



525-535 West Jefferson Street • Springfield, Illinois 62761-0001 • www.dph.illinois.gov

Surveillance Nurse Visit Checklist (Home Placement):

Per 77 Ill. Adm. Code 245.110(a-c), the agency manager or a designee must be available for the survey when an IDPH nurse surveyor arrives. Failure to be available or refusal to allow a survey by an IDPH nurse during regular business hours may subject an agency to a fine and other administrative proceeding.

Nursing agencies must have the nursing supervisor available in person or by phone. Surveys may include record review, interviews, phone interviews, and client or patient home visits (with the client or patient's consent). Also, the agency manager or designee must be able to demonstrate access to the Health Care Worker Registry through the IDPH web portal.

Required Materials for Surveyor Review

- Policy and procedure manuals
- Bylaws
- Governing body meeting minutes
- List of current clients (Private Pay, Private Insurance, DSCC, VA only) and each client's start of care dates. **DO NOT INCLUDE CCP, DHS, DORS.**
- List of former clients from the previous year, with admission and discharge dates
- List of placed workers
- Current certificate of liability insurance
- Complaint log and process
- Placed worker training verifications.
- Agency job descriptions
- IDFPR license verifications on placed RNs
- Copy of current IDPH license application (Initial or Renewal)

If the agency maintains electronic records, one designated person from the agency must be able to access this information in a timely manner for the surveyor's review during the survey. Failure to do so may constitute a violation of 77 Ill. Adm. Code [245.110\(c\)](#). The surveyor should have access to navigate the electronic record without interference. Agency staff may sit with the surveyor to observe if the observation does not inhibit or delay the survey.