

# LONG TERM CARE UNIT

PROGRAM NAME \_\_\_\_\_ ID# \_\_\_\_\_

1. Did the supervisor visit the worker in the home of the client twice within the last 12 months?
2. Are there notes in the client's file recording the supervisor's findings?
3. Is it clear from the record that the supervisor supervised the worker during the visit (observed and documented performance; demonstrated correct performance; provided instruction where needed)?
4. Is there a current Referral Form in the client's record (dated within the last twelve months from the case management agency in the client's file)?
5. During the past year, has the client had the same homecare worker (or workers with minimum disruption)?
6. During the past year when the assigned worker was absent, was a replacement worker sent or offered?
7. Did the client receive their authorized level of homecare services for the last two months?
8. Is there a copy of the Client Contribution letter or Cost Share status in the client's record?
9. Is there documentation of clients that are on hold?
10. Were there any incident reports of falls within the last 6 month?  
if yes how many were reported?
11. Did the program's **new workers** complete an application form stating they never committed a felony or crime?
12. Does the **new worker** have two references from past employers on file, two written personal references and a copy of their NYS Certificate?
13. Did **new workers** have a physical exam and drug screen on file prior to hire?
14. Is there documentation that workers received 6 hours of in-service training within the last 12 months?

## LONG TERM CARE UNIT

PROGRAM NAME \_\_\_\_\_ ID# \_\_\_\_\_

15. Has the **new worker** had a PPD (Mantoux) skin test for tuberculosis within the last 12 months?
16. Is there documentation in the **new workers** file that they were given a copy of the programs personnel policies?
17. Is there a Tempcare Referral form in client file?