CHAP
Community Health Accreditation Partner

Section IV: Palliative Care Document Request List

Note: This is a guide. Additional policy documents may be requested depending on the care setting.
*Denotes policies requested upon arrival of the site visitor

Standard	Items	Provided
N/A	Number of Unduplicated Admission during the 12 months prior to the site visit	
N/A	List of Current Active patients with admission date and diagnosis related to admission	
N/A	List of Discharged Clients within 30 days prior to site visit	
N/A	List of Transfers to hospice/hospital/other facility	
N/A	List of deaths occurring while on service in past 3 months prior to site visit	
N/A	List of Active Personnel including discipline and DOH	
PCMG.10	List of Contract Staff who provide care for the palliative care program	
N/A	Sample Admission Packet or paperwork provided to the patient upon admission	
PCIC.3*	Copy of Bag Technique Policy if care is provided in the home	
PCIC.2*	Copy of Handwashing Policy	
	Quality Documents	
PCPI.1	QAPI Meeting Minutes (documentation to reflect data collection, analysis and determination of need for improvement)	
PCPI.3	Patient Experience Surveys if applicable	
PCPI.2	Performance Improvement Projects	
PCPI.1	Clinical Record Audits	
PPFC.3	Complaint and on-call logs	
	Policies and Procedures	
PPFC.3*, PPFC.4, PCAC.1*, PCAC.2, PCAC.3*, PCAC.5, PCAC.6, PCAC.14, PCTT.1, PCTT.2*, PCTT.9*, PCTT.10, PCTT.11, PCTT.13, PCTT.17*, PCTT.18*, PCIC.1*, PCIC.3, PCMG.5*, PCMG.7, PCMG.8*	Policy Listing. Refer to Standards Manual	
	Governance Documents	
PCMG.1	State, Business Licenses as applicable	
PCMG.4	Scope of Services	
	Financial Documents	
PCMG.6	Operational Budget	
	Operational Documents	
PCMG.3*	Organizational Chart	
PCMG.9	Job descriptions	
PCMG.5	Emergency Preparedness Plan for home patients	
PCMG.9	Orientation Program for caregiving staff	