

**Quality Assurance Calendar
Housekeeping & Laundry**

QA Topic	Monitoring Requirement	Responsible Party	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Pest Control service	Monthly	Housekeeping Supervisor												
Stripping of floors	Quarterly	Housekeeping Supervisor												
Deep cleaning schedule	Monthly	Housekeeping Supervisor												
MSDS Training for staff	Annually	Housekeeping Supervisor												
Accident Prevention for staff	Upon hire and Annually	Housekeeping Supervisor & Administrator												
Infection Control for staff	Upon hire and Annually	Housekeeping Supervisor and DON												
Washing water temperature	Weekly	Laundry Supervisor												



This material was prepared by the Kansas Foundation for Medical Care, Inc. (KFMC), the Medicare Quality Improvement Organization for Kansas, under contract with the Centers for Medicare & Medicaid Services (CMS), an agency of the U.S. Department of Health and Human Services. The contents presented do not necessarily reflect CMS policy. #9SOW-KS-PS_NHPrU_PR-10-11

**Quality Assurance Calendar
Maintenance**

QA Topic	Monitoring Requirement	Responsible Party	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Generator Fire-Up	Weekly	Maintenance												
Generator Lead Test	Weekly	Maintenance												
Fire extinguisher check	Fourth Tuesday of every month	Maintenance												
Fire extinguisher ANNUAL	First week of October	Maintenance & Fire Extinguisher company												
Fire alarms	Monthly - rotating shifts	Maintenance												
Water temperature check	Weekly	Maintenance												
Eye wash station check	Weekly	Maintenance												
Lawn/Snow removal contract review	Annually	Maintenance and administrator												
Dryer flues	Quarterly	Maintenance												
Boiler inspection	Annually	Maintenance & Boiler company												
Van upkeep	Per van maintenace schedule	Maintenance												
Furnace filters	Annually	Maintenance												
A/C tune up	Annually	Maintenance												
Hood range inspection	Annually	Maintenance												
Door alarms	Weekly	Maintenance												
Fire prevention and safety training for staff	Upon hire and Annually	Maintenance												
Disaster Procedures training for staff	Upon hire and Annually	Maintenance and administrator												



This material was prepared by the Kansas Foundation for Medical Care, Inc. (KFMC), the Medicare Quality Improvement Organization for Kansas, under contract with the Centers for Medicare & Medicaid Services (CMS), an agency of the U.S. Department of Health and Human Services. The contents presented do not necessarily reflect CMS policy. #9SOW-KS-PS_NHPrU_PR-10-12

**Quality Assurance Calendar
Nursing**

QA Topic	Monitoring Requirement	Responsible Party	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Infection Control	Weekly	DON												
Wounds Management	Weekly	DON												
Pain Management	Weekly	DON												
Incident/Accidents	Weekly	DON												
Pharmacy Review	Monthly	DON & Pharmacy												
Admission Related Assessments	Weekly	Medical Records												
Quarterly Related Assessments	Weekly	Medical Records												
MDS/Care Plans	Weekly	MDS Coordinator												
Nursing Documentation	Weekly	Medical Records												
Physician's Orders	Daily	Medical Records												



This material was prepared by the Kansas Foundation for Medical Care, Inc. (KFMC), the Medicare Quality Improvement Organization for Kansas, under contract with the Centers for Medicare & Medicaid Services (CMS), an agency of the U.S. Department of Health and Human Services. The contents presented do not necessarily reflect CMS policy. #9SOW-KS-PS_NHPrU_PR-10-13

**Quality Assurance Calendar
Social Services**

QA Topic	Monitoring Requirement	Responsible Party	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Resident Rights Staff Training	Upon hire and Annually	Social Services												
Psychosocial Needs of Residents Staff Training	Upon hire and Annually	Social Services												
Grievance Log	Weekly	Social Services												
Dental Services	Monthly	Social Services												
Optometry Services	Monthly	Social Services												
Audiology Services	Monthly	Social Services												
Inventory on admission and annually	Weekly	Social Services												
Social History	Weekly	Social Services												
Social Assessment	Monthly	Social Services												
Mini mental	Admission and with MDS	Social Services												
Advance Directives	Admission & annually	Social Services												
Family Council (if applicable)	Monthly	Social Services												
Medicare notices	Weekly	Social Services												



This material was prepared by the Kansas Foundation for Medical Care, Inc. (KFMC), the Medicare Quality Improvement Organization for Kansas, under contract with the Centers for Medicare & Medicaid Services (CMS), an agency of the U.S. Department of Health and Human Services. The contents presented do not necessarily reflect CMS policy. #9SOW-KS-PS_NHPrU_PR-10-14