## HEALTH DEPARTMENT NAME: SITE VISIT DATES:

## Building Address:

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| **TIME** | **TASK/ACTIVITY** | **LOCATION** | **SV TEAM ATTENDEES** |
| 8:50 AM | SITE VISIT TEAM ARRIVES; REMOTE SITE VISITORS CONNECT |  | SITE VISIT COORDINATOR (SVC) & LEAD SITE VISITOR (LSV); BOH/NURSING/EH SITE VISITORS |
| 9:00 – 9:30 AM | ENTRANCE CONFERENCE  PERSONNEL RECORDS MUST BE UPLOADED TO DASHBOARD |  | ENTIRE SVT |
| 9:30 – 10:15 AM | NEW DOCUMENT REVIEW / ORDER LUNCH |  | ENTIRE SVT / SVC & LSV |
| 10:15 – 10:45 AM | HEALTH DIRECTOR INTERVIEW |  | ENTIRE SVT |
| 10:45- 11:15 AM | ENVIRONMENTAL HEALTH DIR INTERVIEW  NURSING DIRECTOR INTERVIEW |  | EH/BOH SITE VISITORS  NURSING/ADMIN SITE VISITORS |
| 11:15 AM – 12:00 PM | DOCUMENT/PERSONNEL RECORD REVIEW |  | ENTIRE SVT |
| 12:00 – 12:30 PM | LUNCH |  | ENTIRE SVT |
| 12:30 – 1:00 PM | GOVERNING BOARD INTERVIEW |  | ENTIRE SVT (ADMIN MAY SIT OUT IF NEEDS TO COMPLETE DOC REVIEW) |
| 1:00 – 2:00 PM | TOUR OF MAIN FACILITY  LAST CALL FOR SVT TO SUBMIT QUESTIONS |  | SVC & LSV |
| 2:00 – 4:00 PM | EXTERNAL FACILITY TOURS (IF APPLICABLE)  LAST CALL FOR LHD TO RESPOND TO QUESTIONS |  | SVC & LSV |
| 4:00 – 4:45 PM | DOCUMENT/PERSONNEL RECORD REVIEW |  | ENTIRE SVT |
| 4:45 – 5:00 PM | EXIT CONFERENCE |  | ENTIRE SVT |

\*Note that if all questions have been submitted by the SVT to the AAC prior to 2:00 and all AAC responses to the SVT are returned before 4:00pm, the schedule may be moved up to accommodate both the SVT as well as the health department. In this case, the Site Visit Coordinator will communicate anticipated schedule changes to the AAC. However, IN NO CASE shall the schedule be moved up so as to require submission of responses by the AAC to the SVT before the 2:00pm deadline if time is still needed by the health department to address questions submitted by the SVT.