Data Collection Tools and/or Resources

The following Tools and Resources are included in this Section of **The RoP Facility Assessment Toolkit ©**

This section of the Toolkit offers multiple samples of tools for facility use to evaluate staffing and staff competencies.

Item	Description	Source *(If Applicable)*
Comprehensive Facility Personnel Resources Workbook	Sample Template – This tool assists individual facility to review their personnel resources across departments with acuity considerations and other considerations in correlation with the Facility Assessment requirements	Pathway Health
Facility Personnel – Non Detailed	Sample Template – This tool assists the facility in identifying current personnel resources	Pathway Health
EXAMPLE Staffing Analysis Tool	A Template for the facility to conduct an analysis of the staffing model	Pathway Health
Nutrition Services Personnel Workbook	Sample – Streamlined tool to evaluate nutrition services resources	Pathway Health
Facility Assessment Staffing Tool to Meet Resident Needs	Sample Template – this tool is one component of the Comprehensive Facility Personnel Resources Workbook	Pathway Health
Licensed Nurse Competency Template	Sample Template – For Licensed Nurse Competency – Customizable	Pathway Health
CMS 671	CMS 671 Form and Directions – utilized by the facility to evaluate the resident population and align resources accordingly	CMS. (2002). Long Term Care Facility Application for Medicare and Medicaid. Retrieved August, 2017, from https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/CMS671.pdf
CMS-20062 Sufficient and Competent Staff	CMS - Sufficient and Competent Nurse Staffing Review Tool used during survey process.	Critical Element (CE) Pathways and Facility Tasks https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/GuidanceforLawsAndRegulations/Downloads/LTC-Survey-Pathways.zip

Return Demonstration - PeriCare	Sample Template of a return demonstration checklist for competency evaluation	Pathway Health
Facility Assessment Summary Worksheets	Tools to be utilized by team members upon the completion of data collection to determine trends and improvement opportunities. Finalization of information to enter into the facility assessment template	Pathway Health