HFEL Long Term Care – Routine Relicense/Recertification Survey (1/7/2014) – Survey Subprocess

Survey Team Leader
- Review facility history
- Gather survey documents to be completed
- Coordinate and assign tasks to team members
- Document survey findings
- Draft findings
- Generate draft survey report

Survey Team Member
- Receive and execute survey tasks
- Document survey findings
- Draft findings
- Draft findings
Comments:
1. Signature required from OPC Enforcement to meet federal requirements
2. Form is faxed by Office Supervisor to ‘stand out’ from other documents
<table>
<thead>
<tr>
<th>Office Supervisor</th>
<th>Team Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Receive proposed revisit date</strong></td>
<td>Schedule revisit</td>
</tr>
</tbody>
</table>

**Phase**

HFEL Long Term Care – Routine Relicense/Recertification Survey (1/7/2014) – Revisit subprocess