



# Facility Assessment Tool

The Facility Assessment is a crucial process for nursing homes to ensure that they have the necessary resources and staffing to meet the needs of their residents. This tool provides a step-by-step approach to completing the Facility Assessment, helping you identify the specific needs of your facility and make informed decisions about resource allocation and staffing.

*Disclaimer: This form is provided as a template to assist with completion of the facility assessment; however accurate data collection, analysis and reporting of complete information to meet all elements of the Requirements of Participation is the sole responsibility of the provider.*

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## Facility Assessment Tool: \_\_\_\_\_

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Facility Assessment Tool: \_\_\_\_\_

<b>Purpose of Assessment:</b>	<input type="checkbox"/> Annual Assessment <input type="checkbox"/> Significant Organizational Change	
<b>Date(s) of Assessment or Update:</b>		
<b>Date(s) Assessment reviewed with QAPI Committee:</b>		
<p>In conducting the facility assessment, the facility must ensure:</p> <ol style="list-style-type: none"> <li>1. Active involvement of the following participants in the process:             <ol style="list-style-type: none"> <li>i. Nursing home leadership and management, including but not limited to, a member of the governing body, the medical director, an administrator, and the director of nursing; and</li> <li>ii. Direct care staff, including but not limited to, RNs, LPNs/LVNs, NAs, and representatives of the direct care staff, if applicable.</li> <li>iii. The facility must also solicit and consider input received from residents, resident representatives, and family members.</li> </ol> </li> </ol>		
<b>Name/Title of persons involved in completion:</b>	<b>Name</b>	<b>Title</b>

When not otherwise indicated, the data and information summarized in the attached report is based on the 12 months ending with \_\_\_\_\_.

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Facility Assessment Tool: \_\_\_\_\_

Census Data Collection

Enter Census Data												
Briefly describe unit compositions e.g. units, floors & specialty areas below. See Section 2, staffing plan for more detail.										Capacity:		Comments:
January		February		March		April		May		June		
Average Daily Census	MCR		MCR		MCR		MCR		MCR		MCR	
	MCD		MCD		MCD		MCD		MCD		MCD	
	Mgd		Mgd		Mgd		Mgd		Mgd		Mgd	
	Private		Private		Private		Private		Private		Private	
	Other		Other		Other		Other		Other		Other	
	Total		Total		Total		Total		Total		Total	
# of Admissions												
% Weekend Admits	%		%		%		%		%		%	
# of Discharges	Home		Home		Home		Home		Home		Home	
	Deaths		Deaths		Deaths		Deaths		Deaths		Deaths	
	Hospital		Hospital		Hospital		Hospital		Hospital		Hospital	
	Other Facility		Other Facility		Other Facility		Other Facility		Other Facility		Other Facility	
July		August		September		October		November		December		
Average Daily Census	MCR		MCR		MCR		MCR		MCR		MCR	
	MCD		MCD		MCD		MCD		MCD		MCD	
	Mgd		Mgd		Mgd		Mgd		Mgd		Mgd	
	Private		Private		Private		Private		Private		Private	
	Other		Other		Other		Other		Other		Other	
	Total		Total		Total		Total		Total		Total	
# of Admissions												
% Weekend Admits	%		%		%		%		%		%	
# of Discharges	Home		Home		Home		Home		Home		Home	
	Deaths		Deaths		Deaths		Deaths		Deaths		Deaths	
	Hospital		Hospital		Hospital		Hospital		Hospital		Hospital	
	Other Facility		Other Facility		Other Facility		Other Facility		Other Facility		Other Facility	
Summary of Census Data	Average Daily Census: _____ MCR: _____ MCD: _____ Other: _____											
	Average Number of Admissions/Month: _____ Average % of Weekend Admissions/Month: _____											
	Average Number of Discharges/Month: Home: _____ Deaths: _____ Return to Hospitals: _____ Other Discharges: _____											