



525-535 West Jefferson Street • Springfield, Illinois 62761-0001 • www.dph.illinois.gov

Surveillance Nurse Visit Checklist (Home Services and/or Home Nursing):

The agency manager or his/her designee to be available for the survey when the nurse surveyor(s) arrive to be in compliance with 245.110 Section a) b) c). Failure of an agency to be available for, or refuse to allow a survey by a IDPH nurse during normal business hours may subject an agency to a fine and/or other administrative proceedings. Nursing agencies should 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).

The surveyors will be following IDPH and CDC guidelines in relationship to face coverings and social distancing during the survey process. All participants in the survey process are expected to wear face coverings and adhere to the social distancing protocols. Please provide a safe place for the surveyor to conduct his/her survey. Please contact me should you have any COVID-19 exposures prior to your survey date.

Materials to have prepared for the surveillance nurse prior to his/her arrival:

- Policy and Procedure Manuals
- Bylaws
- Meeting Minutes
- List of Current Clients—(Private Pay, Insurance, DSCC, etc.) & **Start of care dates for each client**
 - *****NOT CCP, DHS (DORS), VA*****
- List of Past Clients— (Past year)
- List of Current Employees with Position Titles & **Dates of hire**
- List of Past Employees (Past year)
- Current Certificate of Liability Insurance
- Complaint Log (Process)
- Employee Education Files
- Agency Job Descriptions
- Professional License (s) where applicable
- Copy Current IDPH License Application (Initial/Renewal)
- Able to demonstrate access to the Health Care Worker Registry through the IDPH Web portal.
- Review of the Client Service Agreement
- Review of the Client Service Plan for Home Services agencies
- Review of the Client Treatment Plan for Home Nursing agencies
- Alzheimer's and Dementia Training Curriculum or Description of each class

****If your agency maintains electronic records, it is requested that one designated person from your agency be able to access this information in a timely manner for the surveyor's review on the date(s) of the visit. Failure to do so would place the agency in violation of 77 Adm. Code [245.110 c](#).**

****Potential Adverse Licensure Actions for failure to comply: 77 Adm. Code [245.130 a](#).**