

STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY ACT
State: Arizona

ELIGIBILITY CONDITIONS AND REQUIREMENTS

Procedures for Scheduling and Conduct of Standard Surveys

The State has in effect the following procedures for the scheduling and conduct of standard surveys to assure that it has taken all reasonable steps to avoid giving notice.

- 1) The survey and certification agency (ADHS) has in effect a Policy and Procedure titled "Licensure Process", for scheduling and conducting standard surveys. Specifically, the procedure provides assurance that all reasonable steps are taken to maintain confidentiality of the survey schedule, unless provided as an exception in State Operations Manual §2700A;
- 2) All survey staff receive training in accordance with Survey Procedures for Long Term Care Facilities, Appendix P, R and N. Emphasis is provided to the surveyors concerning the announcement of of standard and Life Safety Code surveys;
- 3) Survey schedules are developed and distributed within the survey and certification agency as "confidential." During the orientation process, all survey staff are informed that disclosure of scheduling information is grounds for termination of employment. Survey staff are prohibited from divulging the nature of their business when making lodging/travel arrangements. Additionally, survey staff "sign out" of the survey and certification agency at the onset of survey; therefore, all incoming calls are routed through the agency, rather than directly to the surveyor on-site at a facility; and
- 4) Weekly survey schedules are developed in accordance with Transmittal 250.

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