

NJ HCSF/Medicaid Certified 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.**

Additional Home Care specific standards for Medicaid Certified HSCF

Standard	Items	Comments
	General Documents/Information	
	* Billing Week	(IE: Week starts Sunday or Monday per agency policy)
NJAC.1 #HCCC.3	* Scope of Practice	Identifies the services available and accessible to patients.
	*Clients Served	Clients served within the last 12 months
	*List of Active Clients	Include date services started, DX, services provided
	*List of Discharged Clients	Termed within last 30 - 60 days
	*Current Visit Schedule	
	List of Personnel Active/Termed	Include DOH Position/Discipline
NJIP.1 NJMG.1	Contracts	Include list of contract staff and interpretive services
NJCC.1 NJCC.2 #HCCC.1 #HCEP.3	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) #HCCC.1 #HCCC.6	Complaint/On-call logs	

#HCQA.1 #HCQA.2	Performance Improvement Projects/Activity	Quality Indicator Tracking Data, Patient Satisfaction Surveys, Infection Control Surveillance
NJMG.2(1)	Most Recent Survey Results	From local State or Federal agency
	Policies and Procedures	
NJAC.2 NJAC.3 NJAC.4 NJAC.5 NJAC.7 NJAC.8 #HCCC.5 #HCCC.6 NJAC.6 NJHR.2 #HCMG.1 #HCMG.7 #HCMG.8 NJIP.1 NJIP.4 NJIP.5 #HCIC.1 #HCIC.4 #HCIC.6 NJMG.3(4) NJMG.2(4) NJCC.2 NJCC.4	Policy Manual(s): Service Specific Policies Human resources Administrative Operational Clinical	Infection Control *Hand washing and bag technique policy, Emergency Preparedness, QAPI Bill of rights, Complaint policy
	Governance Documents	
#HCMG.2	*Service or Business License per State requirement	
	Organizational Documents	
NJMG.3(6)	*Organizational Chart	
#HCPC.12 #HCCE.12 NJHR.2 NJHR.4 #HCPS.13 #HCMG.7 #HCMG.8	Orientation, Training and Competency Program Clinical Competency Documentation	

NJHR.4 NJHR.7 #HCPS.11-12 #HCPC.13 #HCCE.13	Supervision Documentation	
#HCMG.7	Annual In-service education documentation	As applicable per State requirements per discipline
NJEP.1 #HCEP.1	Emergency Preparedness Plan	All elements of the standard including implementation and testing.