1) Sidewalks
	X	(1) Handicap signage
	X	(1) Branch signage
	X	(1) Dumpster enclosure
	X	(1) A/C units and pads
	<i>Landscaping:</i>	
	--	(1) Grass is healthy, maintained and free of weeds
	--	(1) Edging of grass to mulch and concrete have clean lines
	--	(1) No edging materials are used (i.e. rubber/steel borders)
	X	(1) Landscaping beds are free of weeds
	X	(1) Landscaping does not block signage
X	(1) Trees/shrubs/flowers are healthy and trimmed appropriately	

--	(1) Appropriate landscaping bed coverage with mulch that appears to have been refreshed in the spring
<i>Exterior lighting (recommend a visual check at night):</i>	
X	(1) Parking lot pole lights
X	(1) Front sign
X	(1) Building
X	(1) Landscape
X	(1) Other
<i>A/C units:</i>	
X	(1) Pad level
--	(1) Free of debris around exterior
X	(1) Condensing coils on units are clean
X	(1) Lines penetrating into building are appropriately sealed
X	(1) Sound from units are at appropriate level
<i>PTAC units:</i>	
--	(1) Grill cover attached properly
X	(1) Unit penetration into building is appropriately sealed
X	(1) Sound from units are at appropriate level
<i>Building:</i>	
X	(1) Garage
X	(1) Cupola
X	(1) Windows and screens
X	(1) Gutters and downspouts
X	(1) Shutters
X	(1) Roof
--	(1) Exterior veneer (i.e. siding, stone, brick)

Interior Of Building		84 / 113
<p>The interior of the building and grounds are to be maintained to a standard of excellence that reflects the quality of care we provide our residents.</p>	Conduct an interior walkthrough to verify each item is clean and maintained.	
	<i>General:</i>	
	X	(1) Furnace filters (excluding rooftop) have been changed within the last quarter as indicated by date on filter
	X	(1) Emergency lights and exit signs are functioning (push button on side of 3 lights/signs)
	X	(1) Water temperatures in 3 resident apartments is approximately 105-120 degrees (check 1 resident apartment per hallway/floor)
	<i>Entry/Vestibule:</i>	
X	(1) Flooring	

--	(1) Walls
--	(1) Ceiling
X	(1) Lighting (soft white bulbs only)
X	(1) Woodwork
X	(1) Doors and hardware
--	(1) Window treatments
--	(1) Furniture
<i>Private Dining Room:</i>	
X	(1) Flooring
X	(1) Walls
--	(1) Ceiling
--	(1) Lighting (soft white bulbs only)
X	(1) Woodwork
X	(1) Doors and hardware
X	(1) Window treatments
X	(1) Furniture
<i>Living Room:</i>	
X	(1) Flooring
X	(1) Walls
X	(1) Ceiling
X	(1) Lighting (soft white bulbs only)
X	(1) Woodwork
X	(1) Doors and hardware
X	(1) Window treatments
X	(1) Furniture
<i>Sun Room / Bistro:</i>	
X	(1) Flooring
X	(1) Walls
--	(1) Ceiling
--	(1) Lighting (soft white bulbs only)
--	(1) Woodwork
--	(1) Doors and hardware
X	(1) Window treatments
X	(1) Furniture
<i>Activity Room:</i>	
X	(1) Flooring
--	(1) Walls

X	(1) Ceiling
X	(1) Lighting (soft white bulbs only)
--	(1) Woodwork
--	(1) Doors and hardware
X	(1) Window treatments
X	(1) Furniture
Laundry Room(s):	
X	(1) Flooring
X	(1) Walls
X	(1) Ceiling
X	(1) Lighting (soft white bulbs only)
X	(1) Woodwork
X	(1) Doors and hardware
--	(1) Window treatments
X	(1) Furniture
Whirlpool Spa(s):	
X	(1) Flooring
X	(1) Walls
--	(1) Ceiling
--	(1) Lighting (soft white bulbs only)
X	(1) Woodwork
X	(1) Doors and hardware
X	(1) Furniture
Salon:	
X	(1) Flooring
X	(1) Walls
X	(1) Ceiling
X	(1) Lighting (soft white bulbs only)
X	(1) Woodwork
X	(1) Doors and hardware
X	(1) Window treatments
X	(1) Furniture
Sitting Areas:	
X	(1) Flooring
X	(1) Walls
--	(1) Ceiling
X	(1) Lighting (soft white bulbs only)

X	(1) Woodwork
X	(1) Doors and hardware
X	(1) Window treatments
X	(1) Furniture
<i>Hallways:</i>	
X	(1) Flooring
--	(1) Walls
X	(1) Ceiling
--	(1) Lighting (soft white bulbs only)
X	(1) Woodwork
X	(1) Doors and hardware (including resident doors)
X	(1) Furniture
<i>Multi-purpose room(s):</i>	
X	(1) Flooring
X	(1) Walls
--	(1) Ceiling
--	(1) Lighting (soft white bulbs only)
X	(1) Woodwork
--	(1) Doors and hardware
X	(1) Window treatments
--	(1) Furniture
<i>Break Room:</i>	
X	(1) Flooring
X	(1) Walls
--	(1) Ceiling
--	(1) Lighting (soft white bulbs only)
X	(1) Woodwork
X	(1) Doors and hardware
X	(1) Window treatments
X	(1) Furniture
<i>Offices (including outer offices):</i>	
X	(1) Flooring
X	(1) Walls
X	(1) Ceiling
X	(1) Lighting (soft white bulbs only)
--	(1) Woodwork
--	(1) Doors and hardware

	X	(1) Window treatments
	--	(1) Furniture
<i>Other:</i>		
	X	(1) Flooring
	X	(1) Walls
	X	(1) Ceiling
	X	(1) Lighting (soft white bulbs only)
	X	(1) Woodwork
	X	(1) Doors and hardware
	X	(1) Window treatments
	--	(1) Furniture

Mechanical Rooms 7 / 7

<p>All Mechanical Rooms are to be locked, clean and organized with equipment functioning properly and appropriately labeled for emergency use.</p>	Inspect all Mechanical Rooms to verify:	
	X	(1) All doors are locked
	X	(1) The Mechanical Room does not have excessive storage
	X	(1) There is a 3 foot clearance in front of all electrical panels
	X	(1) Sound from equipment is appropriate
	X	(1) No standing water present and no condensation observed
	X	(1) Emergency water and sprinkler shutoffs are labeled
	X	(1) Temperature of room is appropriate

Maintenance Request Form 3 / 3

<p>The Maintenance Request form is to be located in the Maintenance Request Binder. Binder is to be in the Branch's administrative area available for use by all BFMs. Utilize this form for maintenance needs that don't require prompt attention. As work on form is completed, form is to be turned in to the Director for review; form does not need to be stored.</p>	Verify:	
	X	(1) The Maintenance Request Binder is located in the Branch's administrative area
	X	(1) Blank Maintenance Request forms are available in Maintenance Request Binder
	X	(1) Director verified Maintenance Person turns in completed Maintenance Request forms

Winter Preparations 0 / 0

<p>This check only applies if being completed during the winter season. Ice Melt (not salt) is to be located at the front porch (and other main entries) available for use. 3 or more Snow Cleats in different sizes are to be made available for use by BFMs during incimate weather. Sidewalks and drives are to be free of snow and ice build up ensuring safe passage for all Branch guests and BFMs. Gutter heaters are to be used on roof valleys/gutters in areas where there is significant ice and snow build-up.</p>	<p>Verify (if applicable):</p>
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Branch:	Grand Island	Date Completed:	04/16/2015
Core Check Type:	Annual - Condensed	Score:	55 / 81 (67 %)
Category/Observ:	Marketing	Completed By:	• Lisa Colbert

Marketing

Empty Apartments		12 / 14
<p>All empty apartments are to be move in ready within 3 days after move out. If a Branch has 5 or more empty apartments, then empty apartments are to have the floor plan names on the name plates (i.e. Pine, Birch) and door décor (i.e. wreath, seasonal decoration) to create a sense of fullness.</p>	<p>Obtain Empty Bed Report (Prep #15) and check each empty apartment (including any unoccupied Pearl's Place, other BFF themed apartments and Bickford Retreats) to verify each item is move in ready:</p>	
	X	(1) Carpet
	--	(1) Walls/trim
	X	(1) Ceiling
	X	(1) Bathroom floor
	X	(1) Doors
	--	(1) Windows/blinds
	X	(1) Cabinetry
	X	(1) Counters
	X	(1) Mirror/medicine cabinet
	X	(1) Closet
	X	(1) Lighting/electrical outlets
	X	(1) PTAC and thermostat
	X	(1) Plumbing (i.e. faucets, toilet, shower)
X	(1) Smells pleasant	

Model Apartment		0 / 0
<p>The model apartment in the Branch is to be themed as Pearl's Place or if more than one, the other apartments are to be themed to a BFF Club member (i.e. Flint's Fort). Pearl's Place is to be themed to such a point that our Friend could tell us Pearl's personality just based upon how her apartment is staged (an example of this is outlined in the Conversation Guide Family & Friends). If a Branch has 5 or more empty apartments, they are required to have a Pearl's Place. Because the purpose of a Pearl's Place apartment is to generate sales, it should be located in the best available apartment.</p>	<p>Verify the Pearl's Place apartment (or other BFF themed apartments) includes:</p>	

Retreat Stays		0 / 0
If an apartment is utilized for Retreat Stays, it is to be themed The Bickford Retreat. If a Branch has 5 or more empty apartments, they are required to have The Bickford Retreat. Because Retreat Stays are temporary in nature, a Branch is to utilize existing apartment furniture when available to minimize Retreat Stay investment while maintaining the best home-like feel possible.	Verify The Bickford Retreat apartment (if applicable) includes:	

Show Ready Status		8 / 12
The Branch is to be at Show-Ready Status during hours which the doors are unlocked (7am to 9pm). Throughout the day all BFMs are responsible for tidying up as they go about their day. At a minimum, the Branch is to be restaged daily by the night shift and before a scheduled tour.	Complete a walkthrough of the Branch's grounds and Family Areas to verify:	
	X	(1) Exterior grounds (i.e. courtyards, decks, parking lots, landscaping) are free of trash/weeds
	--	(1) Front porch, patios, courtyard(s), deck(s) and furniture are clean and arranged appropriately
	X	(1) Family Areas are clean, odor free and staged appropriately
	X	(1) Blinds and curtains are open/straightened
	--	(1) Lamps and overhead lights are on and properly functioning
	X	(1) TV is turned off unless someone is watching
	X	(1) Doors to service areas are closed
	X	(1) Public restroom is clean and odor free
	X	(1) All doors are unlocked excluding " Med Room, Soiled Laundry and Storage/Mechanical Rooms
	<i>Pearl's Place (and any other model apartments) is ready to show (if applicable):</i>	
	<i>Whirlpool Spa:</i>	
	--	(1) Spa music is playing
	X	(1) Fragrance device is on and fragrant
--	(1) Main overhead light off, multiple incandescent lamps and flameless candles are on	

Extension of Home		6 / 12
<p>The Branch is to utilize home-like touches and seasonal decor to assist in creating the feeling that Bickford is an extension of our Residents' home.</p>	Verify the following items are staged appropriately at the Branch:	
	<i>Front Porch:</i>	
	--	(1) Seasonal door décor
	X	(1) Thin exterior door mat
	--	(1) Generous amounts of seasonal flowers and/or greenery in pots/baskets
	--	(1) Furniture appropriate to the space that has cushions and pillows and is cleaned and maintained
	<i>Courtyards/patios/decks:</i>	
	--	(1) Generous amounts of seasonal flowers and/or greenery in pots/baskets
	--	(1) Furniture appropriate to the space that has cushions and pillows
	--	(1) Seasonal outdoor accessories (i.e. raised gardens, bird feeders, nativity sets)
	<i>Interior:</i>	
	X	(1) Seasonal arrangements in main Family Area and Foyer/Vestibule
	<i>Whirlpool Spa:</i>	
	X	(1) Plush towels and rug for whirlpool entry/exit
	X	(1) Appropriate amount of spa décor (i.e. accessories, valance, artwork, screen)
	X	(1) Scented lotions, soaps and bath accessories
<i>Laundry Room:</i>		
X	(1) Appropriate amount of laundry décor (i.e. washboards on wall, artwork, clothes line and pins)	

Treasure Trunk		16 / 27
<p>The Treasure Trunk is to store everything needed to Give and Share Our Treasures through a personalized brochure and is to be replenished at the start of each day. It should be accessible and ready for use by all BFM's to utilize for tours when members of the Directing Family Group are unavailable.</p>	Obtain The Treasure Trunk and verify:	
	X	(1) The Treasure Trunk is accessible and ready for use by all BFM's
	<i>The Treasure Trunk contains:</i>	
	X	(1) 5 Bickford Brochures with Director or CRD business card inserted
	--	(1) A minimum supply of Core Needs flyers covering basic and care needs
	--	(1) Tax Deductability letter printed on Branch insert paper
	X	(1) Current month Branch HappYnings newsletter
	--	(1) Moments of Happiness brochures
	X	(1) Pricing sheets printed front and back on Branch insert paper
	X	(1) Starting at pricing sheets printed on Branch insert paper
	X	(1) Companion Care sheets printed on Branch insert paper
	X	(1) Bread Basket daily & weekly menu samples
	--	(1) Mary B's and/or Moments of Happiness Cuetivity Calendar samples
	X	(1) Community Connections flyers
	X	(1) Floor plans printed on Branch insert paper
	--	(1) Money Tree flyers
	--	(1) Testimonials/family reference lists printed on Branch insert paper
	X	(1) Lead Conversation Cards
	X	(1) Reservation Deposit forms
	X	(1) Resident Service Assessment forms
	X	(1) Physician's Admission Orders forms
	X	(1) Authorization for Release of Medical Information forms
	X	(1) Move In Packets
--	(1) The Seed books	
--	(1) The Seed DVDs	
--	(1) Pens	
--	(1) Third party VA Aid and Attendance information	
--	(1) Other third party information/resources routinely utilized (i.e. VA Aid and Attendance, movers, home health)	
X	(1) All other items included in the Treasure Trunk, other than those listed above, are professionally printed on appropriate Pearls Boutique flyers	

Calling Card & Sticky Leads		2 / 2
BFMs are to carry their Calling Card and a Sticky Leads pad is to be next to each landline phone.	Verify:	
	X	(1) BFMs on shift are carrying Calling Cards
	X	(1) Sticky Leads pads are next to each landline phone

Bickford Branded Items		9 / 12
Bickford branded items are to be displayed in key locations throughout the Branch to help communicate the uniqueness of the Bickford story.	Verify:	
	X	(1) The Judie Eby and Mary Bickford picture is displayed in a prominent location in the Branch
	--	(1) Clair de Lune on repeat in the Vestibule (or outside the front door for Branches with a vestibule without double-doors)
	X	(1) The iron Bickford Tree is displayed in a prominent location in the Branch
	X	(1) The Seed is displayed in the front Foyer/Vestibule and at least one other prominent location in the Branch
	X	(1) Business cards of the Directing Family Group are displayed in the front Foyer/Vestibule and one other prominent location in the Branch
	--	(1) Multiple copies of the Home, Health and Happiness pamphlets are displayed in the front Foyer/Vestibule
	--	(1) Pearl's Boutique flyers are displayed in frames marketing relevant information and are displayed in the front Foyer/Vestibule and at least one other prominent location in the Branch
	X	(1) A Branch HappYnings newsletter is displayed in a decorative frame/corkboard in each elevator (if applicable)
	X	(1) Pearl's Boutique flyers (displayed and in Treasure Trunk) are printed professionally and are not printed with a Branch printer
	X	(1) Multiple copies of the Branch HappYnings newsletter are displayed in the front vestibule and one other prominent location in the Branch
X	(1) There is appropriate signage at the secured entrance indicating to push the button for entry	
X	(1) Resident nameplate stickers match the font type in Pearl's Boutique	

Weekly Marketing Meeting		1 / 1
Members of the Directing Family Group are to attend a Weekly Marketing Meeting led by a Director or CRD	Obtain the previous week's Weekly Marketing Meeting Agenda to verify:	
	X	(1) Appropriate notes are on the agenda indicating that they conducted the meeting

Direct Line 24/7		1 / 1
The Direct Line 24/7 that is on various marketing collateral is an active number that is being answered by the Director/CRD	Obtain the Community Connections pamphlet and call the listed 24/7 number to verify:	
	X	(1) Number is a Director/CRDs phone number





Branch:	<u>Grand Island</u>	Date Completed:	<u>04/16/2015</u>
Core Check Type:	<u>Annual - Condensed</u>	Score:	<u>6 / 6 (100 %)</u>
Category/Observ:	<u>Hello Happiness</u>	Completed By:	<u>• Lisa Colbert</u>

Date of Call:	
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Hello Happiness

Initial Greeting		6 / 6
Initial Greeting	Verify:	
	X	(1) The call was answered within 3 rings
	X	(1) The call was answered by a member of the Directing Family Group
	<i>During the initial greeting, verify the BFM:</i>	
	X	(1) Came across as friendly
	X	(1) Indicated this is Bickford
	X	(1) Indicated their name; if so, please provide below
	X	(1) Asked how they could help the caller

Sticky Leads / Calling Card		0 / 0
BFM Utilization of Sticky Leads/Calling Card. Answer these questions only if a BFM answered the phone and a member of the Directing Family Group was NOT available. If not, select N/A.	Verify the BFM asked:	

Call Transfer		0 / 0
Call Transfer. Answer these questions only if a BFM answered the phone and a member of the Directing Family Group WAS available. If not, select N/A.	Verify:	

Setting the Tour		0 / 0
Setting the Tour. Answer these questions only if the caller spoke with a member of the Directing Family Group. If not, select N/A.	On the call verify the BFM:	

Branch:	<u>Grand Island</u>	Date Completed:	<u>04/16/2015</u>
Core Check Type:	<u>Annual - Condensed</u>	Score:	<u>10 / 11 (90 %)</u>
Category/Observ:	<u>Hello Happiness</u>	Completed By:	<u>• Lisa Colbert</u>

Date of Call:	
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Hello Happiness

Initial Greeting	5 / 6
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Initial Greeting	Verify:	
	X	(1) The call was answered within 3 rings
	--	(1) The call was answered by a member of the Directing Family Group
	<i>During the initial greeting, verify the BFM:</i>	
	X	(1) Came across as friendly
	X	(1) Indicated this is Bickford
	X	(1) Indicated their name; if so, please provide below
	X	(1) Asked how they could help the caller

Sticky Leads / Calling Card	1 / 1
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BFM Utilization of Sticky Leads/Calling Card. Answer these questions only if a BFM answered the phone and a member of the Directing Family Group was NOT available. If not, select N/A.	Verify the BFM asked:	
	X	(1) For the caller's name

Call Transfer	4 / 4
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Call Transfer. Answer these questions only if a BFM answered the phone and a member of the Directing Family Group WAS available. If not, select N/A.	Verify:	
	X	(1) The BFM invited the caller to speak to a member of the Directing Family Group
	X	(1) The BFM asked permission to put the caller on hold and then placed them on hold anytime the BFM was looking for someone or transferring the call
	X	(1) Clair de Lune music played while caller was on hold
X	(1) The caller was on hold for less than 30 seconds. Indicate below how long they were on hold	

Setting the Tour	0 / 0
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Setting the Tour. Answer these questions only if the caller spoke with a member of the Directing Family Group. If not, select N/A.	On the call verify the BFM:
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Branch:	Grand Island	Date Completed:	04/16/2015
Core Check Type:	Annual - Condensed	Score:	6 / 6 (100 %)
Category/Observ:	Hello Happiness	Completed By:	• Lisa Colbert

Date of Call:	
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Hello Happiness

Initial Greeting		6 / 6
Initial Greeting	Verify:	
	X	(1) The call was answered within 3 rings
	X	(1) The call was answered by a member of the Directing Family Group
	<i>During the initial greeting, verify the BFM:</i>	
	X	(1) Came across as friendly
	X	(1) Indicated this is Bickford
	X	(1) Indicated their name; if so, please provide below
	X	(1) Asked how they could help the caller

Sticky Leads / Calling Card		0 / 0
BFM Utilization of Sticky Leads/Calling Card. Answer these questions only if a BFM answered the phone and a member of the Directing Family Group was NOT available. If not, select N/A.	Verify the BFM asked:	

Call Transfer		0 / 0
Call Transfer. Answer these questions only if a BFM answered the phone and a member of the Directing Family Group WAS available. If not, select N/A.	Verify:	

Setting the Tour		0 / 0
Setting the Tour. Answer these questions only if the caller spoke with a member of the Directing Family Group. If not, select N/A.	On the call verify the BFM:	

Branch:	Grand Island	Date Completed:	04/16/2015
Core Check Type:	Annual - Condensed	Score:	19 / 29 (65 %)
Category/Observ:	Safety & Security	Completed By:	• Lisa Colbert

Safety & Security

Chemicals		0 / 1
Chemicals are to be in locked storage at all times. All chemicals are to have a SDS sheet in the SDS Book. BFM's are to sign SDS Signature Sheet during their initial orientation.	Conduct an interior walkthrough to verify:	
	--	(1) All chemicals are in locked storage. Including any item that says "Keep out of reach of children" (i.e. nail polish remover, dish soap)

Chemical PPE		2 / 4
There is to be a chemical PPE station located in the housekeeping closet and near the dish machine. The station is to include an impervious apron and gloves and splash-resistant goggles. It is to be used with all chemicals whose SDS requires this type of PPE.	Inspect each chemical PPE station to verify:	
	--	(1) Housekeeping chemical PPE station contains an impervious apron and gloves and splash-resistant goggles
	X	(1) Dish machine chemical PPE station contains an impervious apron and gloves and splash-resistant goggles
	--	(1) Verify with Housekeeper the proper use of the PPE
	X	(1) Verify with appropriate Kitchen BFM's the proper use of the PPE

Resident Restraints		5 / 5
Resident restraints are not to be used in the Branch. This includes all Geri chairs, Broda chairs and Merry walkers. Half/quarter bed rails may be used (excluding MI) only if ordered by physician to increase resident's independence with bed mobility. If bed rails are utilized, they are to be installed through a DME company. Recliners are not to be reclined unless the resident is able to return to a sitting position on their own.	Conduct an interior walkthrough and utilize the RNC to verify:	
	X	(1) No Geri chairs, Broda chairs or Merry walkers are used
	X	(1) Any half/quarter bed rails have an appropriate physician's order
	X	(1) Any half/quarter bed rails have been installed through a DME company as verified by RNC
	X	(1) All residents with dementia who have bed rails, usage is appropriate as verified by RNC
	X	(1) All residents observed in a reclined position are able to return to the sitting position on their own as verified by the RNC

Fire Drills		1 / 3
Fire Drills are to be conducted monthly on rotating shifts with documentation on the Fire Drill Report form. Once a quarter, the fire drill is to be a full evacuation drill with documentation additionally on the Evacuation Drill Report form. Tornado drills are to be conducted each February for every shift with documentation on the Tornado Drill Report form. Documentation for all reports is to be kept for 5 years.	Obtain the drill report file(s) to verify:	
	--	(1) Fire drills have been completed monthly on rotating shifts for the last year
	X	(1) Evacuation drills have been completed quarterly on rotating shifts for the last year
	--	(1) Tornado drills for were completed on all shifts last February

Resident Sign In/Out Book		2 / 2
A Resident Sign In/Out book is to be accessible to all residents and their families. They are to be encouraged to use the book when leaving/returning to the Branch.	Obtain Resident Sign In/Out book to verify:	
	X	(1) Book is located in an accessible location
	X	(1) Book is utilized

Resident Monitoring System		9 / 14
All caregivers are to have a fully charged and operational pager with them during their shift. Courtyard and stairwell door times are to be set appropriately within the Resident Monitoring System (alerts between 9pm and 7am, may be adjusted due to weather). All pages are to be answered within 5 minutes. Exit Door Inspection Checklist is to be completed weekly and retained in a file for 2 years. There are to be no equipment alert (i.e. low battery, missing watch) indicators on Resident Monitoring System computer. Resident Monitoring System Testing Procedure Checklist is to be completed monthly and retained in a file for 1 year. Perform a Missing Resident / Unwitnessed Door Alarm Drill monthly on a rotating shift to ensure each shift participates quarterly. Document on the Missing Resident Drill form and retain in file for 1 year. When new resident monitoring system equipment is assigned or old equipment is no longer in use, the Branch is to add/remove the device on the Resident Monitoring System Equipment/Device Log. Each resident with a GDS of 4 or greater is to wear a resident monitoring watch as long as they are able to be mobile.	Obtain the Exit Door Inspection Checklist file, Resident Monitoring reports (Prep #16), Emergency Handbook, Resident Monitoring System Testing Procedure Checklist file, Missing Resident Drill file and current Resident Management Tool. Review files and resident monitoring system computer to verify:	
	X	(1) There are an adequate number of pagers to ensure a fully charged and operational pager is available for all shifts
	X	(1) All caregivers are carrying an operational pager
	X	(1) Courtyard and stairwell doors times are minimally set to alert from 9pm to 7am within the resident monitoring system
	X	(1) Less than 5% of response times for pull cords are greater than 5 minutes as indicated on the Response Time Report
	--	(1) Less than 5% of response times for pendants are greater than 5 minutes as indicated on the Response Time Report
	X	(1) Less than 5% of response times for FDUs are greater than 5 minutes as indicated on the Response Time Report
	X	(1) Less than 5% of response times for watches/bands are greater than 5 minutes as indicated on the Response Time Report
	--	(1) Exit Door Inspection Checklist is completed weekly and retained in file for 2 years
	--	(1) There are no equipment alert (i.e. low battery, missing watch) indicators on resident monitoring system computer
	--	(1) Resident Monitoring System Testing Procedure Checklist is completed monthly and retained in file for 1 year
	X	(1) Complete Resident Monitoring System Testing Procedure Checklist with Maintenance. Checklist is completed appropriately
	X	(1) Missing Resident / Unwitnessed Door Alarm Drill is completed quarterly on a rotating shift and documentation is retained in file for 1 year
--	(1) If Branch utilizes HomeFree, the Resident Inventory and Equipment Inventory (Pull Cord, Door WMU, Universal Transmitter) current reports (within 30 days) are kept within the Miscellaneous section of the Emergency Handbook	
X	(1) Each resident with a GDS of 4 or greater who is able to be mobile, has a watch that is activated as indicated on the resident monitoring system computer	



Branch:	<u>Grand Island</u>	Date Completed:	<u>04/06/2015</u>
Core Check Type:	<u>Annual - Condensed</u>	Score:	<u>14 / 16 (87 %)</u>
Category/Observ:	<u>Dementia Programming - AL</u>	Completed By:	<u>• Kari Bartholomew</u>

To see details of this Core Check, you need to save progress or complete the Core Check.



Branch:	<u>Grand Island</u>	Date Completed:	<u>04/06/2015</u>
Core Check Type:	<u>Annual - Condensed</u>	Score:	<u>7 / 7 (100 %)</u>
Category/Observ:	<u>Individualized Care Delivery</u>	Completed By:	<u>• Kari Bartholomew</u>

To see details of this Core Check, you need to save progress or complete the Core Check.



Branch:	<u>Grand Island</u>	Date Completed:	<u>04/06/2015</u>
Core Check Type:	<u>Annual - Condensed</u>	Score:	<u>34 / 35 (97 %)</u>
Category/Observ:	<u>Medication Management</u>	Completed By:	<u>• Kari Bartholomew</u>

To see details of this Core Check, you need to save progress or complete the Core Check.



Branch:	<u>Grand Island</u>	Date Completed:	<u>04/06/2015</u>
Core Check Type:	<u>Annual - Condensed</u>	Score:	<u>3 / 3 (100 %)</u>
Category/Observ:	<u>Resident Documentation</u>	Completed By:	<u>• Kari Bartholomew</u>

To see details of this Core Check, you need to save progress or complete the Core Check.



Branch:	<u>Grand Island</u>	Date Completed:	<u>04/06/2015</u>
Core Check Type:	<u>Annual - Condensed</u>	Score:	<u>138 / 146 (94 %)</u>
Category/Observ:	<u>Resident Chart</u>	Completed By:	<u>• Kari Bartholomew</u>

To see details of this Core Check, you need to save progress or complete the Core Check.



Branch:	<u>Grand Island</u>	Date Completed:	<u>04/06/2015</u>
Core Check Type:	<u>Annual - Condensed</u>	Score:	<u>139 / 146 (95 %)</u>
Category/Observ:	<u>Resident Chart</u>	Completed By:	<u>• Kari Bartholomew</u>

To see details of this Core Check, you need to save progress or complete the Core Check.



Branch:	<u>Grand Island</u>	Date Completed:	<u>04/06/2015</u>
Core Check Type:	<u>Annual - Condensed</u>	Score:	<u>141 / 145 (97 %)</u>
Category/Observ:	<u>Resident Chart</u>	Completed By:	<u>• Kari Bartholomew</u>

To see details of this Core Check, you need to save progress or complete the Core Check.



Branch:	<u>Grand Island</u>	Date Completed:	<u>04/06/2015</u>
Core Check Type:	<u>Annual - Condensed</u>	Score:	<u>138 / 146 (94 %)</u>
Category/Observ:	<u>Resident Chart</u>	Completed By:	<u>• Kari Bartholomew</u>

To see details of this Core Check, you need to save progress or complete the Core Check.



Branch:	<u>Grand Island</u>	Date Completed:	<u>04/07/2015</u>
Core Check Type:	<u>Annual - Condensed</u>	Score:	<u>131 / 146 (89 %)</u>
Category/Observ:	<u>Resident Chart</u>	Completed By:	<u>• Kari Bartholomew</u>

To see details of this Core Check, you need to save progress or complete the Core Check.



Branch:	<u>Grand Island</u>	Date Completed:	<u>04/07/2015</u>
Core Check Type:	<u>Annual - Condensed</u>	Score:	<u>138 / 146 (94 %)</u>
Category/Observ:	<u>Resident Chart</u>	Completed By:	<u>• Kari Bartholomew</u>

To see details of this Core Check, you need to save progress or complete the Core Check.