

VRA _____

Facility _____

Mo/Yr _____

MONTHLY FACILITY VISIT CHECKLIST**BASIC FACILITY OBLIGATIONS (A comment is required for all items answered NO)**

Y N

1. LTCOP posting visible		
2. Required postings: survey, menu, shift/staffing, activity calendar, bank hours		

LIVING SPACES/DINING EXPERIENCE

Y N

3. Facility clean, odor free, comfortable temperature, good lighting, furnishings and equipment in good repair		
4. Quiet visiting areas available, noise levels reasonable, P.A. system used minimally		
5. Hallways hazard free, exits clear		
6. Resident rooms are tidy, to residents' satisfaction		
7. Meals presented in appetizing manner		
8. Staff assisting residents as needed with feeding & meals		
9. Alternate food choices available on menu		
10. Fluids visible and available to residents		

STAFF

Y N

11. Staff are wearing name tags		
12. Staff knock before entering residents' rooms		
13. Staff overall pleasant and courteous to residents		
14. Staff are respectful of individual needs and preferences		
15. Staff speaking in language understood by residents when in resident rooms, common areas		
16. Staff attentive/responsive (not distracted with private conversations with other staff, using cell phones, etc)		

RESIDENTS

Y N

17. Residents appear clean, well-groomed and are appropriately dressed for the season		
18. Residents can reach call bells and there is timely response		
19. Resident council meeting notices posted, meeting minutes accurately reflect content, concerns addressed		
20. Residents/families satisfied with medical/dental care – Residents satisfied with daily schedule		
21. Residents have access to private telephone (if they do not have their own phone)		
22. Residents know how to contact administrative staff, social services and regional ombudsman		
23. Residents are invited to participate in meaningful care conferences/care plan meetings		
24. Activity calendar meets the residents' needs and preferences/ Residents satisfied with activity programs		
25. Residents satisfied with visitation policy		

Use "Other Observation" section for periodic notes such as:

- Significant changes in key personnel, administrative staff, census
- Observations during an emergency or unusual incident, for example a fire drill or a resident emergency such as a fall.
- Family council exists and meets regularly.
- Procedure to protect residents' belongings, e.g. labeling, updated inventories, locked storage, grievance procedure.
- VRA introduces self, Program, and brochure to newly admitted residents

Dates Visited								
Number of residents visited								
Facility Census								
Hours Spent								

Name _____ Date _____
Room Number _____ Ethnicity _____ Age (approx) _____
Complaint: _____
Intervention: _____
Resolution: _____
Case Status: OPEN CLOSED

Name _____ Date _____
Room Number _____ Ethnicity _____ Age (approx) _____
Complaint: _____
Intervention: _____
Resolution: _____
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Room Number _____ Ethnicity _____ Age (approx) _____
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