

NJ HCSF 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	Items	Comments
	General Documents/Information	
NA	* Billing Week	(IE: Week starts Sunday or Monday per agency
NJAC.1 # PDI.5b, NA	* Scope of Practice *Clients Served	Identifies the services available and accessible to patients. Clients served within the last 12 months
NA	*List of Active Clients	Include SOC, DX, Services provided
NA	*List of Discharged Clients	Termed within last 30 - 60 days
NA	*Current Visit Schedule	
NA	List of Personnel Active/Termed	Include DOH, Position/Discipline
#PDIII.2a; NJIP.1,	All Contracts	Include list of contracted staff and interpretive services
NJCC.1, NJCC.2	Sample Admission Packet	*Includes the Consumer Guide to CHHA and Client Rights statement; language specific documents
NJMG.2.1	State, business license	As applicable
	Quality Documents	
NJCC.4, NJMG.1(4) #PDII.1a	Complaint/On-call logs	
	Performance Improvement Projects/Activity	Quality Indicator Tracking Data/ Clinical Record Review; Patient Satisfaction Surveys; Infection Control Surveillance
NJMG.2(1)	Most Recent Survey Results	From local, State or Federal agency

Standard	Items	Comments
	Policies and Procedures	
#PDI.5b; NJAC.2; NJAC.3, NJAC.4, NJAC.5, NJAC.7, NJAC.8 #PDI.5b, #PDII.2a-f #PDII.5c ; NJAC.6; NJHR.2; NJIP.1; NJIP.4; NJIP.5; NJMG.3(4); NJMG.2(4) NJCC.2 NJCC.4	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; Bill of rights; Complaint policy
	Organizational Documents	
NJMG.3(6)	*Organizational Chart	
#PDIII.1h	Training and Competency Program	Service Specific
	Orientation program	
NJEP.1	Emergency Preparedness Plan	
NJHR.2, NJHR.4, #PDIII.h	Clinical Competency Documentation	As applicable per State
NJHR.4, NJHR.7 #PDII.2a- 2c	Supervision Documentation	
#PDIII.1h	Annual In-service education documentation	As applicable per State requirements per discipline

Standard	Items	Comments
NJEP.1	Emergency Preparedness Plan	All elements of the standard including implementation and testing.