**Data Collection Tools and/or Resources**

The following Tools and Resources are included in this Section of **The RoP Facility Assessment Toolkit ©**

This section of the Toolkit offers multiple samples of tools for facility use to evaluate staffing and staff competencies.

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| **Item** | **Description** | **Source *(If Applicable)*** |
| **Comprehensive Facility Personnel Resources Workbook** | Sample Template – This tool assists individual facility to review their personnel resources across departments with acuity considerations and other considerations in correlation with the Facility Assessment requirements  | Pathway Health |
| **Facility Personnel – Non Detailed** | Sample Template – This tool assists the facility in identifying current personnel resources  | Pathway Health |
| **EXAMPLE Staffing Analysis Tool**  | A Template for the facility to conduct an analysis of the staffing model  | Pathway Health |
| **Nutrition Services Personnel Workbook** | Sample – Streamlined tool to evaluate nutrition services resources | Pathway Health |
| **Facility Assessment Staffing Tool to Meet Resident Needs** | Sample Template – this tool is one component of the Comprehensive Facility Personnel Resources Workbook  | Pathway Health |
| **Licensed Nurse Competency Template** | Sample Template – For Licensed Nurse Competency – Customizable  | Pathway Health |
| **CMS 671** | CMS 671 Form and Directions – utilized by the facility to evaluate the resident population and align resources accordingly  | CMS. (2002). Long Term Care Facility Application for Medicare and Medicaid. Retrieved August, 2017, from <https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/CMS671.pdf>   |
| **CMS-20062 Sufficient and Competent Staff** | CMS - Sufficient and Competent Nurse Staffing Review Tool used during survey process.  | Critical Element (CE) Pathways and Facility Tasks<https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/GuidanceforLawsAndRegulations/Downloads/LTC-Survey-Pathways.zip>  |
| **Return Demonstration - PeriCare** | Sample Template of a return demonstration checklist for competency evaluation  | Pathway Health |
| **Facility Assessment Summary Worksheets** | Tools to be utilized by team members upon the completion of data collection to determine trends and improvement opportunities. Finalization of information to enter into the facility assessment template  | Pathway Health |