

**IS MY AGENCY READY FOR THE INITIAL (LICENSE) SURVEY ?**  
*(Initial Survey Self Assessment)*

**Annual Duties:**

- Strategic Plan
- Risk Management Plan(provided)
- Waste License applied
- Contract Waste company

- Emergency Plan (*Submitted to DOH*)
- TB Community Assessment

*Accountant External Review letter(CHAP), Budget, Capital Expenditure*

**Other Duties:**

- All LOGs ready (printed)
- Cabinet ready for Med. Record/HR (locks)
- Exit diagram in each office

**Logs: more important**

- Complaints, summary, follow up
- Infection Control
- Orders movement
- Visitors Log (front desk)
- Reconciliation
- Emergency
- Incidents
- High Alert/Risk meds
- Hospitalization
- ON Call Patient complaints
- Staff concern log (HR)
- Fall prioritized list
- SDS (Safety Data sheet)
- Extinguisher
- Compliance anonymous report form (Compliance Minutes, Front Desk)

**ALSO:**

- N95 TB mask
- Supplies cabinet
- Organizational chart displayed  
*(in As needed page)*
- CLIA License applied
- Current Year Regulation Poster
- Mission displayed (supplied)
- Local (City/County) License displayed
- Other health poster (supplied)
- Regulations Book
- Door sign (hrs operations/phone)

**Minutes:**

- Board of Director (History explained)
- Safety (*include Drill, etc*)
- Civil Rights
- Compliance Committee
- Board of Director: Approval key staff, approval committee members, Orientation  
Conflict of Interest. (*Corporation black book, ByLaws section completed*)
- Ethic Committee
- BD, Approval Policy Manual (MEMBERSHIP) Orientation, Confidentiality

**Human Resources:** All Staff CHART COMPLETED, Complete Criminal Background, Physical Exam, Verify License, OIG exclusion, Sex Offender

- Use of same discipline (competency)
- Alternates (AAadm/ADON) form
- Owners Conf. Interest (annual)
- Intial/Exit interviews, JOB DESCRIPTION in each position
- Diploma
- IDs, Handbooks, 90 Days Eval (if applicable), HHA Competency with patient.
- Handwashing/Bag Tech competency

**In-services:** 12 hrs CEU annually all discipline, Alzheimer's, HIV, Insurance, License, CPR, TB Test, plus Annual Internal training (printed):

- Infection/TB/Bloodborne/Expos
- Fraud Prev/Compliance
- Biomedical Waste
- Med. Device
- Ethics
- lifetime: HIV, Alzheimer's
- Cultural/Grievance/Incidents
- Emergency/OSHA In-service/Drill
- Serv. Agreement/Charges
- OSHA Right to Know (SDS List)
- Office/Field Staff safety

Policy & Manuals required: Policy Manual, HIPAA, Biomedical Waste, Infection Prevention, QAPI, Emergency Plan, etc. (supplied)

Notes:

---

---

---

---

---

---

---

---

---

---

---

---