

## Home Health 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)	Item	Comment(s)
	<b>General Documents and Information</b>	
	*Billing Week	(IE: Week starts Sunday or Monday per agency)
	*Scope of Practice	
<b>NA</b>	*Unduplicated Admissions	Patients served for the past 12 months
<b>NA</b>	*List of Active Patients	Include SOC, Dx, Services provided
<b>NA</b>	*List of Discharged Patients	Termed within the last 30 - 60 days
<b>NA</b>	*Current Visit Schedule	
<b>NA</b>	List of Personnel - Active/Termed	Include DOH, Position/Discipline
<b>LG.14</b>	All Contracts	List of Contract Staff and Interpretive Services
	Sample Admission Packet	Include language specific documents
	<b>Quality Documents</b>	
<b>PCC.9; CQI.5</b>	Complaint logs/On-call logs	
<b>CQI.4; CQI.5; CQI.8</b>	Performance Improvement Projects/Activity	Quality Indicator Tracking Data; iQIES Reports including OASIS Submission Error Summary by Agency; Outcome/Process Measures, Potentially Avoidable Events; Agency Reports: Adverse Events; Clinical Record Review; Patient Satisfaction Surveys; Infection Control Surveillance Documentation
	Most Recent Survey Results	From local, State, or federal agency
<b>CQI.7</b>	QAPI Meeting Minutes (QAPI Documentation)	

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<b>Policies and Procedures</b>		
<b>APC.19; APC.20; CDT.5; CDT.18; HRM.1; IPC.1; IPC.2; EP.1; EP.6; LG.12, LG.13; IM.1; IM.2</b>	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>	Include: Emergency Preparedness; QAPI; Infection Control; *Hand washing and bag technique policy; Performance Evaluation Policy
<b>Governance Documents</b>		
<b>LG.5</b>	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
<b>LG.5</b>	GB meeting minutes	
<b>LG.3</b>	Service or Business License(s)	As Applicable per State requirements
<b>LG.4</b>	CLIA Certificates	As applicable if conducting point of care lab testing
<b>Financial Documents</b>		
<b>FS.1</b>	Operational Budget	
<b>FS.4</b>	Capital Expenditure Plan	
<b>Operational Documents</b>		
<b>LG.13</b>	*Organizational Chart	
<b>HRM.9; HRM 11</b>	Training and Competency Program	Service Specific
<b>EP.7; HRM.1</b>	Orientation Program	As applicable per State requirements
<b>HRM.11</b>	Clinical Competency Documentation	
<b>HRM.8; HRM.15; IPC.1; IPC.13; EP.7</b>	In-service Education Documentation	As applicable per State requirements per discipline
<b>EP.2</b>	Emergency Preparedness Plan	All elements of the standard including implementation and testing.