

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)
	General Documents and Information	
	*Billing Week	(IE: Week starts Sunday or Monday per agency)
	*Scope of Practice	
NA	*Unduplicated Admissions	Patients served for the past 12 months
NA	*List of Active Patients	Include SOC, Dx, Services provided
NA	*List of Discharged Patients	Termed within the last 30 - 60 days
NA	*Current Visit Schedule	
NA	List of Personnel - Active/Termed	Include DOH, Position/Discipline
LG.14	All Contracts	List of Contract Staff and Interpretive Services
	Sample Admission Packet	Include language specific documents
	Quality Documents	
PCC.9; CQI.5	Complaint logs/On-call logs	
CQI.4; CQI.5; CQI.8	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
CQI.7	QAPI Meeting Minutes (QAPI Documentation)	

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Policies and Procedures		
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	Policy Manual(s): <ul style="list-style-type: none"> • Service Specific Policies • Human resources • Administrative • Operational • Clinical 	Include: Emergency Preparedness; QAPI; Infection Control; *Hand washing and bag technique policy; Performance Evaluation Policy
Governance Documents		
LG.5	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
LG.5	GB meeting minutes	
LG.3	Service or Business License(s)	As Applicable per State requirements
LG.4	CLIA Certificates	As applicable if conducting point of care lab testing
Financial Documents		
FS.1	Operational Budget	
FS.4	Capital Expenditure Plan	
Operational Documents		
LG.13	*Organizational Chart	
HRM.9; HRM 11	Training and Competency Program	Service Specific
EP.7; HRM.1	Orientation Program	As applicable per State requirements
HRM.11	Clinical Competency Documentation	
HRM.8; HRM.15; IPC.1; IPC.13; EP.7	In-service Education Documentation	As applicable per State requirements per discipline
EP.2	Emergency Preparedness Plan	All elements of the standard including implementation and testing.