



ILLINOIS DEPARTMENT OF PUBLIC HEALTH  
**IDPH**  
PROTECTING HEALTH, IMPROVING LIVES

Surveillance Nurse Visit Checklist Home Services/Home Nursing:

Please have the following documentation available for the Surveillance Nurse:

- Current employee list with dates of hire
- Client list with start of care date
- Number of private pay/insurance clients (please do not include CCP, VA, DORS)
- Last Renewal Application
- Current Proof of Insurance
- Proof of Initial/Annual Training for each of the Home Service Workers
- Web Portal Access Date/Date started fingerprinting process
- Complaints/Grievances in the last 12 months
- CLIENT HOME VISITS WILL BE CONDUCTED DURING THIS SURVEY

If your agency keeps the above documentation in electronic format only, it is requested that one designated person from your agency be able to access this information in a timely manner for the surveyor's review on the date of the visit. If the documentation is not available it is in violation of 77 Adm. Code 245.110 c) *Agencies shall make available to the Department all books, records, policies and procedures, or any other materials requested during the course of an investigation or inspection.* (Section 9.01 of the Act)

**Section 245.130 Adverse Licensure Actions**

- a) Adverse licensure actions include the denial of an initial license application, denial of an application for license renewal, revocation of a license, suspension of a license, and the imposition of a penalty or fine.
- b) Adverse licensure action shall be considered by the Department under the following conditions:
  - 5) *Refusal to make books, records, policies and procedures, or any other materials requested during the course of an investigation or inspection available to the Department.* (Section 9.01 of the Act)