



# IS MY AGENCY READY FOR THE INITIAL (LICENSE) SURVEY ?

*(Initial Survey Self Assessment)*



**Annual Duties:**

- Strategic Plan
- Risk Management Plan ( Drug Free workplace )
- Waste License applied
- Contract Waste company \* must be signed with pickup company
- Emergency Plan (Submitted to DOH, included)
- TB Community Assessment (annual duties) Accountant External Review letter(**CHAP only**)

**Other Duties:**

- All LOGs ready (printed)
- Cabinet ready for Med. Record/HR (locks)
- Exit diagram in each office
- Logs:** more important, print in blank from the web
- Complaints, summary, follow up
- High Alert/Risk meds
- Extinguisher log
- SDS (Safety Data sheet) (Minutes/Safety)
- Visitors Log (front desk)
- Emergency
- Hospitalization
- Incidents
- ON Call Patient complaints
- Staff concern log (HR)
- Compliance anonymous report form (Compliance Minutes, Front Desk)

**ALSO:**

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

**Minutes:**

- Board of Director
- Board of Director: Approval key staff, approval committee members
- Orientation
- Safety
- BD Conflict of Interest, BD Confidentiality.(Corporation black book, ByLaws section)
- Compliance Committee
- BD, Approval Policy Manual (annual meeting)

Complete AHCA Clearinghouse registration

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

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

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

- Infection Prevention
- Medical Device
- Alzheimer's 1 hr trainnig: <https://elderaffairs.org/adrd-training/#training>
- Fraud Prev/Compliance
- Emergency/OSHA In-service/Drill
- OSHA Right to Know (SDS List)
- Biomedical Waste
- lifetime: HIV, Alzheimer's (Elders Affears 3 hrs)
- Office/Field Staff safety

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

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