

# Accreditation CHECK LIST

Agency: \_\_\_\_\_ Acc.ExpDate: \_\_\_\_\_ AHCA ExpDate: \_\_\_\_\_  
e-mail: \_\_\_\_\_ Contact: \_\_\_\_\_ CLIA ExpDate: \_\_\_\_\_  
Cell: \_\_\_\_\_



## ADMINISTRATIVE:

- Liability/Professional Insurance
- Business Licenses
- Lease
- Direct Discipline
- Medicare Conditions of Participation: [http://www.fdhc.state.fl.us/MCHQ/Health\\_Facility\\_Regulation/Home\\_Care/HHA/index.shtml#law\\_rules\\_survey](http://www.fdhc.state.fl.us/MCHQ/Health_Facility_Regulation/Home_Care/HHA/index.shtml#law_rules_survey)
- Florida Nursing Board (Nursing Practice Act) [http://www.doh.state.fl.us/mqa/nursing/info\\_PracticeAct.pdf](http://www.doh.state.fl.us/mqa/nursing/info_PracticeAct.pdf)
- Contracts (Therapy-ALF)
- Accounting: Budget (3 years), Cash flow, etc. Payroll, W2, taxes, financials reports
- External Review Accountant
- Annual Agency eval/Appraisal
- Cost Report
- Laboratory/CLIA, AHCA,
- Waste License [www.doh.state.fl.us/environment/community/biomedical](http://www.doh.state.fl.us/environment/community/biomedical)
- Regulations/Laws
- Communication/Letters from-to AHCA
- Minimum Standards, Chapter 400, Surveyors Guide (H-Tag) CMS, Palmetto, Medicaid, DOH, etc
- Contracts Evaluations
- Workers Compensation
- OASIS transmission report, **OBQI** reports(Casper)
- Quarterly Reports
- MC Balance Reports
- Quarterly Financial/Billing Audit Administrator
- Verify ALF License
- <http://www.floridahealthfinder.gov/facilitylocator/FacilitySearch.aspx>
- Medical Supply Cabinet w/no expired item

## Posters:

- Regulation current Year
- HIPAA
- Speak Up
- Safety Goals
- Hand washing
- Emergency Control

## JCHO

- Mission and Non-Discrimination
- Organizational Chart
- Fire Safety/Extinguisher
- Agency Board Material (Do not use Abbreviation, Hand washing, PI, Accepted Abbreviations)
- City/County Licenses
- Exit Route
- Abbreviations
- Door Sign (Agency Name) (Hours, Emergency)

## LOGS: (Surveys Log: Patient-Employee-Physicians) (Incident: all together separates)

- Emergency Log:** Including Emergency Plan, Medication, POC, Evacuation Form (if applicable), by Category. Maintain [Proof of Plan Updates and submissions](#) \* **ARRAIGNMENT OUTSIDE STATE SUPPLIER (annual)**
- Hazardous Table**  High Risk Meds  Reconciliation Meds  Looks Alike/Sounds Meds
- Hospitalization Log  File Movement  Visitor Log (HIPAA)  Minutes Logs (Book)
- QA review Log  Grievance/Complaints/Grievance Form  Referral Log
- On-Call Log (Posted Person On-Call Daily)  In-Services(posted Calendar)  Glucometer Compet.
- Storage Area Cleaning  Bio-Waste  Transfer Log  Infection
- License Verification (Employees, MDs)  Inventory Log  Medical Supplies Log
- Surveys, separated by **DIVIDERS:** Patients, (Quarterly review, using scale 1-5), Employees, Physicians
- Copy of all Contracts, Eval  Physician Orders  Employee Concern (front)
- Utilities Backup  Discharge Planning/Forms  BP Gauge check
- Incident Reports: (Separate by **dividers:**) *Falls, Employee Incident Exposure, Risk Mg, Ethic,*
- List of more common infections/disease** <http://www.dadehealth.org/discontrol/DISCONTROLmonthlyrep09.asp> *Accident, Infection, Behaviors, Med. Device*

## MINUTES (Board Minute: Minutes are retained for a minimum of 5 years)

- Safety. Fire Drill Disaster Drill  Board of Directors (INITIAL) (Approval: Mission, Adm., AADM, DON, ADON, PAC members, CFO)  Advisory Committee (Medical Director, Name)
- Clinical record review cte (QA/QI/PI) minutes  Utilization review  Ethic (Clinical Record Review cte q/3months, must participate each disciple with services)
- Infection Control  Board (Discussion of Conflict Interest-annual, Non-Discrimination)
- Civil Rights (Non-Discrimination) (Board: Minutes End of Year, Budget, Agency Eval)

**FORMS\*:** (must be in Office)  Agency Forms Book (Nurses Assessment-OASIS)

- DNR order
- Face to Face
- BROCHURE
- BS Log with weekly Quality Control
- BP/VS Log
- Staff Change Form
- Referral Form
- DC Instructions, Summary, Addendums- **DC Packages**
- Wound Record, Wound Body chart, Wound photo
- Medicare Provider Non Coverage
- Admission Order, Recert Order, Reinstatement Order, DC Order
- Advance Beneficiary Notices
- Missed Visit.
- Test (Timed Get up, Braden/Norton, FLAC, Hosp)
- Recert Packages**
- Case Conference
- Patient Transfer--> Hosp/MD
- Verbal/Modify Orders
- 60 Days Summary
- Team Communication
- Medication Form (update, reconc.)
- Admission Packages**
- Progress Notes (Nurse, HHA **must match HHA Plan**)
- Supervision Forms
- Therapy Forms (Including Plan, Eval, SV, Notes, DC, DC Addendum)
- Weekly, Itinerary
- Adult Assessments(Private)
- MSW forms (Plan, Eval, Note)
- OASIS:** SOC, Recert (Follow Up), DC, Transfer
- Emergency Evacuation (En-Sp)
- Hurricane Guide (En-Sp)

\* in Green for the 1<sup>st</sup> Survey (AHCA License ) POC signed within 30 days.

**Policies**

- Psychiatric Manual
- Compliance Fraud Prev.
- Fraud Inserv.
- Prof. Bounderies
- ALF Inserv.
- QA Manual** (including Chart review, **Performance Imp.**)
- POC Tips
- B/P Monitory Protocol
- Patient Safety Goals(JCHO)**
- Face to Face
- HIPAA Manual**
- Training
- Pediatric Manual
- OBQI Manual
- Wound Protocol
- training
- Lab. Manual
- training
- Infection Control/OSHA**
- Exp. Plan
- IC training
- Handwashing
- Biomedical waste**
- training
- Bloodborne Manual**
- Civil Rights
- Drug Free Prog.
- Emergency Plan current/Drill**
- Emerg. Ins.
- Fall Safety Manual
- Fall training
- Alzheimer's Training Curriculum** (2 hrs training for all Employees, with Approved Material)
- Agreem. ConvC
- Pain Management Manual**
- Pain training
- Orientation Manual**
- Cultural bkgd Inserv.
- Clinical Procedures**
- OSHA Right to know
- Employee Safety Manual
- Office Staff safety
- Ethic Manual**
- Training
- Medical Device**
- Training
- Medication Management (JCHO)**
- Field Staff training
- Policy Manual**
- Nursing Manual**
- IV Manual
- Dyspnea Protocol
- Respiratory Manual
- Agency Forms**
- Employee Manual (Forms)**
- OASIS Training
- Business Plan**
- Risk Management Plan**
- Annual Risk
- MD fax Meds
- Rehab Protocol
- Pt Educational Materials**
- Personnel Policy Training
- Adverse/SentEvent
- Hazard/Vulnerability
- Operational Program
- Anticoagulation Program
- Information Recovery
- MSDS Log

**Common errors:**

- HHA Plan-->Notes not match
- Medication incomplete, not reconc., no updated
- Identified new needs, no Orders
- Not frequency compliance
- Missed visit-->report MD
- Incomplete Agreement: frequency, Adv. Directives, charges
- Staff training in new position
- Diploma prof.
- PAC Incomplete
- Minutes incomplete
- Team Comm, documentation in notes, coordination in care
- PI Incomplete
- Direct Discipline
- Supervision missing (HHA Skill Q14D, non-skill Q60D, LPN, Therapy Assistant Q30D)
- Notes on time, goals, D/C planning
- Handwashing Tech
- No OBQI reports
- Orders signed w/i 30D
- Competency interaction other disc.
- QA--> non clinical staff
- Emerg. Plan both counties
- OASIS transm. w/i 30D
- Therapy Plan prob. No Long/Short goals

\* in Green for the 1<sup>st</sup> Survey (AHCA License )

- Labels:**
    - Biomedical waste, Emergency
    - Confidential (Emp. and Patients)
    - Resources Guide, Fall Prevention
    - QA review, DM, Wound
    - Allergies, Anticoagulant therapy
  - Filling System:**
    - Manila Folders & Dividers
    - Year label
  - Preliminary Evidence Report (ACHC)
  - Self Study** done: Home Care & Core (CHAP)
- TB Mask
  - TB\_FLU ARMOUR - PANDEMIC INFLUENZA INFECTION CONTROL SUPPLIES INCLUDING N95 RESPIRATORS MASKS.hmt
  - Numerical labels
  - Biohazard Contract/License

- Employee:**
- Conflict Interest (Minute, Board, Employee)
  - Initial/Exit Interview
  - Handbooks
  - IDs (Visitors, Temporary)
  - Job Descriptions *each position*
  - Liability Ins.
  - Surveys, Concerns (reception area)
  - Probation - Annual Evaluation - Leader Eval  
(GOALS-Self Eval) GOALS setting, Self Eval, Joint visit, competency
  - In-Services:**
    - HIPAA
    - HIV, OSHA, Dom. Violence
    - Alzheimer's (8 months)
    - Patients Rights
    - Fraud & Abuse
    - Emergency(annual)
    - TB Training-Mask
    - Fall Prevention
    - Safety
    - Pain Management
    - Bloodborne
    - Infection (Hand washing, Bag) (annual)
    - Biomedical waste
    - Medical Device (annual)
    - ALF services
    - BP Monitoring
    - Depression
    - Dyspnea/Respiratory
    - Grievance
    - Advance Direct.
    - Cultural Background
  - Verification license (Professional staff **Copy of Title**)  
<http://ww2.doh.state.fl.us/IRM00PRAES/PRASLIST.ASP>
  - Calendar of Inservices
  - Up to date documents/chart
  - Initial Orientation (Employees, Board, Advisory)
  - Key Employees: Resume
  - Agreement/Contract
  - Liability Insurance\Diploma
  - Glucometer** testing competency (2 different forms, SV documented visit). B/P gauche check up
  - Criminal Background (2)
  - OIG offender list  
<http://exclusions.oig.hhs.gov>
  - National sex offender registry  
<http://www.nsopw.gov/Core/Conditions.aspx>
  - SV Training
  - Nursing Bag complete, CPR mask
  - Direct Discipline

Any Employee **POSITION CHANGE**, must has **new ORIENTATION**. If using a Therapy company, each therapist MUST have a full Personnel chart with the Agency forms updated. Member of PAC must be evaluated.

**Our Services include:**

- AGENCY visit for checkup (as needed) (*outside Miami-Broward area the visit expense is responsibilities of the Agency*)
- Unlimited phone calls
- Accreditation training classes
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- Full Medical Record review (QA training), including OASIS, S/U, D/C, Recert procedures (DON) (*is requested by clinical personnel at extra cost*)

**FIELD SERVICES:** Handwashing using employee soap (before/after procedure, before to use the Nursing Bag), no bag in floor, gloves before/after procedures. HHA Plan —> note exact. Medication Updates (Rx and OTC). Schedule/Calendar compliance (PRN if needed, Mod.Order). POT Signed within 30 days (LOG).