

**INTERMEDIARY SERVICE ORGANIZATIONS  
SURVEYOR FULL WORKBOOK**

**Facility:** \_\_\_\_\_ **License #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Facility Administrator:** \_\_\_\_\_

**Inspector(s):** \_\_\_\_\_ **Survey Date:** \_\_\_\_\_

TAG	REGULATION TEXT	Y	N	N/A	Comments
<b>I 0500</b>	<p><b>NAC 449.39515 Operation of intermediary service organization and agency to provide personal care services in the home.</b> (<a href="#">NRS 449.4308</a>, <a href="#">449.4327</a>)</p> <p>1. A person may operate an intermediary service organization and an agency to provide personal care services in the home if the person:</p> <p style="padding-left: 20px;">(a) Maintains separate records and clients for the intermediary service organization and the agency to provide personal care services in the home;</p> <p style="padding-left: 20px;">(b) Distinguishes between the services to be provided by the intermediary service organization and the personal care services provided by the agency to provide personal care services in the home.</p> <p>2. As used in this section, “agency to provide personal care services in the home” has the meaning ascribed to it in <a href="#">NRS 449.0021</a>.</p>				
<b>I 0510</b>	<p><b>NAC 449.39516 Duties and responsibilities.</b> (<a href="#">NRS 449.4308</a>, <a href="#">449.4327</a>)</p> <p>1. An intermediary service organization shall ensure that each client of the intermediary service organization and personal assistant employed by the intermediary service organization is aware of and understands:</p> <p style="padding-left: 20px;">(a) The rights and responsibilities of the client;</p> <p style="padding-left: 20px;">(b) The ethical responsibilities of the personal assistant, including, without limitation, any responsibilities concerning the confidentiality of client information;</p>				
<b>I 0515</b>	<p style="padding-left: 20px;">(c) The training requirements for the personal assistant as set forth in <a href="#">NAC 449.39519</a>;</p> <p style="padding-left: 20px;">(d) The policies and procedures to be used by the personal assistant for the control of infections, including, without limitation, the policies and procedures of the intermediary service organization and the universal precautions as defined in <a href="#">NAC 441A.195</a>;</p>				
<b>I 0516</b>	<p style="padding-left: 20px;">(e) The respective responsibilities of the personal assistant and the client to properly document the needs of the person with a disability and to properly document the provision of personal assistance to that person;</p>				
<b>I 0517</b>	<p style="padding-left: 20px;">(f) The procedures that the personal assistant will follow when responding to medical and nonmedical emergencies of the person with a disability;</p>				

TAG	REGULATION TEXT	Y	N	N/A	Comments
<b>I 0518</b>	(g) The provisions of <a href="#">NRS 629.091</a> and the appropriate procedures that must be followed when providing assistance to a person with a disability pursuant to that section; and				
<b>I 0519</b>	(h) The procedures for a client to appeal the termination, reduction or suspension of services by the intermediary service organization.				
<b>I 0525</b>	2. An intermediary service organization shall: (a) Remain open for operation during regular business hours; (b) Maintain a telephone line at the location of the intermediary service organization that is listed on its certificate, which must be published in a public telephone directory; (c) Have a federal taxpayer identification number; (d) Maintain all business licenses required by state and local law; (e) Maintain a written policy concerning the manner in which complaints from clients will be documented and resolved and a log which lists all complaints filed by clients; and (f) Maintain a written policy concerning the procedures for a client to appeal the termination, reduction or suspension of services by the intermediary service organization.				
<b>I 0535</b>	3. If an intermediary service organization withholds any money from a personal assistant which must be forwarded to another person, including, without limitation, insurance premiums, fees required to be paid by the intermediary service organization pursuant to state or federal law on behalf of the personal assistant or money withheld at the request of the personal assistant, the intermediary service organization must transfer such money to the person designated for receipt of the money by the date required for such transfer.				
<b>I 0540</b>	4. An intermediary service organization may: (a) Employ personal assistants to provide specific medical, nursing or home health care services for a person with a disability pursuant to <a href="#">NRS 629.091</a> ; and (b) At the request of a client, assist in the development of a plan of care for a person with a disability.				
<b>I 0545</b>	5. An intermediary service organization shall not serve as the managing employer of a personal assistant.				

TAG	REGULATION TEXT	Y	N	N/A	Comments
I 0550	<p><b>NAC 449.39517 Personal assistants: Qualifications; maintenance and availability of personnel files.</b> (<a href="#">NRS 449.4308</a>, <a href="#">449.4327</a>, <a href="#">449.4329</a>, <a href="#">449.433</a>)</p> <p>1. Each personal assistant employed by an intermediary service organization must:</p> <ul style="list-style-type: none"> <li>(a) Be at least 18 years of age;</li> <li>(b) Demonstrate the ability to meet the needs of the person with a disability as outlined by the client;</li> <li>(c) Demonstrate the ability to communicate effectively with the client;</li> <li>(d) Obtain certification to perform first aid and cardiopulmonary resuscitation within 120 days after the date on which the personal assistant begins employment with the intermediary service organization;</li> <li>(e) Be in good health as certified by a physician and must not be infected with any communicable disease that may be contagious; and</li> <li>(f) If the personal assistant transports a person with a disability in a motor vehicle, maintain motor vehicle liability insurance.</li> </ul>				
I 0555	<p>2. An intermediary service organization shall serve as the employer of record for and shall maintain a personnel file for each personal assistant employed by the intermediary service organization. Each personnel file must include, without limitation:</p> <ul style="list-style-type: none"> <li>(a) The name, address and telephone number of the personal assistant;</li> <li>(b) The date on which the personal assistant began employment with the intermediary service organization;</li> <li>(c) Proof that the personal assistant meets the qualifications set forth in subsection 1;</li> <li>(d) Evidence that the intermediary service organization has submitted the personal assistant's fingerprints to the Central Repository for Nevada Records of Criminal History or the results of the criminal history report prepared by the Central Repository, as applicable; and</li> <li>(e) Documentation submitted by the client pursuant to NAC 449.39519 of the training received by the personal assistant as required pursuant to that section.</li> </ul>				
I 0560	<p>3. An intermediary service organization shall, upon the request of the Division, make available to the Division all personnel files, including, without limitation, any personnel files that are maintained electronically.</p>				
I 0565	<p><b>NAC 449.39518 Personal assistants: Results of reports on criminal history.</b> (<a href="#">NRS 449.4308</a>, <a href="#">449.4327</a>, <a href="#">449.4329</a>) Upon receiving a report concerning any records of criminal history of a personal assistant from the Central Repository for Nevada Records of Criminal History pursuant to subsection 4 of <a href="#">NRS 449.4329</a>, an intermediary service organization shall provide to the client who selected the personal assistant the results of the report on the criminal history of the personal assistant.</p>				

TAG	REGULATION TEXT	Y	N	N/A	Comments
I 0570	<p><b>NAC 449.39519 Client to serve as managing employer and provide training to personal assistant; reporting of training to organization.</b> (<a href="#">NRS 449.4308</a>, <a href="#">449.4327</a>)</p> <p>1. The client of an intermediary service organization must serve as the managing employer of the personal assistant and must be responsible for the selection and termination of the personal assistant.</p>				
I 0575	<p>2. Each client shall ensure that:</p> <p>(a) The personal assistant selected to provide services to the person with a disability under the direction of the client completes the training required pursuant to this section; and</p> <p>(b) The personal assistant is able to safely perform the services required to meet the needs of the person with a disability.</p>				
I 0580	<p>3. Each client shall ensure that the personal assistant:</p> <p>(a) Receives instruction from the client or a person designated by the client at the location where the personal assistant will provide services to the person with a disability;</p>				
I 0581	<p>(b) Within 120 days after being employed by the intermediary service organization, receives not less than 16 hours of training which must include, without limitation:</p> <p>(1) The rights of a client, including, without limitation, confidentiality of client information and state and federal laws relating to confidentiality;</p> <p>(2) First aid and cardiopulmonary resuscitation;</p> <p>(3) Universal precautions, as defined in <a href="#">NAC 441A.195</a>, and the control of infection, including, without limitation, information on blood borne pathogens and infection control procedures;</p> <p>(4) Body mechanics, transferring and mobility, including, without limitation, typical body movements, range of motion, prevention of back injury and potential fall hazards;</p> <p>(5) Household safety and accident prevention, including, without limitation, the preparation of a home for safety and accident prevention;</p> <p>(6) Basic communication skills, including, without limitation, techniques for sharing information with persons who require alternative modes of communication;</p> <p>(7) Information concerning advance directives as defined in <a href="#">NRS 449.905</a>;</p> <p>(8) General awareness of issues relating to aging and disabilities, sensory, physical and cognitive disabilities, behavioral interventions targeted to specific populations, and the philosophy and principles of independent living; and</p> <p>(9) The prevention of abuse, neglect and exploitation of a person with a disability, including, without limitation, identifying and reporting the full range of serious occurrences, and reporting of suspected cases of abuse, neglect or exploitation in the manner prescribed in <a href="#">NRS 200.5093</a>, <a href="#">200.50935</a> and <a href="#">632.472</a>;</p>				
I 0591	<p>(c) Receives not less than 8 hours of training during each year of employment thereafter concerning such topics as determined by the client.</p>				

TAG	REGULATION TEXT	Y	N	N/A	Comments
I 0592	<p>4. The client shall submit to the intermediary service organization documentation which includes, without limitation:</p> <ul style="list-style-type: none"> <li>(a) The content of the training provided to the personal assistant pursuant to this section;</li> <li>(b) The date on which the training was completed;</li> <li>(c) The number of hours of training provided to the personal assistant; and</li> <li>(d) A certificate indicating successful completion of the training.</li> </ul>				
I 0600	<p><b>NAC 449.3952 Additional training to be provided by intermediary service organization. (NRS 439.200, 449.4308, 449.4309, 449.4327)</b> An intermediary service organization shall make available to a personal assistant employed by the intermediary service organization all training required pursuant to NAC 449.39519 and, at the request of a client, such additional training for a personal assistant as necessary to support the plan of care for the person with a disability, including, without limitation:</p> <ul style="list-style-type: none"> <li>1. General training for the personal assistant;</li> <li>2. Protocols for a personal assistant, including, without limitation, the rights and responsibilities of a client and of a personal assistant;</li> <li>3. The manner in which to groom and dress the person with a disability;</li> <li>4. Procedures for bathing and maintaining proper hygiene for a person with a disability, including, without limitation, bed-bath and tub-bath techniques;</li> <li>5. Caring for the bowel, bladder and skin of a person with a disability, including, without limitation, information concerning caring for a catheter, the identification and control of infection, common bowel problems, the early recognition of skin problems, the prevention of pressure sores and the routine inspection of skin;</li> <li>6. Assistive technology, including, without limitation, examples of assistive technology, how assistive technology can be used by the personal assistant and resources from which assistive technology may be obtained;</li> <li>7. Nutrition and food preparation, including, without limitation, information about preparing balanced meals, addressing special dietary needs or restrictions, guidelines for hydration and the proper handling and storage of food;</li> <li>8. The manner in which to maintain health records, including, without limitation, illustrations of how information should be conveyed in a written or dictated form to assure confidentiality and a means to ensure that the person with a disability receives services as outlined in the plan of care; and</li> <li>9. Training described in NAC 449.395185.</li> </ul>				

TAG	REGULATION TEXT	Y	N	N/A	Comments
<b>I 0610</b>	<p><b>NAC 449.39521 Visits and telephone interviews with clients.</b> (<a href="#">NRS 449.4308, 449.4327</a>)</p> <p>1. Except as otherwise provided in subsection 3, an intermediary service organization shall, not less than once every 6 months, conduct a visit of the residence of the person with a disability or perform a telephone interview with the client to monitor the quality of care received by the person with a disability.</p>				
<b>I 0611</b>	<p>2. The intermediary service organization shall document each visit or telephone interview conducted pursuant to subsection 1. Such documentation must include, without limitation:</p> <ul style="list-style-type: none"> <li>(a) The date of the visit or telephone interview;</li> <li>(b) Whether the plan of care is meeting the needs of the person with a disability;</li> <li>(c) Whether the personal assistant has received sufficient training to provide the services for the person with a disability; and</li> <li>(d) Whether there have been changes in the health status of the person with a disability.</li> </ul>				
<b>I 0615</b>	<p>3. A client may decline to receive a visit or a telephone interview pursuant to subsection 1 by providing to the intermediary service organization a written waiver declining the visit or telephone interview. An intermediary service organization shall retain a copy of a written waiver in the record of the client.</p>				

TAG	REGULATION TEXT	Y	N	N/A	Comments
I 0621	<p><b>NAC 449.39522 Written statement of services provided to clients.</b> (<a href="#">NRS 449.4308, 449.4327</a>)</p> <p>1. An intermediary service organization shall provide to each client for his or her signature a written statement which contains a description of the services provided by the intermediary service organization. The statement must include, without limitation:</p> <p>(a) An easily understandable statement that it is not within the scope of services provided by the intermediary service organization to manage the medical and health conditions of a person with a disability;</p> <p>(b) The qualifications and required training for personal assistants;</p> <p>(c) The amount that will be charged for the services provided by the intermediary service organization;</p> <p>(d) A description of billing methods, acceptable payment methods and due dates for payments, and the policy for notifying the client of any increase in the amount that will be charged for the services provided by the intermediary service organization;</p> <p>(e) Criteria, circumstances or conditions which may result in the termination of services by the intermediary service organization, the procedures for notifying the client of such termination and the procedures for appealing such termination;</p> <p>(f) The manner in which the intermediary service organization may be contacted during all hours when services are being provided to a person with a disability; and</p> <p>(g) Information about the rights of a client of the intermediary service organization and the procedures for filing a grievance.</p> <p>2. A copy of the signed statement must be maintained by the intermediary service organization in the records of the client maintained by the intermediary service organization.</p>				
I 0625	<p><b>NAC 449.39523 Discussion of services provided to clients.</b> (<a href="#">NRS 449.4308, 449.4327</a>)</p> <p>1. An intermediary service organization shall discuss with each potential client before providing services:</p> <p>(a) The planned training to be provided by the intermediary service organization to the personal assistant;</p> <p>(b) The responsibilities of the intermediary service organization; and</p> <p>(c) A contingency plan in the event that a personal assistant fails to report for a scheduled visit with the person with a disability.</p>				
I 0630	<p>2. The information discussed pursuant to subsection 1 and the result of that discussion must be documented and maintained in the records of the client maintained by the intermediary service organization.</p>				

TAG	REGULATION TEXT	Y	N	N/A	Comments
I 0635	<p><b>NAC 449.39524 Rights of person with a disability receiving services. (<a href="#">NRS 449.4308</a>, <a href="#">449.4327</a>)</b></p> <p>1. An intermediary service organization shall ensure that a person with a disability who receives services from the intermediary service organization or, as applicable, other responsible person acting on his or her behalf:</p> <ul style="list-style-type: none"> <li>(a) Has the right to select the personal assistant of his or her choice;</li> <li>(b) Has the right to choose community-based care or institutional care;</li> <li>(c) Receives services from the intermediary service organization without regard to race, color, creed, national origin, sex or disability;</li> <li>(d) Is treated with respect, receives recognition of his or her individuality and is free from physical, verbal or psychological abuse;</li> <li>(e) Is allowed to make informed decisions regarding the care of the person with a disability and to participate in the development of a plan of care;</li> </ul>				
I 0640	<ul style="list-style-type: none"> <li>(f) Receives a description of advance directives, as defined in <a href="#">NRS 449.905</a>, and information on how to obtain an advance directive;</li> </ul>				
I 0641	<ul style="list-style-type: none"> <li>(g) Has the right to appeal any termination, reduction or suspension of services by the intermediary service organization and to receive a written explanation of decisions of the intermediary service organization relating to the provision of services;</li> <li>(h) Receives confidential treatment of personal, medical and financial information;</li> <li>(i) Has access to any records maintained by the intermediary service organization relating to the care of the person with a disability;</li> <li>(j) Is informed of the primary contact person for the intermediary service organization, the person with whom a grievance may be filed with the intermediary service organization; and</li> <li>(k) Receives timely responses to a concern expressed to the intermediary service organization regarding the provision of services by the intermediary service organization.</li> </ul>				
I 0650	<p>2. Each person with a disability who receives services from the intermediary service organization or, as applicable, other responsible person acting on his or her behalf must be provided with a written list of the rights set forth in subsection 1.</p>				
I 0670	<p><b>NRS 449.4329 Initial and periodic investigations of employee, employee of temporary employment service or independent contractor; penalty.</b></p> <p>1. Except as otherwise provided in subsections 2 and 3, within 10 days after hiring an employee, accepting an employee of a temporary employment service or entering into a contract with an independent contractor, the holder of a certificate to operate an intermediary service organization shall:</p> <ul style="list-style-type: none"> <li>(a) Obtain a written statement from the employee, employee of the temporary employment service or independent contractor stating whether he or she has been convicted of any crime listed in subsection 1 of NRS 449.4332;</li> <li>(b) Obtain an oral and written confirmation of the information contained in the</li> </ul>				



TAG	REGULATION TEXT	Y	N	N/A	Comments
	<p>written statement obtained pursuant to paragraph (a);</p> <p>(c) Obtain proof that the employee, employee of the temporary employment service or independent contractor holds any required license, permit or certificate;</p> <p>(d) Obtain from the employee, employee of the temporary employment service or independent contractor one set of fingerprints and a written authorization to forward the fingerprints to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report;</p> <p>(e) Submit to the Central Repository for Nevada Records of Criminal History the fingerprints obtained pursuant to paragraph (d) to obtain information on the background and personal history of each employee, employee of a temporary employment service or independent contractor to determine whether the person has been convicted of any crime listed in subsection 1 of NRS 449.4332; and</p> <p>(f) If an Internet website has been established pursuant to NRS 439.942:</p> <p>(1) Screen the employee, employee of the temporary employment service or independent contractor using the Internet website. Upon request of the Division, proof that the employee, temporary employee or independent contractor was screened pursuant to this subparagraph must be provided to the Division.</p> <p>(2) Enter on the Internet website information to be maintained on the website concerning the employee, employee of the temporary employment service or independent contractor.</p> <p>2. The holder of a certificate to operate an intermediary service organization is not required to obtain the information described in subsection 1 from an employee, employee of a temporary employment service or independent contractor if his or her fingerprints have been submitted to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report within the immediately preceding 6 months and the report of the Federal Bureau of Investigation indicated that the employee, employee of the temporary employment service or independent contractor has not been convicted of any crime set forth in subsection 1 of NRS 449.4332.</p> <p>3. The holder of a certificate to operate an intermediary service organization is not required to obtain the information described in subsection 1, other than the information described in paragraph (c) of subsection 1, from an employee, employee of a temporary employment service or independent contractor if:</p> <p>(a) The employee, employee of the temporary employment service or independent contractor agrees to allow the holder of a certificate to operate an intermediary service organization to receive notice from the Central Repository for Nevada Records of Criminal History regarding any conviction and subsequent conviction of the employee, employee of the temporary employment service or independent contractor of a crime listed in subsection 1 of NRS 449.4332;</p> <p>(b) An agency, board or commission that regulates an occupation or profession</p>				

TAG	REGULATION TEXT	Y	N	N/A	Comments
	<p>pursuant to title 54 of NRS or temporary employment service has, within the immediately preceding 5 years, submitted the fingerprints of the employee, employee of the temporary employment service or independent contractor to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report; and</p> <p>(c) The report of the Federal Bureau of Investigation indicated that the employee, employee of the temporary employment service or independent contractor has not been convicted of any crime set forth in subsection 1 of NRS 449.4332.</p> <p>4. The holder of a certificate to operate an intermediary service organization shall ensure that the information concerning the background and personal history of each employee, employee of a temporary employment service or independent contractor who works at or for the intermediary service organization is investigated is completed as soon as practicable and at least once every 5 years after the date of the initial investigation. The holder of the certificate shall, when required:</p> <p>(a) Obtain one set of fingerprints from the employee, employee of the temporary employment service or independent contractor;</p> <p>(b) Obtain written authorization from the employee, employee of the temporary employment service or independent contractor to forward the fingerprints obtained pursuant to paragraph (a) to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report; and</p> <p>(c) Submit the fingerprints to the Central Repository for Nevada Records of Criminal History or, if the fingerprints were submitted electronically, obtain proof of electronic submission of the fingerprints to the Central Repository for Nevada Records of Criminal History.</p> <p>5. Upon receiving fingerprints submitted pursuant to this section, the Central Repository for Nevada Records of Criminal History shall determine whether the employee, employee of the temporary employment service or independent contractor has been convicted of a crime listed in subsection 1 of NRS 449.4332 and immediately inform the Division and the holder of the certificate to operate an intermediary service organization for which the person works whether the employee, employee of the temporary employment service or independent contractor has been convicted of such a crime.</p> <p>6. The Central Repository for Nevada Records of Criminal History may impose a fee upon an intermediary service organization that submits fingerprints pursuant to this section for the reasonable cost of the investigation. The intermediary service organization may recover from the employee or independent contractor whose fingerprints are submitted not more than one-half of the fee imposed by the Central Repository. If the intermediary service organization requires the employee or independent contractor to pay for any part of the fee imposed by the Central Repository, it shall allow the employee or</p>				

TAG	REGULATION TEXT	Y	N	N/A	Comments
	<p>independent contractor to pay the amount through periodic payments. The intermediary service organization may require a temporary employment service which employs a temporary employee whose fingerprints are submitted to pay the fee imposed by the Central Repository. An intermediary service organization shall notify a temporary employment service if a person employed by the temporary employment service is determined to be ineligible to provide services to the intermediary service organization based upon the results of an investigation conducted pursuant to this section.</p> <p>7. Unless a greater penalty is provided by law, a person who willfully provides a false statement or information in connection with an investigation of the background and personal history of the person pursuant to this section that would disqualify the person from employment, including, without limitation, a conviction of a crime listed in subsection 1 of NRS 449.4332, is guilty of a misdemeanor.</p>				
I 0680	<p><b>NRS 449.43295 Temporary employment service prohibited from sending ineligible employee to organization; temporary employment service to provide certain information regarding its employees.</b></p> <p>1. A temporary employment service shall not send an employee to provide services to an intermediary service organization if the temporary employment service has received notice from a holder of a certificate to operate an intermediary service organization that the employee of the temporary employment service is ineligible to provide such services.</p> <p>2. A holder of a certificate to operate an intermediary service organization who enters into an agreement with a temporary employment service to provide services to the intermediary service organization on a temporary basis must require the temporary employment service to:</p> <p>(a) Provide proof that each employee of the temporary employment service whom it may send to provide services to the intermediary service organization has been continuously employed by the temporary employment service since the last investigation conducted of the employee pursuant to NRS 449.4329; and</p> <p>(b) Notify the intermediary service organization if the investigation conducted of an employee of the temporary employment service pursuant to NRS 449.4329 has not been conducted within the immediately preceding 5 years.</p>				
I 0690	<p><b>NRS 449.4331 Termination of employment or contract of employee, employee of temporary employment service or independent contractor who has been convicted of certain crime; period in which to correct information regarding conviction; liability of organization.</b></p> <p>1. Upon receiving information from the Central Repository for Nevada Records of Criminal History pursuant to NRS 449.4329, or evidence from any other source, that an employee, employee of a temporary employment service or independent contractor of an intermediary service organization has been convicted of a crime listed in subsection 1 of NRS 449.4332, the holder of the certificate to operate the intermediary service</p>				

TAG	REGULATION TEXT	Y	N	N/A	Comments
	<p>organization shall terminate the employment or contract of that person or notify the temporary employment service that its employee is prohibited from providing services for the intermediary service organization after allowing the person time to correct the information as required pursuant to subsection 2.</p> <p>2. If an employee, employee of a temporary employment service or independent contractor believes that the information provided by the Central Repository is incorrect, the employee, employee of the temporary employment service or independent contractor may immediately inform the intermediary service organization. The intermediary service organization that is so informed shall give the employee, employee of the temporary employment service or independent contractor a reasonable amount of time of not less than 30 days to correct the information received from the Central Repository before terminating the employment or contract of the person pursuant to subsection 1.</p> <p>3. An intermediary service organization that has complied with NRS 449.4329 may not be held civilly or criminally liable based solely upon the ground that the intermediary service organization allowed an employee, employee of a temporary employment service or independent contractor to work:</p> <p>(a) Before it received the information concerning the employee, employee of the temporary employment service or independent contractor from the Central Repository;</p> <p>(b) During the period required pursuant to subsection 2 to allow the employee, employee of the temporary employment service or independent contractor to correct that information;</p> <p>(c) Based on the information received from the Central Repository, if the information received from the Central Repository was inaccurate; or</p> <p>(d) Any combination thereof.</p> <p>An intermediary service organization may be held liable for any other conduct determined to be negligent or unlawful.</p>				
<p><b>I 0700</b> NAC 449.395185 (1) (a)</p>	<p>1. A personal assistant may perform a task described in NRS 449.4309 if the personal assistant:</p> <p>(a) Before performing the task, annually thereafter and when any device used for performing the task is changed:</p> <p>(1) Receives training concerning the task that meets the requirements of subsections 6 and 7; and</p> <p>(2) Demonstrates an understanding of the task;</p>				
<p><b>I 0705</b> NAC 449.395185 (1) (b)</p>	<p>1. A personal assistant may perform a task described in NRS 449.4309 if the personal assistant:</p> <p>(b) Follows the manufacturer's instructions when operating any device used for performing the task;</p>				
<p><b>I 0710</b> NAC</p>	<p>1. A personal assistant may perform a task described in NRS 449.4309 if the personal assistant:</p>				

TAG	REGULATION TEXT	Y	N	N/A	Comments
449.395185 (1) (c -d) & (2)	(c) Performs the task in conformance with the Clinical Laboratory Improvement Amendments of 1988, Public Law 100-578, 42 U.S.C. § 263a, if applicable, and any other applicable federal law or regulation; and (d) Complies with the requirements of subsection 3 or 4, if applicable. 2. If a person with diabetes who is a client of an intermediary service organization does not have the physical or mental capacity to perform a blood glucose test on himself or herself and a personal assistant performs a blood glucose test on the client, the Clinical Laboratory Improvement Amendments of 1988, Public Law 100-578, 42 U.S.C. § 263a, shall be deemed to be applicable for the purposes of paragraph (c) of subsection 1.				
<b>I 0720</b> NAC 449.395185	3. In addition to satisfying the requirements of subsection 1, a personal assistant who conducts a blood glucose test must ensure that the device for monitoring blood glucose is not used on more than one person.				
<b>I 0730</b> NAC 449.395185 (4)	4. A personal assistant may assist a client in the administration of insulin prescribed to the client for his or her diabetes and furnished by a registered pharmacist through an autoinjection device approved by the United States Food and Drug Administration for use in the home in accordance with the requirements of subsection 1 if: (a) A physician, physician assistant or advanced practice registered nurse has determined that the client's physical and mental condition is stable and following a predictable course; and (b) The amount of the insulin prescribed to the client is at a maintenance level and does not require a daily assessment, including, without limitation, the use of a sliding scale.				
<b>I 0740</b> NAC 449.395185 (5)	5. A personal assistant may weigh a client of an intermediary service organization only if: (a) The personal assistant has received training on the manner in which to weigh a person that meets the requirements of subsections 6 and 7; and (b) The client has consented to being weighed by the personal assistant.				
<b>I 0750</b> NAC 449.395185	6. The training described in this section must be provided by: (a) A physician, physician assistant or licensed nurse; (b) For the training described in paragraph (b) or (c) of subsection 1 of NRS 449.0304, a registered pharmacist; or (c) An employee of the residential facility who has: (1) Received training pursuant to paragraph (a) of subsection 1 or paragraph (a) of subsection 5, as applicable, from a physician, a physician assistant, a licensed nurse or, if applicable, a registered pharmacist; (2) At least 1 year of experience performing the task for which he or she is providing training; and (3) Demonstrated competency in performing the task for which he or she is providing training.				
	7. Any training described in this section must include, without limitation: (a) Instruction concerning how to accurately perform the task for which the personal				

TAG	REGULATION TEXT	Y	N	N/A	Comments
	<p>assistant is being trained in conformance with nationally recognized infection control guidelines which may include, without limitation, guidelines published by the Centers for Disease Control and Prevention of the United States Department of Health and Human Services;</p> <p>(b) Instruction concerning how to accurately interpret the information obtained from performing the task; and</p> <p>(c) A description of any action, including, without limitation, notifying a physician, that must be taken based on such information.</p>				
<p><b>0800</b> NRS 449.101</p>	<p><b>Discrimination prohibited; development of antidiscrimination policy; posting of nondiscrimination statement and certain other information; construction of section. [Effective January 1, 2020.]</b></p> <p>1. A medical facility, facility for the dependent or facility which is otherwise required by regulations adopted by the Board pursuant to NRS 449.0303 to be licensed and any employee or independent contractor of such a facility shall not discriminate in the admission of, or the provision of services to, a patient or resident based wholly or partially on the actual or perceived race, color, religion, national origin, ancestry, age, gender, physical or mental disability, sexual orientation, gender identity or expression or human immunodeficiency virus status of the patient or resident or any person with whom the patient or resident associates.</p>				
<p><b>0805</b></p>	<p>2. A medical facility, facility for the dependent or facility which is otherwise required by regulations adopted by the Board pursuant to NRS 449.0303 to be licensed shall:</p> <p>(a) Develop and carry out policies to prevent the specific types of prohibited discrimination described in the regulations adopted by the Board pursuant to NRS 449.0302 and meet any other requirements prescribed by regulations of the Board; and</p> <p>(b) Post prominently in the facility and include on any Internet website used to market the facility the following statement: [Name of facility] does not discriminate and does not permit discrimination, including, without limitation, bullying, abuse or harassment, on the basis of actual or perceived race, color, religion, national origin, ancestry, age, gender, physical or mental disability, sexual orientation, gender identity or expression or HIV status, or based on association with another person on account of that person's actual or perceived race, color, religion, national origin, ancestry, age, gender, physical or mental disability, sexual orientation, gender identity or expression or HIV status.</p>				
<p><b>0810</b></p>	<p>3. In addition to the statement prescribed by subsection 2, a facility for skilled nursing, facility for intermediate care or residential facility for groups shall post prominently in the facility and include on any Internet website used to market the facility:</p> <p>(a) Notice that a patient or resident who has experienced prohibited discrimination may file a complaint with the Division; and</p> <p>(b) The contact information for the Division.</p>				

TAG	REGULATION TEXT	Y	N	N/A	Comments
	<p>4. The provisions of this section shall not be construed to:</p> <p>(a) Require a medical facility, facility for the dependent or facility which is otherwise required by regulations adopted by the Board pursuant to NRS 449.0303 to be licensed or an employee or independent contractor thereof to take or refrain from taking any action in violation of reasonable medical standards; or</p> <p>(b) Prohibit a medical facility, facility for the dependent or facility which is otherwise required by regulations adopted by the Board pursuant to NRS 449.0303 to be licensed from adopting a policy that is applied uniformly and in a nondiscriminatory manner, including, without limitation, such a policy that bans or restricts sexual relations.</p> <p>(Added to NRS by 2019, 1333, effective January 1, 2020</p>				
<p><b>0900</b> NRS 449.102</p>	<p><b>Duties of licensed facility to protect privacy of patient or resident. [Effective January 1, 2020.] A medical facility, facility for the dependent or facility which is otherwise required by regulations adopted by the Board pursuant to NRS 449.0303 to be licensed shall:</b></p> <p>1. Maintain the confidentiality of personally identifiable information concerning the sexual orientation of a patient or resident, whether the patient or resident is transgender or has undergone a gender transition and the human immunodeficiency virus status of the patient or resident and take reasonable actions to prevent the unauthorized disclosure of such information;</p>				
<p><b>0905</b></p>	<p>2. Prohibit employees or independent contractors of the facility who are not performing a physical examination or directly providing care to a patient or resident from being present during any portion of the physical examination or care, as applicable, during which the patient or resident is fully or partially unclothed without the express permission of the patient or resident or the authorized representative of the patient or resident;</p>				
<p><b>0910</b></p>	<p>3. Use visual barriers, including, without limitation, doors, curtains and screens, to provide privacy for patients or residents who are fully or partially unclothed; and</p>				
<p><b>0915</b></p>	<p>4. Allow a patient or resident to refuse to be examined, observed or treated by an employee or independent contractor of the facility for a purpose that is primarily educational rather than therapeutic.</p>				
<p><b>1005</b> NAC 449.011916</p>	<p><b>Policies and procedures for transfer, discharge and provision of services. (NRS 449.0302)</b> A facility shall adopt and maintain policies and procedures for the transfer and discharge of, and the provision of services to, patients or residents in the facility which do not discriminate against a patient or resident based on the source of payment for the services provided.</p>				
<p><b>1010</b> NAC 449.011921 and R004-24</p>	<p><b>Requirements for posting certain required information: Contents; size; placement. (NRS 449.0302)</b></p> <p>The statement required to be posted pursuant to paragraph (b) of subsection 2 of NRS 449.101 and the notice and information required to be posted pursuant to subsection 3 of NRS 449.101 must:</p>				

TAG	REGULATION TEXT	Y	N	N/A	Comments
	<p>(1) Be not less than 8.5 inches in height and 11 inches in width, with margins not greater than 0.5 inches on any side; and</p> <p>(2) Be written using a single typeface in not less than 22-point type.</p>				
<p><b>1020</b> NAC 449.011933, NAC 449.011936, NAC 449.011939 and R004-24</p>	<p><b>NAC 449.011933 Submission of course or program for cultural competency training. (NRS 449.0302, 449.103)</b></p> <p>Except as otherwise provided in subsection 6 of NRS 449.103, as amended by section 1 of Assembly Bill No. 267, chapter 202, Statutes of Nevada 2023, at page 1176, the provider of a course or program on cultural competency training must apply to the Department for approval pursuant to subsection 4 of NRS 449.103, as amended by section 1 of Assembly Bill No. 267, chapter 202, Statutes of Nevada 2023, at page 1176. The application must include or be accompanied by:</p> <ol style="list-style-type: none"> <li>1. All materials for the course or program;</li> <li>2. The name and contact information of a person who can discuss the course or program;</li> <li>3. A notation indicating whether the applicant is seeking approval of the course or program for all types of facilities or only certain types of facilities and, if the applicant is seeking approval for only certain types of facilities, the types of facilities for which the applicant is seeking approval;</li> <li>4. A sample evaluation form that a participant of the course or program may complete at the end of the course or program which evaluates: <ol style="list-style-type: none"> <li>(a) The content of the course or program;</li> <li>(b) The instructor of the course or program; and</li> <li>(c) The manner in which the course or program is presented to the participant; and</li> </ol> </li> <li>5. A sample certificate of completion that a participant of the course or program receives upon completing the course or program that includes, without limitation: <ol style="list-style-type: none"> <li>(a) A designated area for the name of the participant and for the date the course or program was completed;</li> <li>(b) A designated area for the course number assigned by the Department pursuant to subsection 2 of NAC 449.011939; and</li> <li>(c) The total time required for a participant to complete the course or program.</li> </ol> </li> </ol> <p><b>NAC 449.011936 Materials for course or program for cultural competency training. (NRS 449.0302, 449.103)</b></p> <ol style="list-style-type: none"> <li>1. A course or program on cultural competency training must include, without limitation, the following course materials: <ol style="list-style-type: none"> <li>(a) Instruction on implicit bias, indirect discrimination, and the prevention of discriminatory practices and language;</li> <li>(b) Instruction that uses the voice, perspective or experience of persons who fall within one or more of the categories in paragraphs (a) to (f), inclusive, of subsection 1 of NRS 449.103; and</li> </ol> </li> </ol>				<p>Only applicable if the facility has submitted their own CC course for approval</p>



TAG	REGULATION TEXT	Y	N	N/A	Comments
	<p>(c) Instruction on preferred approaches to providing care for people who fall within the categories in paragraphs (a) to (f), inclusive, of subsection 1 of NRS 449.103.</p> <p>2. The course materials included in a course or program, including, without limitation, the course materials required by subsection 1, must include, without limitation:</p> <p>(a) Evidence-based, peer-reviewed sources;</p> <p>(b) Source materials that are used in universities or colleges that are accredited in the District of Columbia or any state or territory of the United States;</p> <p>(c) Source materials that are from nationally recognized organizations, as determined by the Director of the Department;</p> <p>(d) Source materials that are published or used by federal, state or local government agencies; or</p> <p>(e) Other source materials that are deemed appropriate by the Department.</p> <p><b>NAC 449.011939 Approval or denial of course or program for cultural competency training; means for delivery of course or program. (NRS 449.0302, 449.103)</b></p> <p>4. The applicant may resubmit the application with the additional information that the applicant needs to submit pursuant to paragraph (b) of subsection 3 within 45 days after being notified that the course or program is not approved pursuant to paragraph (a) of subsection 3. Within 10 business days after receiving the resubmitted application, the Director or his or her designee shall notify the applicant whether the course or program is approved or not approved. If the additional information fails to include all of the information that the Director or his or her designee informed the applicant that the applicant needed to submit, the Director or his or her designee shall not approve the course or program and the applicant may resubmit the course or program for initial review pursuant to NAC 449.011933.</p> <p>5. Any course or program approved pursuant to this section may be provided:</p> <p>(a) Online;</p> <p>(b) Through a training system; or</p> <p>(c) In person.</p> <p>6. Except as otherwise provided in this subsection, the approval of a course or program by the Department is valid for 3 years after the date on which the course or program was approved. If a provider of an approved course or program wishes for the Department to reapprove the course or program, the provider of the course or program must apply to the Department for approval pursuant to NAC 449.011933 before the date on which the current approval expires. Upon submission of the application, the course or program remains provisionally approved until the Director:</p> <p>(a) Notifies the applicant pursuant to subsection 3 that the course or program has been reapproved; or</p> <p>(b) Notifies the applicant pursuant to subsection 4 that the course or program is not reapproved.</p>				

TAG	REGULATION TEXT	Y	N	N/A	Comments
<b>1100</b> NAC 449.011926 and R004-24	<b>Policy on handling of complaints; log of complaints. (NRS 449.0302)</b> A facility shall: 1. Develop and adopt a written policy on how a complaint with the facility: (a) May be filed with the facility; and (b) Will be documented, investigated and resolved; and 2. Maintain a log that lists: (a) All complaints concerning prohibited discrimination that are filed with the facility; (b) The actions taken by the facility to investigate and resolve each complaint; and (c) If no action was taken concerning a complaint, an explanation as to why no action was taken.				
<b>1110</b> NAC 449.011929	Written permission required for presence of certain persons during physical examination where patient is unclothed. (NRS 449.0302) To provide express permission pursuant to subsection 2 of NRS 449.102, a patient or resident or the authorized representative of the patient or resident must provide permission in writing.				
<b>1115</b> NAC 449.011931 and R004-24	<b>Cultural competency training for agent or employee who provides care to patient or resident. (NRS 449.0302, 449.103)</b> 1. Except as otherwise provided in NRS 449.103, as amended by section 1 of Assembly Bill No. 267, chapter 202, Statutes of Nevada 2023, at page 1176, a facility shall provide cultural competency training through an approved course or program to an agent or employee described in subsection 2 of NRS 449.103, as amended by section 1 of Assembly Bill No. 267, chapter 202, Statutes of Nevada 2023, at page 1176: (a) Within 90 days after contracting with or hiring the agent or employee; (b) At least biennially thereafter. Such biennial training must consist of at least 2 hours of instruction each biennium. 2. The facility may provide the training required by subsection 1 over several instructional periods or during a single instructional period so long as the agent or employee: (a) Completes the hours of cultural competency training required by subsection 1 and the entire contents of the course or program; and (b) Receives a certificate of completion on or before the date on which subsection 1 requires the agent or employee to complete the cultural competency training. 3. Except as otherwise provided in subsection 4, the facility shall keep documentation in the personnel file of an agent or employee of the facility or a record of an agent or employee in the relevant electronic system of the facility proof of the completion of the cultural competency training required pursuant to NRS 449.103, as amended by section 1 of Assembly Bill No. 267, chapter 202, Statutes of Nevada 2023, at page 1176. 4. If an agent or employee of a facility is exempt from the requirement to complete cultural competency training pursuant to subsection 3 of NRS 449.103, as amended by section 1 of Assembly Bill No. 267, chapter 202, Statutes of Nevada 2023, at page 1176, the facility shall maintain proof in the personnel file of the agent or employee or a record of the agent or employee in the relevant electronic system of the facility that the agent or				

TAG	REGULATION TEXT	Y	N	N/A	Comments
	employee holds a valid professional license, registration or certificate, as applicable, for which the continuing education described in subsection 3 of NRS 449.103, as amended by section 1 of Assembly Bill No. 267, chapter 202, Statutes of Nevada 2023, at page 1176, is required for renewal.				
<b>1130</b> NAC 449.011943, NAC 449.011946, and R004-24	<b>NAC 449.011943 Policies concerning preferred names and pronouns; adaptation of records to reflect gender identities or expressions; method to obtain medically relevant information from patients or residents. (NRS 449.0302, 449.104)</b> 1. A facility shall: (a) Develop policies to ensure that a patient or resident is addressed by his or her preferred name and pronoun and in accordance with his or her gender identity or expression; and (b) To the extent practicable and available within the systems in use at the facility: (1) Adapt electronic records and any paper records the facility uses to reflect the preferred name, pronoun and gender identity or expression of a patient or resident; and (2) Integrate information concerning gender identity or expression into electronic systems for maintaining health records. 2. If a patient or resident chooses to provide the following information, the records adapted pursuant to subparagraph (1) of paragraph (b) of subsection 1 must to the extent required by subsection 1, include, without limitation: (a) The preferred name and pronoun of the patient or resident; (b) The gender identity or expression of the patient or resident; (c) The gender identity or expression of the patient or resident that was assigned at the birth of the patient or resident; (d) The sexual orientation of the patient or resident; and (e) If the gender identity or expression of the patient or resident is different than the gender identity or expression of the patient or resident that was assigned at the birth of the patient or resident: (1) A history of the gender transition and current anatomy of the patient or resident; and (2) An organ inventory for the patient or resident which includes, without limitation, the organs: (I) Present or expected to be present at the birth of the patient or resident; (II) Hormonally enhanced or developed in the patient or resident; and (III) Surgically removed, enhanced, altered or constructed in the patient or resident.				
<b>1155</b> NAC 449.011946	<b>Provision of certain statements, notices and information in appropriate languages and with reasonable accommodations.</b> 1. Except as otherwise provided in subsection 2, the statements, notices and information required by NAC 449.011901 to 449.011951 inclusive, and NRS 449.101 to 449.104, inclusive, must be in English and, as appropriate for a facility, in any other language the Department determines is appropriate based on the demographic characteristics of this				

TAG	REGULATION TEXT	Y	N	N/A	Comments
	<p>State. In addition to the notices and information provided in English and any other language the Department determines is appropriate based on the demographic characteristics of this State, a facility may provide the statements, notices and information in any other language the facility may desire.</p> <p>2. A facility must make reasonable accommodations in providing the statements, notices and information described in subsection 1 for patients or residents who:</p> <p>(a) Are unable to read;</p> <p>(b) Are blind or visually impaired;</p> <p>(c) Have communication impairments; or</p> <p>(d) Do not read or speak English or any other language in which the statements, notices and information are written pursuant to subsection 1.</p>				
<p><b>1160</b> NAC 449.011951</p>	<p><b>Facility to make certain documentation available to Division or Department. (NRS 449.0302)</b> Upon request from the Division or Department, a facility shall make available to the Division or Department documentation for the Division or Department to determine if the facility is complying with NAC 449.011901 to 449.011951, inclusive, and NRS 449.101 to 449.104, inclusive. If the Division or Department obtains personally identifiable information of a patient or resident through such a request, the Division or Department shall maintain the confidentiality of such information.</p>				
<p><b>1165</b> NAC 449.01065</p>	<p><b>30 Day PPE required.</b></p> <p>1. A medical facility, facility for the dependent or other facility required by the regulations adopted by the Board pursuant to NRS 449.0303 to be licensed shall ensure that each person on the premises of the facility uses personal protective equipment in accordance with the publications adopted by reference in NAC 449.0106. The facility shall maintain:</p> <p>(a) Not less than a 30-day supply of personal protective equipment at all times; or</p> <p>(b) If the facility is unable to comply with the requirements of paragraph (a) due to a shortage in personal protective equipment, documentation of attempts by and the inability of the facility to obtain personal protective equipment.</p>				
<p><b>1170</b> NAC 449.01065</p>	<p><b>PPE Supplier Contract and Tracking</b></p> <p>2. Except as otherwise provided in subsection 3, a medical facility, facility for the dependent or other facility required by the regulations adopted by the Board pursuant to NRS 449.0303 to be licensed shall:</p> <p>(a) Enter into a contract with a supplier of personal protective equipment which ensures that the facility has a supply of personal protective equipment sufficient to comply with the requirements of subsection 1; and</p> <p>(b) Track the amount of personal protective equipment that the facility has available, the rate at which personal protective equipment is used in the facility and orders for personal protective equipment in a manner sufficient to ensure compliance with the requirements of subsection 1.</p>				

TAG	REGULATION TEXT	Y	N	N/A	Comments
<p><b>1175</b> R063-21 Sec. 4.</p>	<p><b>Unlicensed Caregiver Infection Control Training</b></p> <p>1. An unlicensed caregiver who provides care to residents, patients or clients at a facility described in section 3 of this regulation shall annually complete evidence-based training provided by a nationally recognized organization concerning the control of infectious diseases. The training must include, without limitation, instruction concerning:</p> <ul style="list-style-type: none"> <li>(a) Hand hygiene;</li> <li>(b) The use of personal protective equipment, including, without limitation, masks, respirators, eye protection, gowns and gloves;</li> <li>(c) Environmental cleaning and disinfection;</li> <li>(d) The goals of infection control;</li> <li>(e) A review of how pathogens, including, without limitation, viruses, spread; and</li> <li>(f) The use of source control to prevent pathogens from spreading.</li> </ul> <p>2. Each unlicensed caregiver who completes the training required by subsection 1 must provide proof of completion of that training to the administrator or other person in charge of the facility in which the unlicensed caregiver provides care.</p>				
<p><b>1180</b> R063-21 Sec. 5.</p>	<p><b>Written Plan for Infection Control</b></p> <p>1. Except as otherwise provided in subsection 2, the written plan for the control of infectious diseases developed pursuant to paragraph (c) of subsection 3 of NRS 449.0925 must:</p> <ul style="list-style-type: none"> <li>(a) Designate a person to be responsible for coordinating the program for infection control for the facility.</li> <li>(b) Include policies and procedures for the control of infectious diseases that: <ul style="list-style-type: none"> <li>(1) Are based on current nationally recognized, evidence-based guidelines for the prevention and control of infectious diseases. Acceptable guidelines include, without limitation, the guidelines prescribed by the Centers for Disease Control and Prevention of the United States Department of Health and Human Services.</li> <li>(2) Reflect the scope and complexity of the services the facility provides.</li> </ul> </li> <li>(c) Include procedures that identify, record and correct failures to adhere to the policies and procedures described in paragraph (b) or otherwise properly prevent or control infectious diseases.</li> <li>(d) Include a process for reviewing activities for the prevention and control of infectious diseases performed at the facility.</li> <li>(e) Include procedures for investigating communicable diseases and reporting those diseases in accordance with chapter 441A of NRS and chapter 441A of NAC.</li> <li>(f) Include a strategy for addressing an outbreak of an infectious disease and the effects of such an outbreak at the facility, including, without limitation, staffing shortages, new admissions and readmissions, visitation and protecting residents, patients or clients from the spread of the infectious disease.</li> </ul> <p>2. Where a specific provision of this chapter requires a facility described in section 3 of</p>				

TAG	REGULATION TEXT	Y	N	N/A	Comments
	this regulation to adopt or maintain written protocols, policies or procedures, a written plan or a similar written document concerning the control of infectious or communicable diseases, such a written document satisfies the requirements of paragraph (c) of subsection 3 of NRS 449.0925, regardless of whether that document meets the requirements of this section.				

**Personnel Records Worksheet for Intermediary Service Organization (ISO)**

Name of Employee	Employees Background Check NRS 449.119 to 449.125 & 449.174 if <u>seeing children</u> *	Tuberculosis Screening All Employees NAC 441A.375 *	Initial Elder Abuse Training	Initial Training – All Topics Required (Refer to Tag 581 to check required topics)	Additional training if requested by client (Tag 600)	Cultural Competency Training	Proof of Training Specific to Client (1575/1580)	CPR/FA Within 120 days of hire
			Annual Elder Abuse Training		Documentation if client declined additional training	Infection Control Training	8 Hours Annual Training	CPR/FA Renewal
1.  Title:  Hire Date:	<b>NABS</b>	Physical	_____		_____	_____	_____	_____
	*FP    Y   N	1 <sup>st</sup> Step						
		2 <sup>nd</sup> Step						
	*CHS   Y   N	(+) TB						
	*10 day   Y   N	X-ray						
		Annual/SS: Annual/SS:						
2.  Title:  Hire Date:	<b>NABS</b>	Physical	_____		_____	_____	_____	_____
	*FP    Y   N	1 <sup>st</sup> Step						
		2 <sup>nd</sup> Step						
	*CHS   Y   N	(+) TB						
	*10 day   Y   N	X-ray						
		Annual/SS: Annual/SS:						

\* For newly hired employees with no BG check reports in file, check for **CHS** = Criminal History Statement, Circle Y if in the file; **FP** = Fingerprints, record date; **10 day** = Circle Y if Fingerprints started within 10 days of hire. **NABS** = enter date of clearance letter; **1<sup>st</sup>/2<sup>nd</sup> Step** = 1st and 2<sup>nd</sup> Step tuberculosis (TB) testing dates. List start and end date of each test, ex. 4/15-17/08 = Injected on 4/15/08, test read on 4/17/08; **+TB** = Record the date the Employee tested positive for TB; **X-ray** = Record the date of the negative chest x-ray; **Annual** = Yearly 1-Step TB test or signs/symptoms if + TB. If in the facility for more than two years, record the current 1-Step TB test or signs/symptoms and the previous 1-Step TB test or signs/symptoms.

**EXIT CONFERENCE**

This exit conference is provided as a courtesy to you. The information provided is preliminary to the actual written report of findings (Statement of Deficiencies) that will be delivered to you at a later date. Due to the nature of the on-site survey process being an event in which information is gathered, but not always completely processed on-site, we may not discuss all of the deficiencies that eventually appear on the written report during this exit conference. Likewise, some of the information discussed during this exit conference may not appear on the written report, due to the review process that occurs after the written report is generated.

All Statements of Deficiencies are subject to supervisory review. After you receive your Statement of Deficiencies (SOD), you have 10 calendar days to complete your Plan of Correction (POC). Please have your Administrator sign and date the front page of the POC. Please include any invoices, test results or photographs to support your POC.

Please acknowledge by signing below, that you have read or have had read to you the information above. Please have all facility personnel present during the exit sign below.

**Name: Print and Sign**

**Title**

---

---

---

---

---

---

---

---