

## Home Health Policy Checklist

**Note:** This is a guideline. Additional information to include State specific requirements (as applicable) may be requested at any time during the site visit.

Standard	Policy and Procedure that supports	CMS Tag(s)
<b>PCC</b>	<b>Patient Centered Care</b>	
<b>PCC.6</b>	Transfer and Discharge Policies Provided within required timeframe	G412
<b>PCC.7</b>	Accessibility of care and services outside of normal operating hours	N/A
<b>PCC.7</b>	Expected response of personnel to meet patient needs	N/A
<b>PCC.8</b>	Complaint Process	N/A
<b>PCC.9</b>	Handling of suspected mistreatment/neglect/abuse	N/A
<b>PCC.10</b>	Expectations for staff reporting of potential abuse	G488
<b>APC</b>	<b>Assessment, Planning and Coordination</b>	
<b>APC.1- APC.3</b>	Patient care and Services policies addressing CMS requirements	G510 - G546, G550
<b>APC.4- APC.5</b>	Patient assessments conducted according to specified timeframes	N/A
<b>APC.19</b>	Criteria and Process for transfer and discharge	G452 - G462, G472, G474
<b>APC.20</b>	Transfer/Discharge of a patient "for cause"/ summary content	G462 - G470, G564,
<b>APC.22</b>	Transition of Care and Discharge Planning	G560
<b>APC.22</b>	Discharge Process for patients going to another HHA or a facility	G562
<b>CDT</b>	<b>Care Delivery and Treatment</b>	
<b>CDT.1</b>	Scope of Services	CDT.1
<b>CDT.2- CDT.3</b>	Services provided in accordance with clinical practice guidelines	G570, G984
<b>CDT.5</b>	Acceptance, documentation, verification and authentication of orders	G584
<b>CDT.7</b>	Orders accepted, signed, dated	G584
<b>CDT.8</b>	Care delivery and supervision of skilled professional services	G700, G702
<b>HRM</b>	<b>Human Resource Management</b>	

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<b>HRM.1</b>	Personnel policies supporting operations and care delivery	G944, G952
<b>HRM.1</b>	Hiring Criteria	G848
<b>HRM.18</b>	Supervision of Personnel	N/A
<b>HRM.22</b>	Evaluation of Personnel Performance	N/A
<b>CQI</b>	<b>Continuous Quality Improvement</b>	
<b>CQI.2- CQI.3</b>	Definition of outcomes and measures including in CQI program	N/A
<b>CQI.6- CQI.7</b>	Implementation of PI projects	G658
<b>IPC</b>	<b>Infection Prevention and Control</b>	
<b>IPC.1</b>	IPC policies reflect scope and complexity of services	N/A
<b>IPC.1- IPC.2</b>	Specific policies: required	G680, G682
<b>IPC.5</b>	Influenza and pneumococcal vaccine	G582
<b>IPC.6</b>	Use of hand hygiene and PPE	N/A
<b>IPC.7</b>	Storage and transportation of supplies/equipment	N/A
<b>IPC.8</b>	Bag technique	G682
<b>IPC.11</b>	Cleaning and disinfection of work surfaces	G684
<b>IPC.14</b>	TB testing/screening	G684
<b>IPC.16</b>	Addressing occupational exposures and post exposure interventions	G684
<b>IPC.16</b>	Personnel Exposure reporting	G684
<b>IPC.16</b>	Agency exposure reporting to authorities	G684
<b>EP</b>	<b>Emergency Preparedness</b>	
<b>EP.1</b>	Documented Emergency Preparedness Plan	E0001
<b>EP.2</b>	Based on risk assessment, addresses patient population, addresses continuity of service provision	E-1, E-4, E-6, E-7, E- 9, E-13
<b>EP.3</b>	Communication Plan	E-29 – E-34
<b>EP.6</b>	Specific required policies based upon the emergency plan	E-13, E-17, E-19, E- 21, E-23, E-24
<b>EP.7</b>	Training Program for emergency preparedness	E-36, E-37
<b>EP.8</b>	Testing Program	E-36
<b>LG</b>	<b>Leadership and Governance</b>	
<b>LG.13</b>	Definition of organizational structure	G940
<b>FS</b>	<b>Financial Stewardship</b>	

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<b>FS.2</b>	Presence of an overall plan and annual budget	G988
<b>FS.4</b>	Capital expenditure management	G988
<b>IM</b>	<b>Information Management</b>	
<b>IM.1</b>	Information management policies address collection/protection/sharing and retention of information	N/A
<b>IM.2</b>	Discontinuation of operations	G1026
<b>IM.3</b>	Retention of records	G1026
<b>IM.10</b>	Protocols for standardized collection and documentation of patient data	N/A
<b>IM.10</b>	Use of standardized formats for documentation	N/A
<b>IM.13</b>	Transmission of OASIS	G370-G378, G386