

Accreditation CHECK LIST



ADMINISTRATIVE:

- Liability/Professional Insurance
- Business Licenses
- Lease
- Contracts (Therapy-ALF)
- Accounting: Budget (3 years), Cash flow, etc. Payroll, W2, taxes
- Annual Agency eval/Appraisal
- Medicare Conditions of Participation
- Services to Provide (letter to AHCA if needed, fax: 850-922-5374)
- Laboratory/CLIA, AHCA,
- Waste License www.doh.state.fl.us/environment/community/biomedical
- Regulations/Laws
- Communication/Letters from-to AHCA
- Workers Compensation
- OASIS transmission report, OBQI reports
- Quarterly Reports
- Board List, PAC, Ethic Cte, Compliance Cte-Fraud, HIPAA-Privacy Cte, Infection Control Cte
- http://www.cms.hhs.gov/CFCsAndCoPs/12_homehealth.asp#TopOfPage

Posters:

- Regulation current Year
- HIPAA
- Speak Up
- Safety Goals
- Hand washing
- Emergency Control

JCHO

- Mission and Non-Discrimination
- Organizational Chart
- Fire Safety/Extinguisher
- Agency Board Material (Do not use Abbreviation, Hand washing, PI, Accepted Abbreviations)
- City/County Licenses
- Exit Route
- Abbreviations
- Door Sign (Agency Name) (Hours, Emergency)

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

- Emergency Log:** Including Emergency Plan, Medication, POC, Evacuation Form (if applicable), by Category. Maintain [Proof of Plan Updates and submissions * ARRAIGNMENT OUTSIDE STATE SUPPLIER \(annual\)](#)
- Hospitalization Log
- QA review Log
- On-Call Log (Posted Person On-Call Daily)
- Storage Area Cleaning
- License Verification (Employees, MDs)
- Surveys, separated by **DIVIDERS:** Patients, (Quarterly review, using scale 1-5), Employees, Physicians
- Copy of all Contracts, Eval
- Utilities Backup
- Incident Reports: (Separate by **dividers:**) Falls, Employee Incident Exposure, Risk Mg, Ethic,
- List of more common infections/disease
- File Movement
- Grievance/Complaints/Grievance Form
- Bio-Waste
- Inventory Log
- Physician Orders
- Discharge Planning/Forms
- Accident, Infection, Behaviors, Med. Device
- Visitor Log (HIPAA)
- In-Services(posted Calendar)
- Transfer Log
- Employee Concern (front)
- BP Gauge check
- Minutes Logs (Book)
- Referral Log
- Glucometer Compet.
- Infection
- Medical Supplies Log

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

- Safety. Fire Drill
- QA/QI/PI minutes
- Infection Control
- Civil Rights (Non-Discrimination)
- Board of Directors (INITIAL)
- Utilization review
- Board (Discussion of Conflict Interest-annual, Non-Discrimination)
- Advisory Committee (Medical Director, Name) (Approval: Mission, Adm., AADM, DON, ADON, PAC members, CFO)
- Ethic
- (Clinical Record Review cte q/3months, must participate each disciple with services)
- (Board: Minutes End of Year, Budget, Agency Eval)

FORMS*: (must be in Office) Agency Forms Book (Nurses Assessment-OASIS)

- DNR order Emergency Evacuation release BROCHURE
- BS Log with Glucometer Calibration. BP/VS Log
- Staff Change Form Referral Form DC Instructions, Summary, Letters-DC Packages
- Wound Record, Wound Body chart, Wound photo
- Admission Order, Recert Order, Reinstatement Order, DC Order
- Missed Visit. Caregiver Affidavit Advance Beneficiary Notices
- Recert Packages Medicare Provider Non Coverage Case Conference
- Patient Transfer Verbal/Modify Orders 60 Days Summary
- Team Communication Medication Form Admission Packages (No labels)
- Progress Notes (Nurse, HHA **must match HHA Plan**) Supervision Forms
- Therapy Forms (Including Plan, Eval, SV, Notes, DC) Weekly, Itinerary
- In-Home Calendar MSW forms Case manager Report
- OASIS: SOC, Recert (Follow Up), DC, Transfer Emergency Evacuation (En-Sp)
- Hurricane Guide (En-Sp) Personal Health Records

* in Green for the 1st Survey (AHCA License) POC signed within 30 days.

Policies *, including all necessary Manuals: Psychiatric Manual Compliance Fraud Prev.

- QA Manual (including S/U-Notes-Service-Chart review, Utilization review, DC planning-Performance Imp.)
- Patient Safety Goals(JCHO) Face to Face HIPAA Manual
- Wound Protocol Laboratory Manual Infection Control/OSHA
- Biomedical waste Bloodborne Manual Civil Rights (advertising Brochure)
- Emergency Plan current Pandemic Manual Fall Safety Manual
- Alzheimer's Training Curriculum (2 hrs training for all Employees, with Approved Material)
- Pain Management Manual Orientation In-Service Manual & Calendar
- Clinical Procedures OASIS test Employee Safety Manual
- Ethic Manual Medical Device Medication Management (JCHO)
- Policy Manual Nursing Manual IV Manual
- Respiratory Manual Agency Forms Employee Manual (Forms)
- Execute Strategic Plan Business Plan Risk Management Plan
- Execute Accreditation Guide/Training(Agency) Execute Surveyors Guide (Agency)
- Educational Materials: - Advance Directives, Alzheimer's, Fall prev., Emergencies (Patient-Family Book) - HIPAA Privacy, Diabetes, Pain, Medications, Infection

* in Green for the 1st Survey (AHCA License)

- Labels:**
 - Biomedical waste
 - Confidential (Emp. and Patients)
 - Resources Guide, Fall Prevention
 - QA review, DM, Wound
 - Allergies, Anticoagulant therapy
 - Filling System:**
 - Manila Folders & Dividers
 - Year label
 - Self Study** done: Home Care & Core (CHAP)
 - Regulations Folder**, H-Tag, Minimum Standards Chapter 400, Civil Rights
- TB Mask
 - TB_FLU ARMOUR - PANDEMIC INFLUENZA INFECTION CONTROL SUPPLIES INCLUDING N95 RESPIRATORS MASKS.hmt
 - Numerical labels
 - Biohazard Contract/License
 - Florida Nursing Board (Nursing Practice Act)
- http://www.doh.state.fl.us/mqa/nursing/info_PracticeAct.pdf

- Employee:**
- Conflict Interest (Minute, Board, Employee)
 - Initial/Exit Interview
 - Handbooks
 - Ids (Visitors, Temporary)
 - Job Descriptions *each position*
 - Surveys, Concerns (reception area)
 - Probation - Annual Evaluation - Leader Eval
(GOALS-Self Eval) GOALS setting, Self Eval, Joint visit, competency
 - In-Services:**
 - HIPAA
 - HIV, OSHA, Dom. Violence
 - Alzheimer's (8 months)
 - Patients Rights
 - Fraud & Abuse
 - Emergency(annual)
 - TB Training-Mask
 - Fall Prevention
 - Safety
 - Pain Management
 - Bloodborne
 - Infection (Hand washing, Bag) (annual)
 - Biomedical waste
 - Medical Device (annual)
 - Verification license (Professional staff Copy of Title)
 - Calendar of Inservices
 - Up to date documents/chart
 - Initial Orientation (Employees, Board, Advisory)
 - Key Employees: Resume
 - Agreement/Contract
 - Liability Insurance

Any Employee **POSITION CHANGE**, must has new ORIENTATION. If using a Therapy company, each therapist MUST have a full Personnel chart with the Agency forms. Member of PAC must be evaluated.

Our Services include:

- AGENCY visit for checkup (as needed) (*outside Miami-Broward area the visit expense is responsibilities of the Agency*)
- Unlimited phone calls
- Accreditation training classes
- (3 minimum)
- Full Medical Record review (QA training), including OASIS, S/U, D/C, Recert procedures (DON) (*is requested by clinical personnel at extra cost*)

FIELD SERVICES: Handwashing using employee soap (before/after procedure, before to use the Nursing Bag), no bag in floor, gloves before/after procedures. HHA Plan —> note exact. Medication Updates (Rx and OTC). Schedule/Calendar compliance (PRN if needed, Mod.Order). POT Signed within 30 days (LOG).