

Resident and Employee Record Review List

STATE EVALUATION: ASSISTED LIVING PROVIDERS (144G)

Survey Information

Provider: _____ Survey Type: _____
 Project #: _____ Surveyor(s) Initials: _____
 Survey Date: _____

Resident Interviews and Records Reviewed

ID	Resident Name	Diagnoses	Admit Date	Service Plan Date	Interview Date	DC Date	Surveyor Initials
1							
2							
3							
4							
5							
6							

Employee Interviews and Records Reviewed

ID	Employee Name/Identifier	Position/Title	File Review	Interviewed	Hire Date	BGS*
A						
B						
C						
D						
E						
F						

* BGS = Background Study

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 residents or employees.
- Do not re-use identifiers from a previous survey in the series on new people.
Example: Resident #1 (R1) in the original survey should be the same person as Resident #1 (R1) in the 4th follow-up survey.
- Only list residents/employees who were reviewed during that survey.
Example: If the original survey had Residents #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 person and conclude with numbers for residents and letters for employees.

Resident numbering will be:

- R1, R2, R3, etc.

Employee numbering will be:

- Licensed assisted living director (LALD)-A, registered nurse (RN)-B, unlicensed personnel (ULP)-C, etc.

Minnesota Department of Health
Health Regulation Division
PO Box 3879
St. Paul, MN 55101-3879
651-201-4200
health.assistedliving@state.mn.us
www.health.state.mn.us

12/21/2022

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