



ITEMS NEEDED FOR SURVEY

HEALTHCARE STAFFING SERVICES

Below are items that the surveyor will review during your Accreditation Commission for Health Care (ACHC) survey. Having these items available before your surveyor’s arrival will maintain survey efficiency. If you have any questions, please contact your Account Advisor.

- Personnel list with titles, disciplines, and hire dates (including contract staff).
- Any previous survey results from the past year.
- List of current staffing assignments.
- Any internal plan of correction based on identified deficiencies, along with audit results.

The table below details additional documentation that will be reviewed for evidence of compliance and identifies the ACHC Standard(s) to which it applies. Please reference the complete standards for additional details.

Annual requirements are not applicable to facilities in operation for less than one year.

ACHC Standard	Required Item	Located
HSS1-1A	Policy and procedure manual, with the following policies flagged: <ul style="list-style-type: none"> ■ HSS2-2A: Grievance/complaint policy. ■ HSS4-2F: Background check policy. ■ HSS4-4A: Competency assessments. ■ HSS5-1A: Performance Improvement Program. 	
HSS1-1A	<ul style="list-style-type: none"> ■ Copy of current applicable license(s) or permit(s) and copy of articles of incorporation/bylaws. ■ Required federal and state posters are placed in a prominent location. 	
HSS1-3A	The job description for the Manager/Leader meets applicable state and federal laws as well as organization requirements.	
HSS1-4A	The job description for the alternate Manager/Leader meets applicable state and federal laws as well as organization requirements.	
HSS1-5A	Prior regulatory inspection reports, if applicable.	
HSS1-7A	Healthcare facility contracts for direct care staffing services.	
HSS1-7B	Contracts for direct care staffing personnel, including copies of professional liability insurance certificates.	
HSS2-1A	Marketing materials.	
HSS2-2A	Grievance/complaint log.	
HSS2-2B	Written information provided to healthcare facilities on how to report grievance/complaints.	
HSS2-3A	Signed confidentiality statements for all personnel.	
HSS2-4A	Evidence of how ethical issues are identified, evaluated, and discussed.	



ACHC Standard	Required Item	Located
HSS3-1A	Evidence that financial records are maintained and retained according to IRS requirements.	
HSS3-2A	Evidence of proper billing for provided care/service.	
HSS4-1C	Personnel records (including contract staff) contain evidence of the items listed in the standard.	
HSS4-2D	Job descriptions consistent with the organizational chart.	
HSS4-2G	Employee handbook or access to personnel policies.	
HSS4-2I	Staff placement log.	
HSS4-5A	Evidence of ongoing education and/or written education plan.	
HSS5-1A	Performance Improvement (PI) Program.	
HSS5-1B	Job description for individual responsible for the PI Program.	
HSS5-1C	Evidence of leadership involvement in PI.	
HSS5-1D	Evidence of personnel involvement in PI.	
HSS5-2A	PI annual report.	
HSS5-2C	<ul style="list-style-type: none"> ■ Evidence of monitoring processes that involve risks, including infections and communicable diseases. ■ Evidence of monitoring staff incidents, accidents, complaints, and worker compensation claims. 	
HSS5-2D	Evidence of monitoring an aspect related to care/service (high risk, high volume, problem-prone).	
HSS5-2E	Evidence of monitoring an aspect related to administrative function of the organization.	
HSS5-2F	Satisfaction surveys utilized in PI.	
HSS5-2G	Evidence of monitoring healthcare facility complaints and actions needed to resolve issues.	
HSS6-1A	Infection Control Program.	
HSS6-1B	Infection control logs for personnel, and evidence infection control data is monitored and incorporated into PI as appropriate.	
HSS6-3A	Report of annual fire drill and results of testing of emergency power systems.	
HSS6-4A	Access to Safety Data Sheets (SDS).	
HSS6-5A	<ul style="list-style-type: none"> ■ Evidence of proper reporting of personnel incidents, accidents, variances, or unusual occurrences. ■ OSHA forms 300, 300A, and/or 301 (if applicable). 	