



iQIES Survey & Certification Job Aid

Immediate Jeopardy (IJ) for Long Term Care

Overview

This Job Aid shows how to document surveys identified as having IJ. Navigating to the IJ section is considered prerequisite knowledge for beginning citation work. Refer to the [Manage a Survey: Long Term Care Facilities](#) for detailed citation steps, if needed.

Documenting IJ Template in iQIES

Notes:

- Document dates and the IJ Components within the individual **Citation Overview** section.
 - The IJ template is generated in iQIES. An additional upload is not required.
1. Go to **Edit Citation Overview**.
Note: A citation must be created first for a complaint survey. Review [Manage a Survey: LTC Facilities User Manual](#), if necessary.
 2. Add the following:
 - **IJ Start Date** of that citation
 - **Date and Time IJ Template provided to entity**
 3. Respond to each IJ component question for:
 - **Noncompliance**
 - **Serious injury, serious harm, serious impairment or death**
 - **Need for Immediate Action**
 4. Document these details on each IJ citation.
 5. Click **Save**.
 6. Go to **Citations** main page.
 7. Click **Download IJ Template** to generate a comprehensive IJ Template.
Note: The PDF saves to your downloads folder and can be provided to provider.
 8. Add Date **CMS Notified of IJ Situation** for unremoved IJ, if applicable.
 9. Add **IJ Removed Date** after IJ removal verification, if applicable.

IJ Notes

- **H1** is the original health survey. See *Figure 1, H1 Original Health Survey ID*.



Figure 1: H1 Original Health Survey ID

- **H2** is the first revisit survey to the original health survey. It is possible to view prior revisits; all revisit surveys can be seen back to the original survey. Click the icon under **Category** to view the older revisit surveys. See *Figure 2, Revisit Created Notification Bar*.

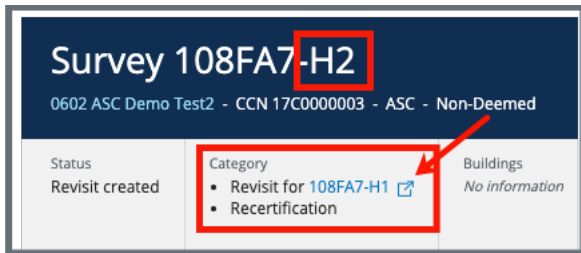


Figure 2: H2 Revisit Created Notification Bar

- **H3** and higher numbers reflect subsequent revisit surveys to health surveys. Each revisit survey has its own number. For example, **H4** means there have been three (e) revisit surveys to the original health survey.
- When an IJ is associated with a citation, it is possible to:
 - Lock IJ-only citations, generate an SOD with **Date Sent**, then unlock the non-IJ citations to complete the writing, and then send a full SOD. A revisit survey can then be scheduled, or
 - Lock only the citation associated with IJ, send the SOD with **Date Sent**, create a revisit survey, and then finish the non-IJ citations at the revisit survey.
- To lock IJs:
 - a. Click **Lock IJs**. See *Figure 3, Lock IJs*. The **Lock IJ Citations** pop-up window opens.

Notes:

- The **Lock IJs** box highlights in solid red when all conditions have been met.
- All citations associated with the survey are locked. They can be unlocked once the SOD is generated with **Date Sent**.

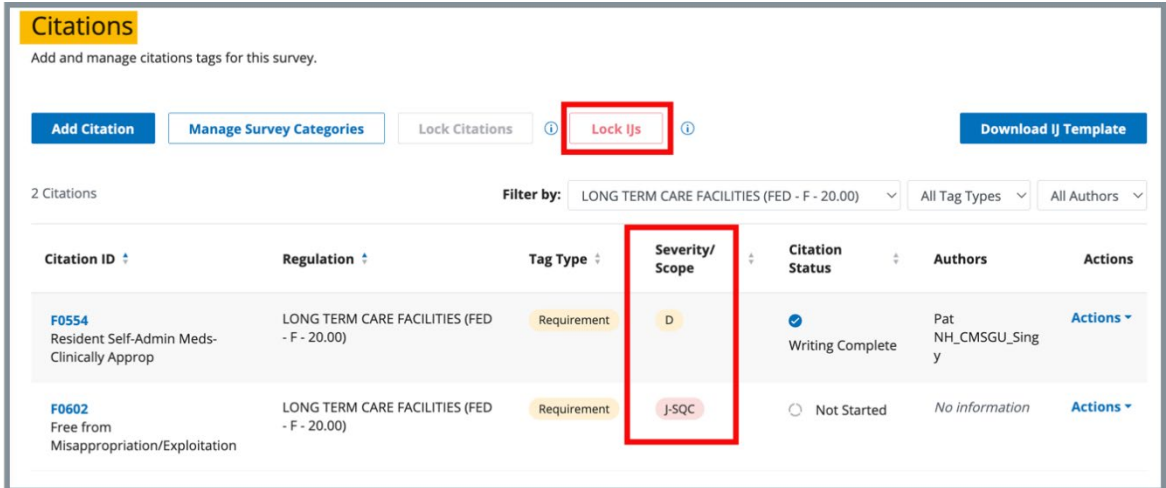


Figure 3: Lock IJs

- b. Click **Lock as IJ**. See Figure 4, *Lock IJ Citations Popup Window*. The **Citations** page opens, and a **Statement of Deficiencies** can now be generated with **Date Sent**.

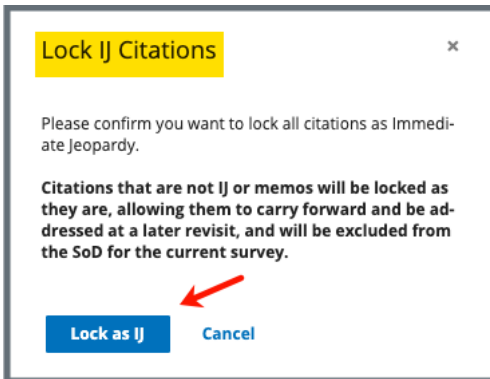


Figure 4: Lock IJ Citations Popup Window

IJ Conditions

IJ Removed Prior to Exit

When IJ is removed prior to exiting the survey:

- Full SOD 2567 can be generated and **Sent Date** added
- A revisit survey can be created

IJ Remains at Exit

When IJ remains at exit and an onsite revisit is required to verify IJ has been removed:

- The IJ citation findings can be written, locked, and IJ SOD 2567 generated for two-business day deadline
- Non-IJ citations can be written and locked or remain not started/in progress if not addressed
- A revisit survey can be created

Process Workflow

The figures below show the process workflow of an IJ citation, SOD, and Revisit. See *Figure 5, First Visit (H1) IJ Identified*, *Figure 6, Revisit Required (H2) IJ Remains*, *Figure 7, Revisit Required (H3) IJ Remains*.

Note: The IJ revisit counts as the first revisit

Skip to [Process](#) to view the written process, if desired.

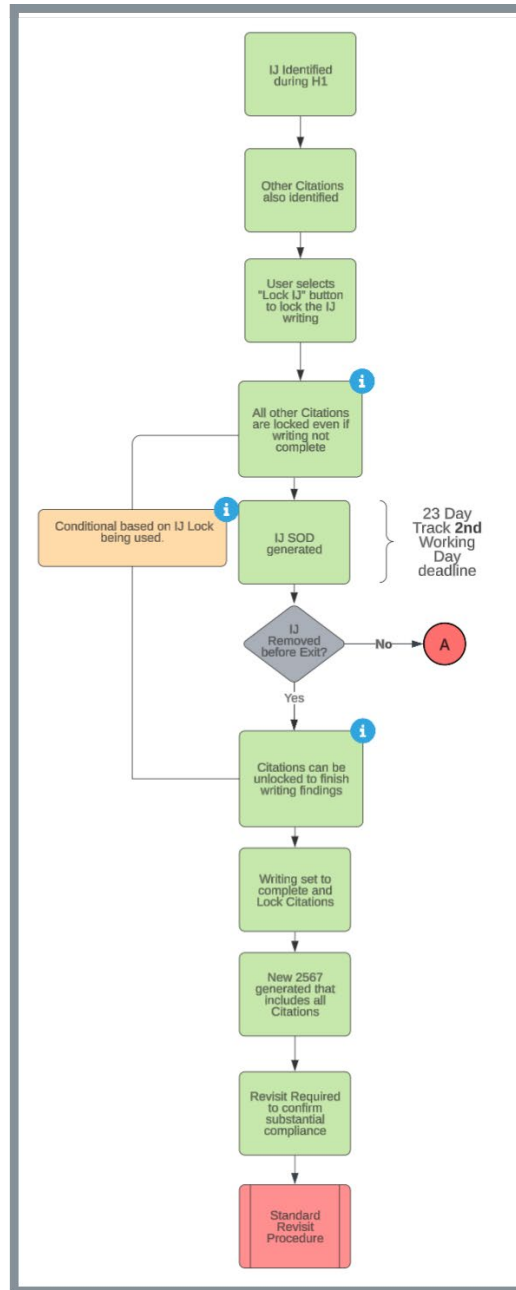


Figure 5: First Visit (H1) IJ Identified

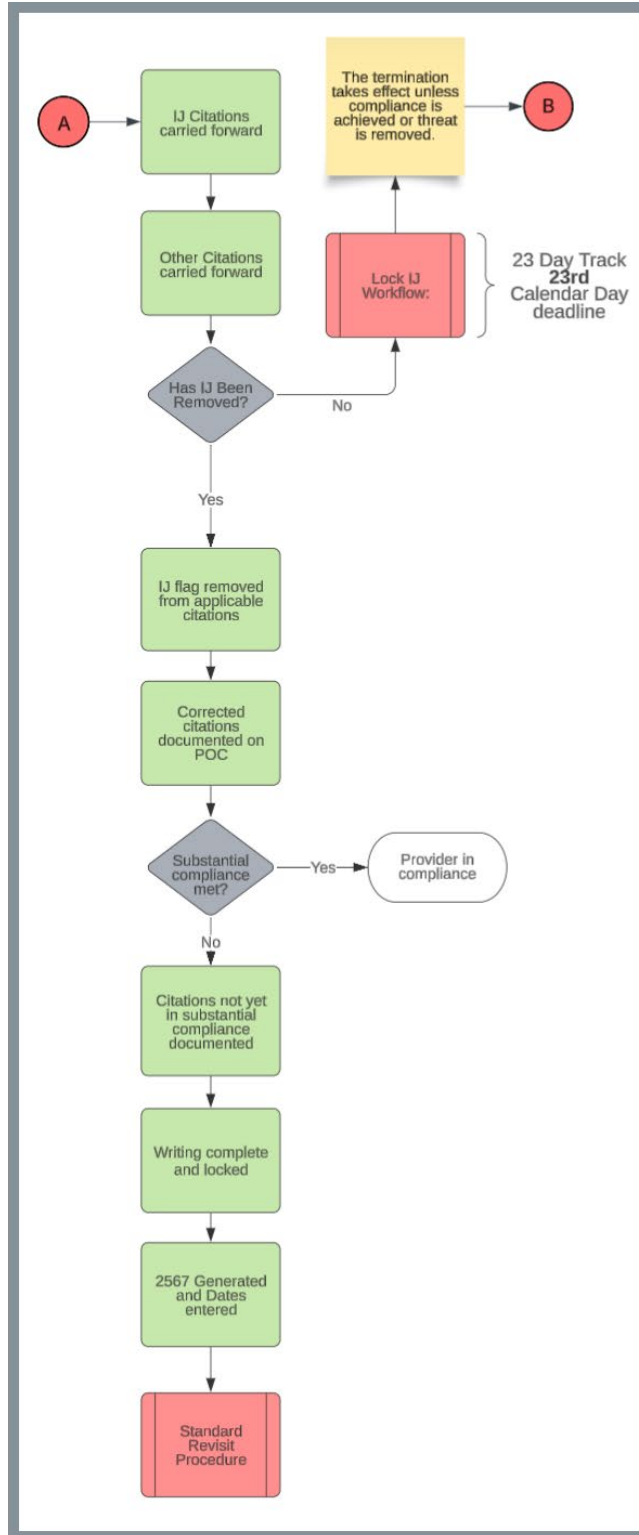


Figure 6: Revisit Required (H2) IJ Remains

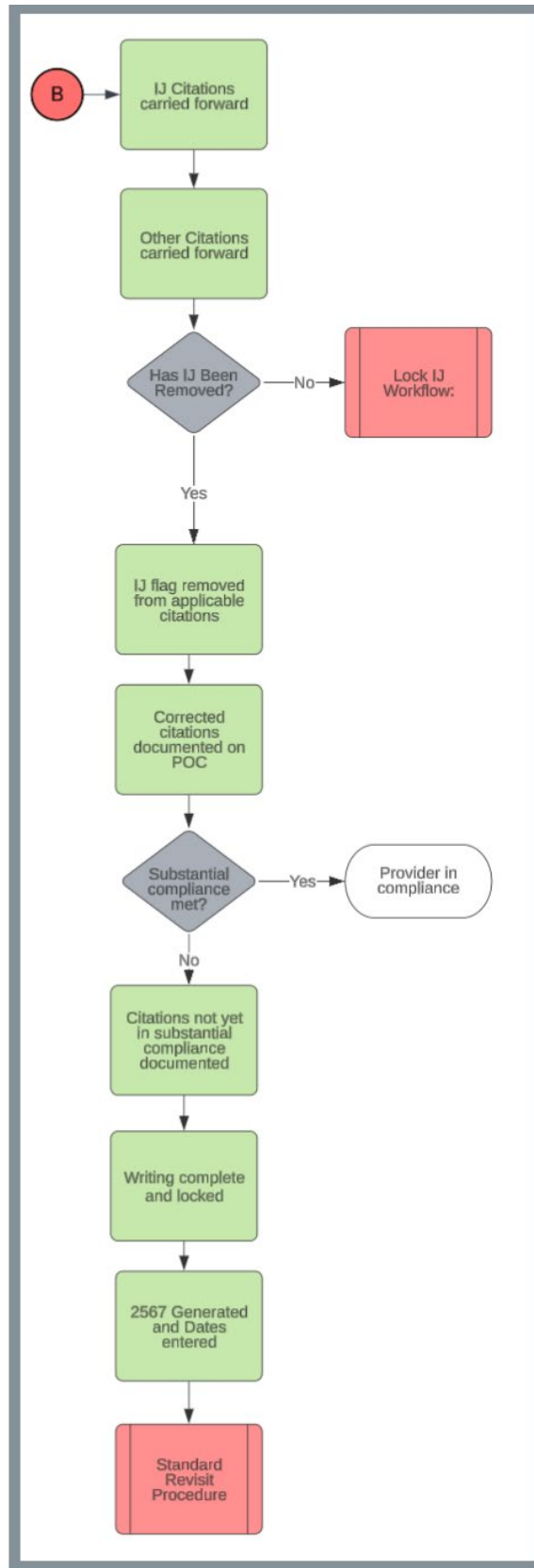


Figure 7: Revisit Required (H3) IJ Remains

Process

Note: A two-business-day deadline applies when an IJ citation remains unremoved at survey exit.

Lock the IJ Citation

1. Click **Citations** on the left menu to get to the IJ citation. The **Citations** window opens.
2. Is the **Lock IJs** box in solid red? If yes, continue to the next step. Otherwise, follow the bulleted items below:
 - Hover over the information button next to **Lock IJs** to verify outstanding conditions. Only unmet conditions are noted. See *Figure 8, Unmet Conditions*.

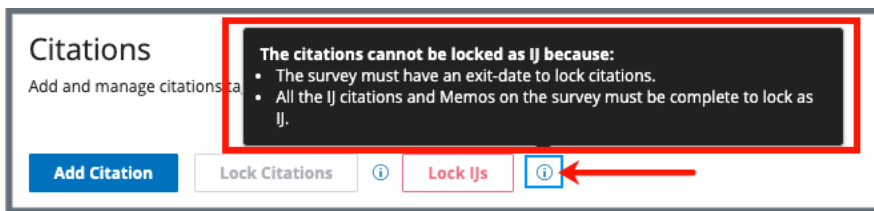


Figure 8: Unmet Conditions

- Resolve any outstanding conditions and return to the **Citations** page.

3. **Click Lock IJs.** See *Figure 9, Lock IJs*. The **Lock IJ Citations** window opens.

Notes:

- The **Lock IJs** box highlights in solid red when all conditions have been met.
- All citations associated with the survey are locked. They can be unlocked once the SOD is generated with **Date Sent**.



Figure 9: Lock IJs

4. **Click Lock as IJ.** See *Figure 10, Lock IJ Citations Popup Window*. The **Citations** page opens and an SOD can now be generated with **Date Sent**.

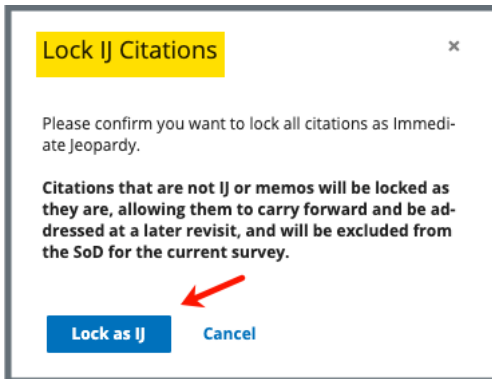


Figure 10: Lock IJ Citations Popup Window

Create an SOD for IJ Only

1. Click **Statement of Deficiencies** on the left menu. The **Statement of Deficiencies** page opens.
2. Click **Generate Statement of Deficiencies**. The **Statement of Deficiencies** page shows additional fields.
3. Click the box next to **Include only IJ citations and memos** under **IJ Survey** on the **Statement of Deficiencies** page. See *Figure 11, IJ Citation Check Box*. Only the IJ citation is included on the SOD.

Notes:

- When an IJ citation is locked, an SOD can be generated with **Date Sent** when the non-IJ citation status is **Citation Status is Not Started**
- An SOD can be created, but it cannot be generated with **Date Sent** prior to locking citations

The screenshot shows the 'Statement of Deficiencies' form. On the left is a navigation menu with options: Basic Information, Responsible Staff, Teams, Citations, **Statement of Deficiencies**, Informal Dispute Resolution, Plan of Correction, CMS-1572, CMS-670, Letters, Notes, and Attachments. The main content area is titled 'Statement of Deficiencies' and includes instructions to 'Select preferred options for Statement of Deficiencies form.' Below this, it notes 'All required fields are marked with an asterisk (*)'. Under 'Statement of Deficiencies *', there are two options: 'CMS-2567 - Federal Statement of Deficiencies' (checked) and 'State Licensure Statement of Deficiencies' (unchecked). The 'Federal Regulations' section has three checked items: 'Emergency Preparedness (FED - E - 1.02)', 'HOME HEALTH AGENCIES (FED - G - 12.00)', and 'Emergency Preparedness (FED - E - 1.03)'. The 'Format Options' section has 'Include tag 9999' (unchecked). A red box highlights the 'IJ Survey' section, which contains the checkbox 'Include only IJ citations and memos'.

Figure 11: IJ Citation Check Box

Unlock non-IJ Citations and Generate New SOD

Note: Generate a new SOD within 10 business days.

1. Unlock non-IJ citations.
2. Finish writing findings.
3. Set writing to complete.
4. Lock citations.
5. Generate a new SOD. The new SOD includes all the citations, both IJ and non-IJ.

Create a Revisit Survey

Notes:

- A revisit survey can be created as many times as necessary
- The IJ revisit survey is considered the first revisit
- A revisit survey is required to determine substantial compliance even if an IJ is removed
- If the IJ has been corrected but deficiencies still exist, then the provider is given 90 days to correct the deficiencies (67 calendar days added to the 23 calendar days)