



## Accreditation GUIDE

### \* Organization:

- Maintain and Organized/Numerated **Logs** including:
  - **Emergency Log:** Including Emergency Plan, Medication, POC, Evacuation Form (if applicable), by Category. Maintain Proof of Plan Updates and submissions (annual)
  - Hospitalization Log
  - Minutes Logs
  - Grievance/Complaints
  - In-Services
  - Storage Area Cleaning
  - Transfer Log
  - Inventory Log
  - Patients Surveys (Quarterly review)
  - Employees Surveys
  - Accident/Incident
  - Copy of all Contracts
  - File Movement
  - QA review Log
  - On-Call Log (Posted)
  - Visitors Log
  - Referral Log
  - License Verification (Employees, MDs)
  - Medical Supplies Log
  - Physicians Surveys
  - Infection Control
  
- **MINUTES** (Quarterly)
  - Safety. Fire Drill
  - Advisory Committee
  - Utilization review
  - Board of Directors
  - QA/QI minutes
  - Ethic
  
- **FORMS:**
  - DNR order
  - BS Log with Glucometer Calibration.
  - Staff Change Form
  - DC Instructions, Summary, Letters
  - Photo authorization, Wound Record, Wound Body, Wound photo
  - Admission Order, Recert Order, Reinstatement Order, DC Order
  - Missed Visit.
  - Advance Beneficiary Notices
  - Medicare Provider Non Coverage
  - Patient Transfer
  - 60 Days Summary
  - Medication Form
  - Progress Notes (Nurse, HHA)
  - Therapy Forms (Including Plan, Eval, SV, Notes, DC)
  - Authorization to Sign
  - In-Home Calendar
  - Case manager Report
  - Bill of Rights new
  - BP/VS Log
  - Referral Form
  - DC Packages
  - Caregiver Affidavit
  - Recert Packages
  - Case Conference
  - Verbal/Modify Orders
  - Team Communication
  - Admission Packages
  - Supervision Forms
  - Weekly, Itinerary
  - MSW forms

- **Policy Updates**, including all necessary Manuals:
  - **QA Manual** (including S/U review, Progress Notes review, Services review, Chart review, Utilization review, DC planning)
  - Wound Protocol, Laboratory Manual, Infection Control
  - Biomedical waste, Bloodborne Manual
  - Civil Rights, Emergency Plan current
  - HIPAA 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
  
- **Educational Brochures:**
  - Advance Directives, Alzheimer's
  - HIPAA Privacy
  - Diabetes
  - Medications
  - Personal Health Record
  
- **Labels:**
  - Biomedical waste
  - Confidential
  - Resources Guide
  - QA review
  - Allergies
  
- **Filing System:**
  - Manila Folders & Dividers
  - Numerical labels
  - Year label
  
- **Self Study** done: Home Care & Core
  
- **Employee:**
  - Handbooks
  - IDs
  - Surveys
  - Probation - Annual Evaluation
  - In-Services: HIPAA, Infection, HIV, OSHA, Alzheimer's, Various & all Cultural backgrounds, Fraud & Abuse
  - Verification license
  - Up to date documents/chart
  - Initial Orientation
    - key Employees: Resume
  - Agreement/Contract
  
- Posters:**
  - Regulation current Year
  - HIPAA