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Surveillance Nurse Visit Checklist (Home Services):

Per 77 Ill. Adm. Code 245.110(a-c), the agency manager or a designee must be available for the survey when an IDPH nurse surveyor arrives. Failure to be available or refusal to allow a survey by an IDPH nurse during normal business hours may subject an agency to a fine and/or other administrative proceeding.

Nursing agencies must have the Nursing Supervisor available in person or by phone. Surveys may include record review, interviews, phone interviews and client or patient home visits (with consent of the client or patient). Also, the agency manager or designee must be able to demonstrate access to the Health Care Worker Registry through the IDPH Web portal.

Required Materials for Surveyor Review:

- ☐ Policy and Procedure Manuals
- ☐ Bylaws
- ☐ Governing Body meeting minutes
- ☐ List of current clients (Private Pay, Private Insurance, DSCC, VA only) and **start of care dates for each client**. DO NOT INCLUDE CCP, DHS (DORS)
- ☐ List of former clients from previous year, with admission and discharge dates
- ☐ List of current employees with position titles and **dates of hire**
- ☐ List of former employees from previous year, with hired and termination dates.
- ☐ Current Certificate of Liability Insurance
- ☐ Complaint log and process
- ☐ Employee training files
- ☐ Agency job descriptions
- ☐ IDPH Health Care Worker Registry verifications for staff
- ☐ Copy of current IDPH license application (Initial or Renewal)
- ☐ Client Service Plan
- ☐ Alzheimer's and dementia training curriculum or description of each class

If the agency maintains electronic records, one designated person from your agency must be able to access this information in a timely manner for the surveyor's review during the survey. Failure to do so may constitute a violation of 77 Ill. Adm. Code [245.110\(c\)](#). The surveyor should have access to navigate the electronic record without interference. Agency staff may sit with the surveyor to observe, as long as the observation does not inhibit or delay the survey.