Home Health Policy Checklist

Disclaimer: the policies in this list are associated with CHAP standard requirements. The list is not inclusive of all policies required by federal or state hospice regulations for regulatory compliance.

Note: This is a guideline. Additional information to include State specific requirements (as applicable) may be requested at any time during the site visit.

CHAP Standard	Policy and Procedure	CMS Tag(s)	Present
PCC.6	Transfer and Discharge Policies Provided within required timeframe	G412, G422	☐
PCC.7	Accessibility of care and services outside of normal operating hours, Expected response of personnel to meet patients' needs	N/A	☐
PCC.8	Complaint Process	~~N/A~~ G414, G432	☐
PCC.9	Handling of suspected mistreatment/neglect/abuse	~~N/A~~ G478	☐
PCC.10	Expectations for staff reporting of potential abuse	G488	☐
Assessment, Planning and Coordination (APC)			
APC.1-APC.3	Patient care and Services policies addressing CMS requirements	G550, G570, G958,- 968, G700, G804	☐
APC.4-APC.5	Patient assessments are conducted according to specified timeframes	~~N/A~~ G514, G516, G510, G514	☐
APC.9- APC.11	Plan of Care, care planning	G570, G572, 704, 708	☐
APC.12		G572, 588- 598	☐
APC.19	Criteria and Process for transfer and discharge	G452 - G462, G472, G474, G564	☐
APC.20	Transfer/Discharge of a patient "for cause"/ summary content	G462 - G470,	☐
APC.22	Transition of Care and Discharge Planning	G560	☐
APC.22- APC.23	Discharge Process for patients going to another HHA or a facility	G562, G564, 1022	☐
Care Delivery and Treatment (CDT)			
CDT.1	Scope of Services	G570, 982	☐
CDT.2-CDT.3	Services provided in accordance with clinical practice guidelines	G848, G984	☐
CDT.5	Acceptance, documentation, verification and authentication of orders	G584	☐
CDT.7	Orders accepted, signed, dated	G584	☐
CDT.8	Care delivery and supervision of skilled professional services	G700, G702	☐
CDT.18	Remote monitoring/Telemonitoring	N/A	☐

Home Health Policy Checklist

Human Resource Management (HRM)			
HRM.1	Personnel policies supporting operations and care delivery	G952, G848	☐
HRM.1	Hiring Criteria	N/A	☐
HRM.10	Aide training and competency requirements	G760, G762, G764, and G766	☐
HRM.11	Aide competency assessment	G702, G764, G768, G772	☐
HRM.18	Supervision of Personnel	N/A	☐
HRM.22-	Evaluation of Personnel Performance	N/A	☐
HRM.23	Aide annual observation visit	G813	☐
Continuous Quality Improvement (CQI)			
CQI.1 - -CQI.3	Organization-wide CQI Program	G640, G642, G644,	☐
CQI.6-CQI.7	Implementation of PI projects	G658	☐
Infection Prevention and Control (IPC)			
IPC.1-IPC.2	IPC policies reflect scope and complexity of services Specific policies: required	G680, G682	☐
IPC.5	Influenza and pneumococcal vaccine	G582	☐
IPC.6	Use of hand hygiene and PPE	G682	☐
IPC.7	Storage and transportation of supplies/equipment	N/A	☐
IPC.8	Bag technique	G682	☐
IPC.11	Cleaning and disinfection of work surfaces	G684	☐
IPC.14	TB testing/screening	G684	☐
IPC.16	Occupational exposures and post exposure interventions	G684	☐
IPC.16	Personnel Exposure reporting	G684	☐
IPC.16	Agency exposure reporting to authorities	G684	☐
Emergency Preparedness (EP)			
EP.1	Documented Emergency Preparedness Plan	E-1	☐
EP.2	Based on risk assessment, addresses patient population, addresses continuity of service provision	E-1, E-4, E-6, E-7, E- 9, E-13	☐
EP.3	Communication Plan	E-29 – E-34	☐
EP.6	Specific required policies based upon the emergency plan	E-13, E-17, E-19, E- 21, E-23, E-24	☐
EP.7	Training Program for emergency preparedness	E-36, E-37	☐
EP.8	Testing Program	E-36	☐
EP.9- EP.10	Annual testing and analysis	E-39	☐
Leadership and Governance (LG)			
LG.5- LG.6	Governance	G942, G946, G640, G644, G660	☐
LG.13 LG.13	Definition of organizational structure HHA acceptance-to-service (Admission Policy)	G940	☐

Home Health Policy Checklist

Financial Stewardship (FS)			
FS.2- FS.3	Prepared overall Plan and annual budget	G988. G942	☐
FS.4 – FS.5	Capital expenditure Plan	G988	☐
Information Management (IM)			
IM.1	Information management policies address the collection/protection/sharing, and retention of information	N/A	☐
IM.2	Discontinuation of operations	G1026	☐
IM.3	Retention of records	G1026	☐
IM.7	Release of information	G1030	☐
IM.9	Confidentiality of PHI	G350	☐
IM.10	Protocols for standardized collection and documentation of patient data	N/A	☐
IM.13	Transmission of OASIS	G370-G378, G386	☐
Compliance Program (CP)			
CP.1	Compliance Program/Compliance Officer	N/A	☐
CP.3	Standards of Conduct	N/A	☐
CP.6	Investigation and Reporting of Compliance issues	N/A	☐