



**Center for Clinical Standards and Quality/Survey & Certification Group**

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**REF: S&C: 15-12-Hospital**

**DATE:** November 26, 2014

**TO:** State Survey Agency Directors

**FROM:** Director  
Survey and Certification Group

**SUBJECT:** Public Release of Three Hospital Surveyor Worksheets

**Memorandum Summary**

- ***Three Hospital Surveyor Worksheets Finalized:*** The Centers for Medicare & Medicaid Services (CMS) has finalized surveyor worksheets for assessing compliance with three Medicare hospital Conditions of Participation (CoPs): Quality Assessment and Performance Improvement (QAPI), Infection Control, and Discharge Planning. The worksheets are used by State and Federal surveyors on all survey activity in hospitals when assessing compliance with any of these three CoPs.
- ***Final Worksheets Made Public:*** Via this memorandum we are making the worksheets publicly available. The hospital industry is encouraged, but not required, to use the worksheets as part of their self-assessment tools to promote quality and patient safety.

**Background**

The CMS has finalized three worksheets designed to help surveyors assess compliance with the hospital CoPs for QAPI, infection control, and discharge planning. In S&C-12-01, released October 14, 2011, S&C-12-32, released May 18, 2012, and S&C-13-03, released November 3, 2012, we made available to the public copies of the initial and revised draft surveyor worksheets. These worksheets have now been revised and finalized, and have been distributed to State Survey Agencies and CMS Regional Offices for use as part of the standard hospital survey process. State and Federal surveyors are to use the worksheets on all hospital survey activity in which compliance with any or all of the three CoPs is assessed. Citation instructions are provided on each of the three worksheets and surveyors will follow standard procedures when non-compliance is identified in hospitals, including documentation on the Form CMS 2567.

The worksheets will not be used by surveyors in critical access hospitals (CAHs) as CAHs have different CoPs and the questions and citation instructions on the three worksheets do not align with the CAH regulatory requirements.

**Public Distribution**

The CMS is making the three finalized worksheets available to the public via this memo. We encourage hospitals to use them on a voluntary basis for self-assessment of their practices related to QAPI, infection control and discharge planning.

Questions and comments may be submitted to: [hospitalscg@cms.hhs.gov](mailto:hospitalscg@cms.hhs.gov)

**Effective Date:** Immediately. The information contained in this letter should be shared with all survey and certification staff, their managers, and the state/Regional Office training coordinators.

/s/  
Thomas E. Hamilton

Attachments: (3)

Hospital Infection Control Worksheet  
Hospital QAPI Worksheet  
Hospital Discharge Planning Worksheet

cc: Survey and Certification Regional Office Management