

# DESK REVIEW REFERENCE GUIDE

## HOME CARE

For a more timely review of your agency policies and procedures, use this reference guide to ensure you are submitting all ACHC required policies. Reference the ACHC Accreditation Standards for detailed policy and procedure requirements. Your organization must ensure additional state requirements are addressed, if applicable.

Standard	Policy/Document Description	Applicable Services
HC1-1A	Bylaws/Articles of Incorporation	All services
HC1-2A	Governing body activities	All services
HC1-3A	Conflict of interest disclosure requirements	All services
HC1-9A	Ownership and management changes	All services
HC1-11A	Verification of referring practitioner credentials	All services
HC2-1A	Description of care/services provided by the agency	All services
HC2-2A	Patient Rights and Responsibilities	All services
HC2-3A	Reporting and investigation of alleged violations involving client/patient care	All services
HC2-4A	Reporting and investigation client/patient grievances/complaints	All services
HC2-5A	Securing and releasing confidential Protected Health Information and Electronic Protected Health Information	All services except HCC
HC2-6A	Client's/patient's right to accept or refuse medical care	All services except HCC
HC2-6B	Agency's personnel resuscitative guidelines	All services
HC2-7A	Mechanisms utilized to identify, address and evaluate ethical issues	All services except HCC
HC2-8A	Provision of care/service to clients/patients with communication or language barriers	All services
HC2-8B	Mechanisms utilized to identify, address, and evaluate ethical issues	All services
HC2-9A	Compliance Program	All services except HCC
HC4-1A	Management of personnel files	All services
HC4-2C	Tuberculosis baseline testing and annual screening	All services
HC4-2D	Hepatitis B vaccine requirements	All services except HCC
HC4-2H	Background checks	All services
HC4-2I	Employee Handbook and/or personnel policies	All services
HC4-2J	Annual performance evaluations	All services
HC4-5A	Orientation requirements	All services
HC4-6A	Competency assessment requirements	All services except HCC
HC4-6B	Competency assessment requirements	HCC only
HC4-7A	Education plan	All services

Standard	Policy/Document Description	Applicable Services
HC4-7B	Required in-service hours	All services
HC4-7D	Observation of personnel	All services except HCC
HC4-11A	Supervision of paraprofessionals	HCA only
HC4-11B	Paraprofessionals in a supervisory role	HCA only
HC4-11D	Supervision of LPNs/LVNs	HCN only
HC4-12A	Special education and/or requirements necessary to administer pharmaceuticals and/or perform special treatments	HCN only
HC4-13A	Qualifications for nursing services	HCN only
HC4-13B	Aide personnel qualifications, experience, educational requirements	HCA only
HC4-15B	Physical Therapy Assistant supervision requirements	HCPT only
HC4-15C	Certified Occupational Therapy Assistant supervision requirements	HCOT only
HC4-15E	Social Worker Assistant supervision requirements	HCSW only
HC4-15F	Speech-Language Pathology Assistants supervision requirements	HCST only
HC5-1A	Client/patient record requirements	All services except HCC
HC5-1B	Client/patient record requirements	HCC only
HC5-2A	Client/patient record access, storage, removal and retention requirements	All services except HCC
HC5-3A	Completion of assessment and development of the plan of care	All services except HCC
HC5-3Q	Requirements to ensure clients/patients receive appropriate number of visits	All services
HC5-4A	Unmet client/patient needs and referral to other agencies	All services except HCC
HC5-5A	Referral and acceptance of clients/patients	All services except HCC
HC5-6A	Client/patient education requirements	All services except HCC
HC5-7A	Transfer of clients/patients requirements	All services except HCC
HC5-7B	Discharge of clients/patients requirements	All services except HCC
HC5-8A	Medications and/or medication routes not approved for administration by the agency	HCN only
HC5-8B	Administration of first-dose requirements	HCN only
HC6-1A	Performance Improvement Plan	All services except HCC
HC6-4A	Investigation of adverse events	All services except HCC
HC7-1A	Infection control requirements	All services except HCC
HC7-1B	Infection control requirements	HCC only
HC7-2A	Safety education provided to personnel	All services
HC7-2B	Safety education and training provided to clients/patients	All services except HCC
HC7-3A	Disaster planning	All services except HCC
HC7-5A	Office fire and safety management	All services
HC7-6A	Management of hazardous chemicals/materials	All services except HCC

Standard	Policy/Document Description	Applicable Services
HC7-6B	OSHA Hazard Communication requirements	All services except HCC
HC7-7A	Investigation of client/patient variances/incidents	All services
HC7-8A	Performing waived testing requirements	All services except HCC
HC7-9A	Use of equipment/supplies in the provision of client/patient care requirements	All services except HCA and HCC
HC7-10A	Participation in clinical research/experimental therapies requirements	HCN only