

**Idaho State Long-Term Care Ombudsman Office
Facility Visit Form**

Date of Visit:		Ombudsman:	
Travel Time:		Total Time in Facility:	
Facility Name:			
Type of Facility:			
Facility Administrator or Manager on Duty:			
Number of licensed beds:		How many residents visited:	
Secured Unit:	<input type="checkbox"/> Yes <input type="checkbox"/> No		

1. Current Ombudsman Poster visibly posted with correct information Yes No
2. Residents appropriately dressed for season Yes No
3. Clothes clean and neat..... Yes No
4. Residents are restraint free Yes No
5. Residents hygiene needs are met..... Yes No
6. Residents have private telephone access..... Yes No
7. Residents have water/beverages available Yes No
8. Resident rooms are comfortable and homelike Yes No
9. Residents and facility are safe Yes No
10. Med carts are locked when unattended..... Yes No
11. Activity Calendar is posted Yes No
12. Residents have appropriate activities available Yes No
13. Outside activities are available Yes No
14. Staffing is posted and adequate Yes No
15. Latest survey is available Yes No
16. Staff interacts with residents..... Yes No
17. Call lights are answered within 15 minutes..... Yes No

- 18. Staff refers to resident by name and is respectful Yes No
- 19. Staff protects resident privacy at all times Yes No
- 20. Staff wears visible name badges..... Yes No
- 21. Meals correspond with menus Yes No
- 22. A variety of foods is available Yes No
- 23. Substitute meals are available..... Yes No
- 24. Snacks are available and offered Yes No
- 25. Facility and grounds are clean and odor free Yes No
- 26. Facility rooms and common areas are a comfortable temperature Yes No
- 27. Acceptable sound and voice levels Yes No
- 28. Adequate lighting throughout facility..... Yes No
- 29. If smoking allowed, is designated area for residents Yes No
- 30. Residents aware of Ombudsman program..... Yes No
- 31. Staff aware of Ombudsman program Yes No
- 32. Fire extinguishers available and inspection current..... Yes No

Comments or Concerns:

(For any "no" answers please provide question # and an explanation below.)
