N 000

Initial Comments

1200-13-1-08 (1)
Each Long Term Care Facility participating in the medical assistance program must develop and
consistently implement policies and procedures regarding its admissions, including the
development and maintenance of a single wait list
of persons requesting admission to those
facilities. This list must at a minimum contain the
following information pertaining to each request
for admission:(a) The sex and race of the applicant.
(b) The date and time of the request for admission.
(c) The name and title of the Long Term Care Facility Staff person
taking the application for the admission. (i) A
notation stating whether the applicant is anticipated to be Medicaid eligible at time of
admission or within one year of admission.

This Rule is not met as evidenced by:

Based on review of the facility's denial inquiry log
and interview, it was determined the facility failed to
ensure the contact person or designated representative; the address of the applicant and the
contact person; the telephone number of the
applicant and the contact person or
representative; the sex and race of the applicant;
the date and time of the request for admission;
the name and title of the facility staff taking the
application for admission and a notation
regarding the applicants Medicaid eligible status
was included on the single wait list for the 31
persons listed on the denial inquiry log from

Division of Health Care Facilities

LABORATORY DIRECTORS OR PROVIDER/SUPPLIER REPRESENTATIVES SIGNATURE

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If continuation sheet 1 of 7
**Division of Health Care Facilities**

**STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION**

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<tr>
<th>ID</th>
<th>TAG</th>
<th>SUMMARY STATEMENT OF DEFICIENCIES (EACH DEFICIENCY MUST BE PRECEDED BY FULL REGULATORY OR LEG IDENTIFYING INFORMATION)</th>
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<tr>
<td>N000</td>
<td>Continued From page 1 12/19/2011 through 7/24/2012. The findings included: Review of the facility's denial inquiry log listed 31 persons from 12/18/2011 through 7/24/2012 all of whom had been denied admission to the facility. There was no contact person or representative documented on the log. The address of the applicant and the contact person or designated representative was not documented; the telephone number of the applicant and contact person was not documented; the sex of the applicant was not documented; the time of the request for admission was not documented; the name and title of the facility staff taking the request was not documented and the Medicaid eligible status at time of admission was not documented on the log. During an interview in the conference room on 8/7/12 at 3:00 PM, the Administrator stated, &quot;We do not have a wait list, our census is low and we admit all...&quot; During an interview in the conference room on 8/10/12 at 9:10 AM, the Administrator stated, &quot;We use the denial inquiry log... this is where we document all referrals that are denied admission.&quot;</td>
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notice required in this section move an applicant to the end of the single admission list whenever an available bed is not accepted at the time of the vacancy, but the applicant wishes to remain on the admissions list. Applicants shall be advised of these policies at the time of their inquiry, and must be notified in writing, in a format approved by the Department, when their name is removed from the list or moved to the end of the list. Such contacts shall be documented in the facility log containing the wait list. The date, time, and method of each contact shall be recorded along with the name of the facility staff person making the contact, and the identity of the applicant or contact person contacted. The log of such contacts shall also summarize the communication between the facility staff person and the applicant or contact person.

This Rule is not met as evidenced by:

Based on review of the facility's denial inquiry log and interview, it was determined the facility failed to ensure a single wait list was updated and revised quarterly; failed to document contacts with applicants; failed to provide written notices to applicants; failed to maintain documentation of the date, time, method of each contact and the name of the facility staff person making the contact; and failed to summarize the communication between the facility staff person and the applicant or contact person.

The findings included:

Review of the facility's denial inquiry log listed 31 persons from 12/18/2011 through 7/24/2012 all of which had been denied admission to the facility. There was no documentation of the applicants who had been admitted to the facility.
During an interview in the conference room on 8/7/12 at 3:00 PM, the Administrator stated, "We do not have a wait list, our census is low and we admit all..."

During an interview in the conference room on 8/10/12 at 9:10 AM, the Administrator stated, "We use the Denial Inquiry Log... this is where we document all referrals that are denied admission."

1200-13-1-.03(3)
Each facility shall send written confirmation that an applicant's name has been entered on the wait list, their position on the wait list, and a notification of their right of access to the wait list as provided in paragraph (8) of these rules. This confirmation shall include at a minimum the date and time of entry on the wait list and shall be mailed by first class postage to the applicant and their designated representative (if any) identified pursuant to the requirements in paragraph (1) above.

This Rule is not met as evidenced by:

Based on review of the facility's denial inquiry log and interview, it was determined the facility failed to ensure a single wait list that included all applicants making request for admission and failed to ensure that written confirmation of the applicants name, their position on the list and a notification of their right of access to the wait list was completed.

The findings included:

Review of the facility's denial inquiry log listed 31
N 000 Continued From page 4

persons from 12/18/2011 through 7/24/2012 all of which had been denied admission to the facility. There was no documentation of the applicants who had been admitted to the facility. There was no documentation that written confirmation of applicants name, position on the list and notification of right to access of the wait list.

During an interview in the conference room on 8/7/12 at 3:00 PM, the Administrator stated, “We do not have a wait list, our census is low and we admit all...”

During an interview in the conference room on 8/10/12 at 9:10 AM, the Administrator stated, “We use the denial inquiry log... this is where we document all referrals that are denied admission.”

1200-13-1-08(4)
Each Long Term Care Facility participating in the medical assistance program shall admit applicants in the chronological order in which the referral or request for admission was received by the facility, except as permitted in paragraph (5) of this rule.

This Rule is not met as evidenced by:

Based on review of the facility's denial inquiry log and interview, it was determined the facility failed to document applicant admissions resulting in being unable to document if admissions were in chronological order or document the reason for deviation.

The findings included:

Review of the facility's denial inquiry log listed 31
N000 Continued From page 5

persons from 12/18/2011 through 7/24/2012 all of which had been denied admission to the facility. There was no documentation of the applicants who had been admitted to the facility.

During an interview in the conference room on 8/7/12 at 3:00 PM, the Administrator stated, "We do not have a wait list, our census is low and we admit all...

During an interview in the conference room on 8/10/12 at 9:10 AM, the Administrator stated, "We use the denial inquiry log... this is where we document all referrals that are denied admission."

1200-13-1-08(7)
If an applicant, whether on his or her own behalf or acting through another, requests admission or to be placed on a list of applicants awaiting admission, the information on the waiting list must be recorded and preserved.

This Rule is not met as evidenced by:

Based on review of the facility's denial inquiry log and interview, it was determined the facility failed to document all requests for admission to the facility on a single wait list.

The findings included:

Review of the facility denial inquiry log listed 31 persons from 12/18/2011 through 7/24/2012 all of which had been denied admission to the facility. There was no documentation of the applicants who had been admitted to the facility.

During an interview in the conference room on

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**Division of Health Care Facilities**

**STATE FORM**

**TN6007**

**08/10/2012**

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If continuation sheet, 7 of 7