

## ON SITE ODMH SURVEY

### PRIOR TO SURVEY

- ODMH Program Administrator will contact the hospital 1-2 months before the on site survey is due to schedule/confirm the date of the survey and will send an application packet to the hospital/service provider at that time.
- The hospital/service provider will submit to ODMH a complete application for license packet *at least 2 weeks prior to the survey date.*

### DAY OF SURVEY

9:30-9:45am

- Arrival of Program Administrator
- Set-up laptop
- Introduction to staff survey participants

9:45-11:00am

- Interactive discussion of hospital initiatives, challenges, ODMH updates
- Review of clinical staff/services, patient rights, special logs, treatment outcomes

11:00-12:00pm

- Tour of unit(s)

12:00-3:00pm

- Review of patient records

3:00-3:30pm

- Summation discussion (hospital determines staff participants)

### NEEDS FOR THE DAY

- Private, quiet room for patient record review (*Hard copy of the patient record is preferable; however, if have electronic record review please have designated staff to assist*)
- Designated staff to conduct unit tour
- Designated contact person for questions

### REVIEW OF PATIENT RECORDS

5-10 patient records (patients discharged within the last year) should be available for review on the survey day, and patient records must reflect the type of services provided by the hospital to include the following:

- All Reportable Incidents
- Seclusion/Restraint
- Deaf/hearing impaired, Non-English speaking
- Secondary diagnosis MRDD/Substance Abuse
- < 24 hour observation, Psychiatric Intensive Care
- Children/adolescents, Civilly committed

### POST SURVEY

The Program Administrator will send a survey report with a plan of correction as indicated and a new license within 3 weeks of the survey. If you have any questions/comments about the survey process, please contact Denise Cole, JD, MSN, RNC, at (614) 644-6166 or at [coled@mh.state.oh.us](mailto:coled@mh.state.oh.us)