

In-Person Inspection Tips

DSS is returning to in-person inspections in May. While most of the focus will be on infection control and mitigation, they will take enforcement action for other violations as well. Annual inspections have been on hold during COVID, so while focusing on COVID don't ignore the basics:

1. Ensure employee files are complete. For example, make sure employee files contain evidence of first aid training, a background check, and required training.
2. Ensure resident files are complete. The LIC 603 should be updated annually and residents with dementia should have an annual medical assessment.
3. Ensure physical plant issues are in order, such as ensuring call systems are working properly.
4. Review elder abuse reporting requirements and restrictions with staff.

Infection Control/Mitigation Inspection Tips

1. Ensure staff follow all infection mitigation protocols in your DSS-approved plan, including wearing N95 masks or face coverings and other PPE as appropriate and properly donning and doffing PPE.
2. Ensure all staff that wear an N95 mask have been fit tested. (See fit testing resources under [Cal/OSHA](#) or contact your LPA.)
3. Ensure all applicable PINs and other information that require posting are posted in an area accessible to residents, or as otherwise noted in the PIN.
4. Ask politely for the statutory or regulatory reference for any citation that you are unsure about, and don't be afraid to ask to speak with the LPA and their supervisor if there is a disagreement or misunderstanding.
5. Work to build a relationship with your LPA and ensure any plan of correction (POC) is done collaboratively. You do not have to allow the LPA to unilaterally impose a POC.
6. Ensure all requirements for implementing statewide COVID-19 waivers are fulfilled and documented and any time limitations have been considered (see [CCLD Waived Requirements](#)).

Don't forget about CALA's [Compliance Audit](#) member tools. CALA's self-audit tool contains current regulatory and statutory requirements; it's free to CALA members. If you want an independent auditor to conduct a third-party compliance audit that includes current COVID guidance that is available as well.