

## 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)
	<b>General Documents and Information</b>	
	*Billing Week	(IE: Week starts Sunday or Monday per agency)
	*Scope of Practice	
NA	*Unduplicated Admissions	Patient 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.12.D	All Contracts	List of Contract Staff and Interpretive Services
	Sample Admission Packet	Include language specific documents
	<b>Quality Documents</b>	
CQI.3.I.M2	Complaint logs/On-call logs	
CQI.5.I.M1; CQI.3.I; CQI.3.I.M2	Performance Improvement Projects/Activity	Quality Indicator Tracking Data; CASPER Reports including OASIS Submission Error Summary by Agency; Adverse Events; Clinical Record Review; Patient Satisfaction Surveys; Infection Control Surveillance documentation
	Most Recent Survey Results	From local, State or federal agency
CQI.1.I.M1	QAPI Meeting Minutes	
	<b>Policies and Procedures</b>	

Standard(s)	Item	Comment(s)
APC.10.D, APC.10.D.M1; APC.10.D.M2; CDT.4.D; HRM.1.D; IPC.1.D; IPC.1.D.M1; EP.2.D; EP.2.D.M1; EP.3.D.M1; IM.1.D; IM.1.D.M2; IM.5.D; LG.11.D; LG.11.D.M1; LG.12.D; HRM.6.D.M2	Policy Manual(s): <ul style="list-style-type: none"> <li>• Service Specific Policies</li> <li>• Human resources</li> <li>• Administrative</li> <li>• Operational</li> <li>• Clinical</li> </ul>	Include: Emergency Preparedness; QAPI; Infection Control; *Hand washing and bag technique policy; Performance Evaluation Policy
	<b>Governance Documents</b>	
LG.4.I.M1	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.4.I	GB meeting minutes	
	Strategic Plan	
LG.3.I.M1	Service or Business License(s)	As Applicable per State requirements
LG.3.I.M3	CLIA Certificates	As applicable if conducting point of care lab testing
	<b>Financial Documents</b>	
FS.2.I.M3	Operational Budget	
FS.2.I.M4	Capital Expenditure Plan	
	<b>Operational Documents</b>	
LG.11.D.M1	*Organizational Chart	
HRM.7.I.M5	Training and Competency Program	Service Specific
	Orientation program	
HRM.7.I	Clinical Competency Documentation	
IPC.7.I.M1; HRM.6.D.M2;	Annual In-service Education Documentation	As applicable per State requirements per discipline
EP.1.D.M1	Emergency Preparedness Plan	All elements of the standard including implementation and testing.