

PLEASE HAVE THE FOLLOWING AVAILABLE FOR REVIEW DURING THE SURVEY (explain if NA): ACHC

- Unduplicated admissions within past 12 months
- Current Organization Chart (**www.homecareoffice.com**)
- Written designation of Alternate Administrator (**www.homecareoffice.com**, emp. both charts, page A-59)
- Employee list with title and date of hire.
- Employee handbook
- SOC Packet / Patient Home Folder
- Copy of approved CMS-855A
- Annual budget (**3 years budget**)
- Capital Expenditure plan (**F-2**)
- Last financial audit (**accountant annual letter**)
- List of charges (**F-8, also included in the Handbook/Admission package**)
- Billing record for at least one patient
- Company vehicle insurance documentation
- Any surveys within past 12 months
- Proof of successful transmissions of OASIS data
- Governing Body membership list and meeting minutes(**aprox. Pg A-22, A-24, A-25, minutes**)
- Professional Advisory Board membership list and meeting minutes(**Pg A30-A32, Minutes**)
- Annual Agency Evaluation (**www.homecareoffice.com**)
- Contracts and Business Associate Agreements for contracted service providers and if applicable: Shredder, answering service, software vendor, consultants, etc.(**eval at www.homecareoffice.com**)
- QI activities: meeting minutes, PI reports, PI plans/activities(**www.homecareoffice.com**)
 - Prepare brief QA presentation
 - External Benchmarking data, if participating
- Complaint log/book, including any complaints reported to the state (**www.homecareoffice.com**)
- Incident log/reports (**www.homecareoffice.com**)
- Reports of abuse, neglect, exploitation, sexual misconduct, etc. (**Page B-161**)
- Negative patient outcomes related to employee performance(**www.homecareoffice.com**)
- Work related injuries (OSHA log)
- Infection control tracking logs; employees/clients with reportable communicable diseases (**WEB**)
- TB prevalence rates for service area
 - Proof of fit testing for non-particulate matter masks (if applicable)

- Equipment cleaning/calibration/quality control logs (**LOGS**)
- Referral/non-admit log (**LOGS**)
- Clients with unmet needs requiring transfers to other providers
- Approved physician list & all licenses of current physicians verified every 12 months
- Education calendar/in-service records (**www.homecareoffice.com**)
- Fire Drills/Disaster Drills (annually) or documentation of evaluation of disaster plan if implemented
- Emergency Power System test (annally) (**www.homecareoffice.com**)
- MSDS (**LOG**)