

VRA _____ Facility _____

MONTHLY FACILITY VISIT CHECKLIST

BASIC FACILITY OBLIGATIONS Y N

1. LTCOP posting visible			
2. Required postings: survey, menu, shift/staffing, activity calendar, bank hours			
3. Procedure to protect resident belongings, e.g., labeling, updated inventories, locked storage, grievance procedure			

LIVING SPACES/DINING EXPERIENCE Y N

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

STAFF Y N

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

RESIDENTS Y N

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