

Resident and Employee Record Review List

Provider Name:

Original/Follow-up:

Project #:

Surveyor Initials:

Resident Interviews and Records Reviewed

ID	Resident Name	Diagnoses	Date Care began	Date of Service Plan	Observations of care Y/N	Discharge Date	Reviewed by
1							
2							
3							
4							
5							
6							

Employee Interviews and Records Reviewed

*BGS = Background Studies

ID	Employee Name/identifier	Position/title	File Review: Full/part	Interviewed? Y/N	Hire Date	BGS*
A						
B						
C						
D						
E						
F						

Guidelines for follow-up resident and employee identifiers:

During a follow-up:

- Use the same identifiers as the original survey and add numbers and letters as needed for new resident or employees.
- Do not re-use identifiers from a previous survey in the series on new people.
 - **Example:** Resident #1 in the original survey should be the same person as Resident #1 in the 4th follow-up survey.
- Only list residents/employees who were reviewed during that survey.
 - **Example:** If the original survey had Resident #1 – 4, but the follow-up only reviewed Residents #2 and #4, only list #2 and #4 on the list. New residents would start at #5.

Guidelines for resident and staff identifiers:

Identifiers should begin with a capital letter identifying the site and conclude with numbers for residents and letters for employees.

Resident numbering will be:

- R1, R2, R3, etc.

Employee numbering will be:

- Employee-A, Employee-B, Employee-C, etc.

State Evaluations

Health Regulation Division

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Phone 651-201-4200 | Fax 651-215-9697

Assisted Living (<https://www.health.state.mn.us/facilities/regulation/assistedliving/index.html>)

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To obtain this information in a different format, call: 651-201-4200.