

NOTE: (3) Active Patients and (7) d/c'd Patients Are Required To Be Eligible For JC Initial Inspection

### Accreditation CHECK LIST

Agency: \_\_\_\_\_ Acc.Exp Date: \_\_\_\_\_  
DHS License Exp Date: \_\_\_\_\_ e-mail: \_\_\_\_\_  
Contact: \_\_\_\_\_ CLIA Exp Date: \_\_\_\_\_ Cell: \_\_\_\_\_

### **ADMINISTRATIVE:**

- Liability/Professional Insurance
- Business License
- Waste License
- Direct Discipline
- Lease
- Regulations/Laws
- Laboratory/CLIA
- Communication/Letters from-to DHS
- Governing Body Standards, Chapter 400
- Medicare Conditions of Participation:  
[http://www.cms.hhs.gov/CfCsAndCoPs/12\\_homehealth.asp#TopOfPage](http://www.cms.hhs.gov/CfCsAndCoPs/12_homehealth.asp#TopOfPage)
- CA Nursing Board (Nursing Practice Act)
- Contracts (Therapy-ALF)
- Contracts Evaluations
- Workers Compensation
- Accounting: Budget (3 years), Cash flow, etc.
- Quarterly Reports
- MC Balance Reports
- Verify OIG Exclusions

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## **Posters:**

- Regulation Current Year
- HIPAA
- Mission and Non-Discrimination
- Organizational Chart
- Fire Safety/Extinguisher
- Speak Up
- Hand Washing
- Safety Goals
- Emergency Control
- City/County Licenses
- Exit Route
- Door Sign (Agency Name) (Hours, Emergency)
- Agency Board Material (Do Not Use Abbreviation, Hand washing, PI, Accepted Abbreviations)

## **LOGS:**

(Surveys Log: Patient-Employee-Physicians) Incident (list all together separates)

- Emergency Log: Including Emergency Plan, Medication PO, Evacuation Form (if applicable, Emergency Numbers, Call 911, Evacuation Plan)
- WHEN OUTSIDE STATE SUPPLIER (annually)
- Hazardous Table

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- High Risk Meds
- QA review Log
- Grievance/Complaints/Grievance Form
- Referral Log
- In-Services (posted Calendar)
- Glucometer Compet.
- Storage Area Cleaning
- Bio-Waste
- Transfer Log
- Infection
- License Verification (Employees, MDs)
- Look Alike/Sound Alike Meds
- Inventory Log
- Medical Supplies Log
- Surveys, separated by DIVIDERS: Patients, (Quarterly review, using scale 1-5), Employees, Physicians
- Copy of all Contracts Eval
- Physician Orders
- Employee Concern (form)
- Utilities Backup
- Discharge Planning/Forms
- BP Gauge check
- Incident Reports (separate by dividers): Falls, Employee Incident Exposure, Risk Mg, Ethic
- List of more common infections/disease

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- Accident, Infection, Behaviors, Med. Device
- Visitor Log (HIPAA)

## **MINUTES:**

(Board Minute: Minutes are retained for a minimum of 5 years)

- Safety, Fire Drill
- Board of Directors (INITIAL)
- Advisory Committee (Medical Director, Name)
- Disaster Drill
- Clinical record review cte (QA/QI/PI) minutes
- Utilization review
- Ethic
- Clinical Record Review cte q/3months, must participate each disciple with services
- Infection Control
- Board (Discussion of Conflict Interest-annual, Non-Discrimination)
- Board: Minutes End of Year, Budget, Agency Eval

By the time of the JC initial inspection, (3) active patients and (7) d/c'd patients are required to be eligible for the inspection.

## **FORMS\*:**

(\*must be in Office)

- Agency Forms Book (Nurses Assessment–OASIS)
- BROCHURE
- BS Log with weekly Quality Control

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- Staff Change Form
- Referral Form
- DC Instructions, Summary, Addendums– DC Packages
- Wound Record, Wound Body chart, Wound photo
- Medicare Provider Non Coverage
- Admission Order, Recert Order, Reinstatement Order, DC Order
- Advance Beneficiary Notices
- Missed Visit
- Test (Timed Get up, Braden/Norton, FLAC, Hosp)
- Recert Packages
- Case Conference
- Patient Transfer → Hosp/MD
- Verbal/Modify Orders
- 60 Days Summary
- Team Communication
- Medication Form (update, records)
- Admission Packages
- Progress Notes (Nurse, HHA must match HHA Plan)
- Supervision Forms
- Therapy Forms (Including Plan, Eval, SV, Notes, DC, DC Addendum)
- Weekly, Itinerary
- Adult Assessments (Private)
- MSW forms (Plan, Eval, Note)
- Hurricane Guide (En-Sp)

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- Emergency Evacuation (En-Sp)
- \*Green for the 1st Survey (AHCA License) POC signed within 30 days

## **Policies**

- Compliance Fraud Prev.
- Fraud Investigator
- ALF Insur.
- QA Manual (including Chart review, Performance Imp.)
- POC Tips
- B/P Monitor Protocol
- Patient Safety Goals (JC/O)
- HIPAA Manual
- Pediatric Manual
- OBQI Manual
- Protocol training
- Lab Manual  training
- Infection  OSHA  Exp. Plan
- Biomedical waste  training
- Bloodborne Manual
- Drug Free Prog.
- Emergency Plan current/Drill
- Emerg. Ins.
- Safety Manual

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- Field STAFF training
- Alzheimer's Training Curriculum (2 hrs training for all Employees with Approved Material)
- Agreement.ConvC
- Pain Management Manual
- Pain training
- Orientation Manual
- Clinical Procedures
- OSHA Right to know
- Emergency Staff Manual
- Ethics Manual  training
- Medical Device training
- Medication Management
- Policy Manual
- Nursing Manual
- Infection Control
  
- IV Manual
- Respiratory Manual
- Agency Form
- Employee Manual (Forms)
- Business Plan
- Risk Management Plan
- Annual Risk

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- MD Rds Meds
- Rehab Protocol
- Educational Materials
- Personnel Policy Training
- Hazard/Vulnerability
- Educational Program
- Anticoagulation Program
- MSDS Log
- Wound Protocol
- Adverse/Sent Event
- Information Recovery
  
- HHA Plan  Notes not match
- Medication incomplete, not reconc., no updated
- Identified new needs, no Orders
- Not frequency compliance
- Missed visit→report MD
- Incomplete Agreement  Frequency, Adv. Directives, charges
- Staff training in new position
- Diploma prof.
- PAC Incomplete
- Minutes incomplete

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- Team Comm, documentation in notes, coordination in care
- PI Incomplete
- Direct Discipline
- Supervision missing (HHA Skill Q14D, non-skill Q60D)
- Handwashing
- No OBQI reports
- LPN, Therapy Assistant (Q30D)
- Notes on time, goals, D/C planning
- Orders signed Q60D
- Competency interaction other disc.
- QA→ non clinical staff