# Hospice 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.**

| CHAP Standard | Policy and Procedure | CMS Tag(s) | Present |
|---|---|---|---|
| **Patient Family Centered Care (HPFC)** | | | |
| HPFC 1. D | Written Patient Bill of Rights | L500, L502 | ☐ |
| HPFC 2. D | Elements of the Patient Bill of Rights | L503, L505, L512 – L519 | ☐ |
| HPFC 6. D | The policies that define the complaint/grievance management process | N/A | ☐ |
| HPFC 7. D | Process to ensure all allegations of mistreatment, neglect, abuse, or misappropriation of property are reported immediately | L508 | ☐ |
| HPFC 8. D | Policy of how the Hospice responds to alleged violations by anyone working on Hospice's behalf | L509, L510, L511 | ☐ |
| HPFC 9. D | Hospice informs and distributes to the patient written advance directives policies including applicable state law | L503 | ☐ |
| **Hospice Assessment, Care Planning & Coordination (HCPC)** | | | |
| HCPC 1.I, HCPC 18.I, HCPC 22.I | IDG responsibilities and oversight | L536, L539 L536 L552, L553 | ☐ |
| HCPC 15. I | Drug review process and update of profile | L530 | ☐ |
| HCPC 21. I | Process for IDG documentation of the patient's or representative's level of understanding, involvement, and agreement with the POC | L545-L551 | ☐ |
| HCPC 23. D | Policies that define systems of communication and care coordination | L554, L555, L556, L557, L558 | ☐ |
| **Hospice Care Treatment Delivery and Transitions (HCDT)** | | | |
| HCDT 23. D | (CAM) Complementary and Alternative Medical Services Policies | N/A | ☐ |
| HCDT 25. D | Remote or Telemonitoring services policies | N/A | ☐ |
| HCDT 34. D | Policies for management and disposal of controlled drugs in the patient's home | L694 | ☐ |
| HCDT 36. D | Defined continuity of care during transfer of care and live discharge | N/A | ☐ |
| **Hospice Inpatient Care (HSIC)** | | | |
| HSIC 5. D | Short term inpatient care written agreement elements | L763-L772 | ☐ |

# Hospice Policy Checklist

| HSIC 9. D | Facility Emergency Preparedness Requirements (Hospice Owned) | E0015 | ☐ |
|---|---|---|---|
| HSIC 10. D | Inpatient facility EP P/P based on the Hospice EP Plan | E0018-E0022, E0026 | ☐ |
| HSIC 22.I | Visitation Policy | N/A | ☐ |
| HSIC 26. I | Policy on changing of linen (Hospice owned IPU) | L835 | ☐ |
| HSIC 27. I | Elements required in infection control program | L833 | ☐ |
| HSIC 30. D | Policy for medication dispensing | L691 | ☐ |
| HSIC 32. I | Disposal of controlled substances | L698 | ☐ |
| HSIC 35. D | Restraint/seclusion policy | L840-L842 | ☐ |
| HSIC 36. I | Requirements related to the use of restraint/seclusion | L843, L844, L845 | ☐ |
| HSIC 39. D | Elements of the inpatient restraint policy | L846-L849, L851 | ☐ |
| HSIC 43. I | Policy related to training | L850, L856-L860 | ☐ |
| HSIC 44. D | Monitoring the physical and psychological wellbeing of a restrained or secluded patient | L858 | ☐ |
| HSIC 46. I | Handling patient deaths during use of restraint/seclusion | L861 | ☐ |
| **Hospice Human Resource Management (HSRM)** | | | |
| HSRM 1. D | HR policies | N/A | ☐ |
| HSRM 2. D | Written Job descriptions | N/A | ☐ |
| HSRM 14. I | Policies and procedures regarding competency assessments | L614, L 663 | ☐ |
| HSRM 29. D | Performance evaluations | N/A | ☐ |
| **Hospice Infection Prevention & Control (HIPC)** | | | |
| HIPC 1. D | Written infection control program | L577-L582 | ☐ |
| HIPC 4. I | Organizational direct care staff bag policy | L579 | ☐ |
| HIPC 8. D | Policy for cleaning work surfaces in the patient's environment | L579 | ☐ |
| HIPC 10. D<br><br>HIPC 9.1 | Policies and procedures for reporting work related exposure and post-exposure follow-up<br>TB Testing/Screening | <br><br>L580 | ☐ |
| **Hospice Information Management (HSIM)** | | | |
| HSIM 1. D | Policy and procedure for clinical records management | L681 | ☐ |
| HSIM 2. I | List of not to use symbols, acronyms, and abbreviations | N/A | ☐ |
| HSIM 4.I | Entries in the clinical record comply with policy | L679 | ☐ |
| HSIM 7.I | Retention of records in the event of discontinued operations | L681 | ☐ |

# Hospice Policy Checklist

| Hospice Services Emergency Preparedness (HSEP) | | | |
|---|---|---|---|
| HSEP 2. D | The Emergency Plan including the all-hazards risk assessment | E-4, E-6, E-7, E-9 | ☐ |
| HSIC 10. D HSEP 3. D | Policies and Procedures | E-13, E-16, E-19, E-23 – E-26 | ☐ |
| HSEP 4. D | The communication plan | E-29-E-33 | ☐ |
| HSEP 5. D | The training plan | E-36, E-37 | ☐ |
| HESP 6. I | The testing plan | E-39 | ☐ |
| HSEP 7. I | Unified and integrated EP program if part of an integrated health system (as applicable) | E-42 | ☐ |
| **Hospice Quality Assessment Performance Improvement (QAPI)** | | | |
| HQPI 1. D | Responsibility of the Governing body for QAPI program | L559-561, L565, L575 | ☐ |
| HQPI 6. I | Hospice performance improvement (PI) activities | L566, L568, L580, L586 | ☐ |
| HQPI 9. I | The scope of performance improvement projects conducted annually | L571, L572, L573 | ☐ |
| **Hospice Leadership and Governance (HSLG)** | | | |
| HSLG 3. I | Duties and responsibilities to be assigned to alternate Administrator | L651 | ☐ |
| HSLG 14. D | Oversight of all written agreements (contracts) | L655 | ☐ |
| HSLG 6.I | Annual Budget | | ☐ |
| HSLG 15. D | The medical director contract (if applicable) | L666 | ☐ |
| HSLG 16. D | Specialized nursing service contract (if applicable) | L593 | ☐ |
| HSLG 17. I | A hospice operating multiple locations | L656 -L659, L799 | ☐ |
| **Compliance Program (CP)** | | | |
| CP.1 | Compliance Program/Officer | | ☐ |
| CP.3 | Standards of Conduct | | ☐ |
| CP.6 | Investigation and Reporting of Compliance Issues | | ☐ |