

Hospice Document Request List

Note: This is a guideline. Additional information to include State specific requirements (as applicable) may be requested at any time during the site visit.

***Denotes policies/documents to be provided within first 2 hours of site visitor arrival**

Standard(s)	Document Type	Comment(s)
	General Documents/ Information	
NA	*Billing Week	(IE: Week starts Sunday or Monday per agency policy)
NA	*Scope of Practice	Core Services and Levels of Care (Any applicable Waivers)
NA	*Unduplicated Admission	Patients served for the past 12 months
NA	*List of Active Patients	Include SOC, Dx, Services Provided
NA	*List of Discharged Patients	Discharged within the last 6 months
NA	*Current Visit Schedule	
NA	List of Personnel Active/Termed	Include Date of Hire, Position/Discipline
HSLG 10.I, HSLG 14.D, HSLG 15.D, HSLG 16.D	All Contracts	Include List of Contracted Staff and Interpretive Services
HPFC 2.D	*Sample Admission Packet	Include language specific documents
	Quality Documents	
HQPI 8.I HCDT.30.I, HSLG.9.I	Complaint log/On-call logs	
HQPI 1.D	QAPI Meeting Minutes	
HQPI 9.I, HQPI 8.I; HQPI 5.I; HQPI 4.I, HQPI 6.I; HQPI 1.D	Performance Improvement Projects/Activity	Quality Indicator Tracking Data; PEPPER Reports; HIS Reports; Clinical Record Review; Patient Satisfaction Surveys; Adverse Events; Infection Control Surveillance
HQPI 8.I	Recent Survey Results	Local, State, or federal

HQPI 1.D	QAPI Meeting Minutes	
	Policies and Procedures	
HSLG 1.I; HIPC.1.D/HSIC HSEP 2.D/HSIC9.D 26.I;	Policy Manual(s): <ul style="list-style-type: none"> • Service Specific Policies • Human resources • Administrative • Operational • Clinical 	Infection Control, *Hand washing and bag technique policy; Emergency Preparedness; QAPI
	Governance	
NA	List of Governing Body (GB)members and positions	GB may consist of 1 or more persons depending on the size and scope of the agency
HSLG 2.I	Governing Body meeting minutes	
	Strategic Plan	
HSLG 1.I	*Service or Business License(s)	As Applicable per State requirements
HSLG 11.I	CLIA Certificates	As applicable if conducting point of care lab testing
	PAC Members and Meeting Minutes	As applicable per State
	Financial Documents	
HSLG 6.I	Operational Budget	
HSLG 6.I	Capital Expenditure	
HSLG 7.I	Hospice Volunteer Hours	For the last three years
HSLG 7.I	Hospice Cost Savings	
	Operational	
HSRM 2.D;	*Organizational Chart	
HSRM 9.I	Training and Competency Program	Service Specific
	Orientation Program	
HSRM 12.I, HSRM14.I	Clinical Competency Documentation	
HSRM 18.I	Annual In-service Education Provided	As applicable per State requirements per discipline
HSEP2.D - HSEP5.D	Emergency Preparedness	

HCDT 1.I,	Bereavement Records	Last 13 months
	IPU Operations Documents	For Hospice owned Inpatient Units
HSIC 13.I	State Fire Inspection Report	
HSIC 17.I	Most Recent Engineering/Building Inspection Report	From local, State, or Federal Agency
HSIC 10.D,	Mock Fire Drill	
HSIC 9.D	Emergency Preparedness Plan	All elements of the standard including implementation and testing.
HSIC 15.I, HSIC 26.I	Infection Control Policy	