

Exit Conference Guidelines

FOR ASSISTED LIVING SURVEYS

Protocol

1. Have all attendees (MDH and provider) sign the *Exit Conference_p5068*.
2. Introduce team members.
3. Thank staff for courtesies extended (i.e. coffee, assistance, copies, etc.).
4. State: “This has been a survey from (date) to (date). During the course of the survey, we have gathered information related facility meeting the assisted living licensure requirements and to your residents and the care they are receiving, medications, treatments and staff training and competency.”

Review the following with provider

1. Explain the preliminary findings, including statutes and rules.
2. Inform that:
 - a. You will leave them with a draft of the preliminary findings.
 - b. The findings may change after supervisor review.
 - c. The provider can submit additional information, if they wish.
 - d. When survey results (*Form 2567*) are received, the required date of correction will be indicated by each order.
 - e. A revisit can occur at any time after the required date of correction.
 - f. If this is a revisit, there is no correction time period, unless there are new orders. They will receive a *Form 2567* if they have orders and *Form 2567B* if they have corrected some or all orders.
3. Surveys are emailed within 30 days to the agent on record. Remind the agent to notify us of any changes and to check both the inbox and junk mail folders to ensure receipt of survey documents.
4. Invite provider, again, to submit additional information.

Leave with provider

- Draft of Preliminary Findings (including client identifiers)
- *Requesting Reconsideration of Correction Orders_p4123*
- *Requesting Reconsideration of License Denial_p4125* (for provisional licensees)
- *Resources For Assisted Living Providers_p5000* (where providers will find links to important information, including the MDH TB guidelines document)

EXIT CONFERENCE GUIDELINES

- *Correction Order Documentation Guidelines_p5040*

State Evaluations

Health Regulation Division

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[Assisted Living Licensure \(www.health.state.mn.us/facilities/regulation/assistedliving/\)](http://www.health.state.mn.us/facilities/regulation/assistedliving/)

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To obtain this information in a different format, call 651-201-4200.