

Supervisory Review Tips for Program Activities in OmbudsManager

- **Program activity descriptions can be found on pages 3-7 in the OmbudsManager Desk Reference**
- **The activity type that matches the activity performed should be chosen**
- **Always use “local” not “State” in the activity field**
- **Instance Field – Use varies based on activity see page 3-7 in the OmbudsManager Desk Reference for guidance**
- **DPAHC – Do not use. Not a PA function**
- **Location- must be completed for all activities related to facility visits, facility closing/resident relocation, training, consultations and work with family/resident councils**
- **Training-**
 - **Complete this section if “you” conducted or arranged for training.**
 - **Select topic that best matches activity.**
 - **Enter number of attendees.**
- **Time – include time spent and travel time, in hours and minutes, for each activity.**
- **The completed box is checked and date entered.**
- **Description Section**
 - **Complete this section for “Consultations To Facilities/Providers” and “Information & Consultation To Individuals”**
 - **Contact- enter name of consumer/provider**
 - **Consultation Topic**
 - **Select topic that is best match.**
 - **Enter separate entry for each topic discussed.**
- **Activity Comments are notes for the entire activity**
- **Add a supervisory review note at the end of the activity comments include date reviewed.**