

## 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)
	<b>General Documents/ Information</b>	
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
	<b>Quality Documents</b>	
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

	<b>Policies and Procedures</b>	
HSLG 1.I; HIPC.1.D/HSIC HSEP 2.D/HSIC9.D 26.I;	Policy Manual(s): <ul style="list-style-type: none"> <li>• Service Specific Policies</li> <li>• Human resources</li> <li>• Administrative</li> <li>• Operational</li> <li>• Clinical</li> </ul>	Infection Control, *Hand washing and bag technique policy; Emergency Preparedness; QAPI
	<b>Governance Documents</b>	
HSLG 2.I	Governing Body Meeting Minutes	
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
	<b>Financial Documents</b>	
HSLG 6.I	Operational Budget	
HSLG 6.I	Capital Expenditure Plan	
HSLG 7.I	Hospice Volunteer Hours	For the last three years
HSLG 7.I	Hospice Cost Savings	
	<b>Operational Documents</b>	
HSRM 2.D; HSLG 5.I	*Organizational Chart	
HSRM 9.I	Training and Competency	Service Specific
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, HCDT 22.I	Bereavement Records	Last 13 months
	<b>IPU Operations Documents</b>	For Hospice owned Inpatient Units
HSIC 13.I	State Fire Inspection Report	
HSIC 17.I	Most Recent	From local, State, or Federal Agency
HSIC 10.D, HSIC 14.I	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	