

Private Duty Document Request List

Note: This is a guideline. Additional information may be requested depending on the Scope of Services (discipline/services provided).

Standard	Item	Comments	Requested	Provided
NA	Unduplicated Admissions- Clients Served (C)	New patients for the past 12 months (or less if in business less than a year)		
NA	List of Active Clients	Include DX, SOC, Discipline		
NA	List of Discharged Clients	past 30 - 60 days		
NA	List of Scheduled Visits			
NA	List of Personnel Active/Term Direct	Include DOH, Title/Discipline		
NA	List of Contract Staff			
CIII.2	All Contracts	Includes interpreter		
CII.1c	Sample Admission Packet			
NA	Start of the Billing Week	Information only -not a document (IE: Week starts on Sun or Monday per agency policy)		
	Quality Documents			
CII.6	Performance Improvement Activity/projects			
PDI.2d CII.6f	Patient Experience Surveys			
PDII.8d	Clinical Record Audits			
PDII.1a, Legend D: PDII.3 CII.8	Complaint and on-call logs			
PDI.2a	Recent survey results as applicable	Visit from state or federal agency since last comprehensive visit		
PDII.8e, PDIV.2a CIV.2	Recent Annual Evaluation			
	Policies and Procedures	*Names of policies may differ per organization		
PDI.5c	Client Care Policy Manual	Service Specific		

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PDI.5a, b, d CI.5b- f	Organizational Policy Manual	Administrative, Operational, TB exposure, MDA, and Record Retention		
PDI.5e	Performance Improvement Policies			
PDII.9b CI.5g	Infection Control/Exposure Control Policies	*Includes hand washing and bag technique policy. (Applicable to HCSF that provide skilled services)		
Governance Documents				
CI.2g	Annual Conflicts of Interest Statements			
PDI.2b, Legend D: PDI.2b CI.2d	List of Governing Body members and positions	As Applicable		
Legend: D: PDI.2b, d CI.4, CI.2f8	Bylaws/Articles of Incorporation			
CI.2i	Governing Body meeting minutes			
CIV.1	Strategic Plan			
CI.4d3	State, Business Licenses	As Applicable		
PDI.2e, PDI.2b--c	PAC members and meeting minutes	As Applicable		
PDI.1 CI.1	Mission Statement			
PDI.2a CII.2	Scope of Services			
Financial Documents				
CIII.3d	Capital Expenditure Plan	As Applicable		
CIII.3d	Operational Budget			
CIII.3f	Insurance Coverage	As Applicable per State		
CIII.3g	Last Financial Statement Review (External)			

Standard	Item	Comments	Requested	Provided
	Operational Documents			
PDI.3a CI.3	Organizational Chart			
PDI.4d CIII.1c	Job descriptions	As applicable		
PDIII.1g	HHA Training Program			
PDI.2a	CLIA Certificate(s)	As applicable per State		
CII.3	Emergency Preparedness			
PDIII.1e CIII.1k	Orientation Program	As applicable per State		
PDIII.1i CIII.1i	Clinical Competency Documentation	For each staff type/ discipline		
PDIII.1h2 CIII.1l	Annual In-service Education Provided	As applicable per State (HCSF for Medicaid Certified agencies only)		