

Please submit to the Licensure Unit by the 5th of each month, the month/day/year the training which was completed for each of the following areas. Completed dates need only be submitted one time.

1. GENERAL ADMINISTRATION	
Date Completed	Area of Training
<u>A. Organization of the Facility (Must be inclusive of all of the following)</u>	
1	1. Administrative Purpose and Function
2	2. Governing Body or Advisory Board and Organizational Chart
3	3. By-Laws
4	4. Quality Assurance
<u>B. Personnel (Must be inclusive of all of the following)</u>	
1	1. Personnel Policies and Procedures
2	2. Orientation and Staff Development
3	3. Employee Benefits and Insurance Package
4	4. Recruitment/Retention/and Turnover
5	5. Wage and Hour
6	6. Personnel Files (Registration and Licensure)
7	7. Performance Evaluations
8	8. Labor Laws
	<ul style="list-style-type: none"> a. Personnel Handbook b. EEO Information c. Employment / Unemployment d. Worker's Compensation e. Union Activity f. Release of Information g. Required Posters h. American with Disabilities Act (ADA) i. Family Medical Leave Act j. Staffing Agencies k. Nursing Assistant Registry Checks l. Criminal Background Checks m. Sexual Harassment n. OSHA 200 Log (Bookkeeping requirements) o. HIPA / ERISA p. Occupational Allergies (latex gloves, hand soap, etc.)

1. GENERAL ADMINISTRATION – CONTINUED

C. Admissions (Must be inclusive of all of the following)

1		1. Pre-Admission
2		2. Admitting Policies and Procedures (Patient Self-Determination Act)
3		3. Transfer Agreement and Admission Policies
4		4. MDS Identification <u>Screen - MIMR</u> (waiver & Medicare) / Senior Care Options
5		5. Medicaid/Medicare Admission Guidelines

D. Finance (Must be inclusive of all of the following)

1		1. Budget Preparation and Reporting
2		2. Evaluation of Financial Statements
3		3. Audits/Medicare/Medicaid
4		4. Contracts – VA / HMO / ManagedCare, etc
5		5. Medicaid / Case Mix Reimbursement / Cost Reports
6		6. Medicare / PPS / Fiscal Intermediaries / Fraud Reimbursement
7		7. Taxes
8		8. Corporate (Board) Compliance Plan
9		9. Long Term Care Insurance

E. Business (Must be inclusive of all of the following)

1		1. Payroll
2		2. Inventory
3		3. Accounts Receivable (turn around documents, CPT codes, HCBPICS codes, bad debt collection)
4		4. Accounts Payable (Third Party Payers)
5		5. Resident Trust Accounts
6		6. Bookkeeping Policies and Procedures
7		7. Facility Insurance
8		8. Vendor Contracting
9		9. Benefit Programs
10		10. Record Retention

F. Marketing (Must be inclusive of all of the following)

1		1. Customer Satisfaction
2		2. Public Relations
3		3. Newsletter/Publications
4		4. Community Relationships
5		5. Market Analysis

G. Survey Process/Regulatory Compliance - Federal/State/Local

1		1. State Operating Manual (SOM)
2		2. Quality Indicators
3		3. Enforcement / F-Tags / Scope & Severity (Substantial Compliance vs. non-substantial compliance) / Sentinel Events / Civil Money Penalties

2. DIETARY			
Date Completed		Area of Training	
A		A.	Department Organization; Job Descriptions, Regulations, Policies and Procedures, Staffing/Scheduling, and Budgeting
B		B.	Preparation and Service of Food / Menus / Diets
C		C.	Assessment and Care Plan Involvement / RAPS
D		D.	Food Service Code Book/Food Service Sanitation Manual / HACCP
E		E.	Infection Control and Sanitation
F		F.	Consultant
G		G.	Ordering and Inventory
H		H.	Weight Loss Protocols
I		I.	Customer Service / Fine Dining
3. HOUSEKEEPING AND LAUNDRY			
Date Completed		Area of Training	
A		A.	Department Organization; Job Descriptions, Regulations, Policies and Procedures, Staffing/Scheduling, and Budgeting
B		B.	Infection Control and Sanitation
C		C.	Purchasing
D		D.	Equipment Maintenance and Operation
E		E.	Linen Supply/Storage/Inventory
4. MAINTENANCE			
Date Completed		Area of Training	
A		A.	Department Organization; Job Descriptions, Regulations, Policies and Procedures, Staffing/Scheduling, and Budgeting
B		B.	Preventive Maintenance Programs
C		C.	Safety Committee
D		D.	A.N.S.I. Audit and Review
E		E.	Life Safety Code and Facility systems
F		F.	OSHA; Hazardous Chemical Program; MSDS
G		G.	Emergency Preparedness
H		H.	Grounds and Facility Maintenance
I		I.	Lockout / Tagout

5. NURSING	
Date Completed	Area of Training
A	A. Department Organization; Job Descriptions, Regulations, Policies and Procedures, Staffing/Scheduling, and Budgeting
B	B. Nursing Assistant Training / Medication Aide Training
C	C. Admission Assessment and MDS / RAPS
D	D. Comprehensive Plan of Care
E	E. Restorative/Rehabilitation and Nursing
F	F. Administrative/Storage/and Documentation of Drugs and Biological
G	G. Infection Control - Standard Precautions
H	H. Multiple Drug Resistant Organisms
I	I. OSHA; Blood Borne Pathogens
J	J. Nutrition Observation and Supervision \ Weight Loss Protocols
K	K. Incident/Accident Reports
L	L. Medical Terminology
6. MEDICAL AND ALLIED HEALTH	
Date Completed	Area of Training
A	A. Medical Director
B	B. Physician Services/Relationships
C	C. Allied Health Providers
D	D. Consultant Agreements
7. HEALTH INFORMATION MANAGEMENT	
Date Completed	Area of Training
A	A. Department Organization; Job Descriptions, Regulations, Policies and Procedures, Staffing/Scheduling, and Budgeting
B	B. Storage and Record Retention
C	C. Release of Information Protocols
D	D. ICD-9 Coding
8. ACTIVITIES	
Date Completed	Area of Training
A	A. Department Organization; Job Descriptions, Regulations, Policies and Procedures Staffing/Scheduling, and Budgeting
B	B. Assessment – MDS / RAPS
C	C. Comprehensive Care Plan
D	D. Activity Calendar / 7 day week
E	E. Volunteer Program
F	F. 1 to 1 Activities and Recordkeeping
G	G. Resident Council

9. SOCIAL SERVICES	
Date Completed	Area of Training
A	A. Department Organization; Job Descriptions, Regulations, Policies and Procedures Staffing/Scheduling, and Budgeting
B	B. Pre-Admission and Admission
C	C. MDS / RAPS and Assessment
D	D. Comprehensive Care Plan
E	E. Resident Rights
F	F. Documentation
G	G. Psycho-social Needs / Assessment
H	H. Death and Dying / Grief Bereavement / Hospice / Services
I	I. Abuse & Neglect / Investigation & Reporting
J	J. Discharge Planning
K	K. Support Services and Agencies
L	L. Behavioral Management
M	M. Family Council
N	N. Advanced Directives
O	O. Spirituality

MONTHLY REPORT FORM - LEGEND/KEY

- ADA** - American with Disabilities Act
- ANSI** - American National Standards Institute
- EEO** - Equal Opportunity Employment
- FI** - Fiscal Intermediary
- HACCP** - Health Administration Culinary Code Program
- HCFA** - Health Care Financing Administration
- HMO** - Health Management Organization
- MDS** - Minimal Data Set Plus/Minus for Nursing Facility Resident Assessment and Care Screening
- MIMR** - Mentally Ill Mentally Retarded
- MSDS** - Material Safety Data Sheets
- OSHA** - Occupational Safety and Health Administration
- PPS** - Perspective Payment System
- QI** - Quality Indicators
- SOM** - State Operating Manual
- VA** - Veterans Administration

Note: Food Service Code Book/Food Service Sanitation Manual may be obtained from the Licensure Unit, Training Section, 301 Centennial Mall South, 3rd Floor, P.O. Box 94986, Lincoln, Nebraska 68509; (402) 471-2115 or via the internet. <http://www.agr.ne.gov/regulate/daf/fdcode.htm>