



EVIDENCE CHART



Company Name: _____

Date: _____ Time frame when evidence was compiled: _____

Your organization is required to submit evidence as detailed on your approved Plan of Correction (POC) to address all deficiencies noted in your survey Summary of Findings (SOF). Use this form to summarize details of requested evidence to verify your organization has implemented and is following its approved POC. Evidence should not be submitted until your POC has been approved by ACHC.

As you compile evidence to support your approved POC, please complete the following:

- In the Client/Patient Record/Personnel File Audit Summary chart below, summarize the results of your client/patient record and/or personnel file audits.
- In the Observation Deficiencies chart further down, note observation deficiencies specified on your POC, if applicable, and provide additional documents to support evidence of continued compliance. Examples of documents that may need to be submitted are governing body meeting minutes, revised contracts, annual program evaluations, performance improvement (PI) activities, or personnel qualifications.

This form and all evidence supporting the implementation of your POC must be submitted at one time to your Account Advisor within 60 calendar days of the date on your survey decision letter.

Do not submit any Protected Health Information (PHI) or confidential employee information.

CLIENT/PATIENT RECORD/PERSONNEL FILE AUDIT SUMMARY

ACHC Standard	Brief Summary of Audit Findings Specific to the Deficiency	Number of Correct Charts (Audits)/Number of Total Charts (Audits) Completed	Percentage of Compliance
Example: TC5-D	Audited charts to determine that the client's/patient's healthcare needs were provided in accordance with the treatment plan.	9/10	90%

[illegible]

OBSERVATION DEFICIENCIES

This section is to be completed when additional evidence is required.

ACHC Standard	Deficiency	Evidence
Example: TC6-A	Missing annual Performance Improvement (PI) report	Current annual report