

ITEMS NEEDED FOR ON-SITE SURVEY

HOME INFUSION THERAPY

Below are items that will need to be reviewed by the Surveyor during your on-site survey. Please have these items available prior to your Surveyor's arrival to expedite the process. If you have any questions, please contact your Account Advisor.

- Current patient census, complete with start-of-care date, and admitting diagnosis
- Current schedule of patient visits
- Discharge/transfer patient census for past 12 months (or since start of operation, if less than one year)
- Personnel list with title, discipline, and hire date (including direct care contract staff)
- Any previous survey results from the past year
- Admission packet or education materials given to patients
- Staff meeting minutes for the past 12 months
- Any internal Plan of Correction based on identified deficiencies along with audit results

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

Conducting interviews to validate findings from observations and record reviews is a standard part of survey procedures. These interviews, involving personnel, patients, and family members or caregivers, must be conducted confidentially.

ACHC Standard	Required Item	Located
Required policies to be reviewed during survey	Access to policy and procedure manual with the following policies flagged: <ul style="list-style-type: none"> ■ HIT2-2A Client/Patient rights and responsibilities ■ HIT2-3A Investigation of abuse, neglect, and exploitation ■ HIT2-4A Reporting and investigation client/patient grievances/complaints ■ HIT4-2E Background checks ■ HIT5-3A Process for assessment and the plan of care ■ HIT6-3A Investigation of adverse events ■ HIT7-11A Medication and product recall requirements ■ HIT7-12A Pharmaceutical storage requirements 	
HIT1-1A	Copy of current applicable licenses or permits and copy of articles of incorporation/bylaws	

ACHC Standard	Required Item	Located
HIT1-2A	Governing body meeting minutes for the past 12 months and documentation of orientation	
HIT 1-3A	Written disclosure of identified conflicts of interest, if applicable	
HIT1-4 A	The job description for the manager/leader meets any applicable state and federal laws as well as agency requirements. The job description for the individual to act in the absence of the manager/leader.	
HIT1-4B	Annual performance review of the manager/leader	
HIT1-5A/HIT4-8A	Organizational chart	
HIT1-6A	All required federal and state posters are placed in a prominent location	
HIT1-8A	Action plans for any negative outcomes that impacted licensure or Medicare/Medicaid certification	
HIT1-9A	Notification of change in ownership, if applicable	
HIT1-10A	Contracts for direct care staff, including copies of professional liability insurance certificates	
HIT1-11A	Verification of physician licensure or other licensed independent practitioner with prescriptive authority	
HIT2-1A	Marketing materials and/or written description of care/services provided by the agency	
HIT2-2A	Client/Patient Rights and Responsibilities statement	
HIT2-3A	Client/patient grievance/complaint log	
HIT2-4A/HIT2-4B	Written information regarding the reporting of client/patient complaints	
HIT2-5A	Signed confidentiality statement for all personnel, contract staff, and governing body/owner	
HIT2-5B	Business Associate Agreements (BAAs) for non-covered entities	
HIT2-6A	Advance Directive information provided to client/ patients	

ACHC Standard	Required Item	Located
HIT2-6B	Information provided to clients/patients regarding agency's resuscitative policies	
HIT2-7A	Evidence of how ethical issues are identified, evaluated and discussed	
HIT2-8A	Evidence of communication assistance for language barriers	
HIT2-8B	Evidence of cultural diversity training	
HIT2-9A	Evidence of a Compliance Program	
HIT2-10A	On-call calendar	
HIT3-1A	Most recent annual operating budget	
HIT3-3A	List of care/services with corresponding charges	
HIT3-4A	Evidence clients/patients are provided information on their financial liability	
HIT4-1C	Personnel records (including direct care and contract staff) contain evidence of the items listed in the standard. Surveyor will review personnel records based on the services provided by the agency.	
HIT4-2F	Evidence of access to Employee Handbook or access to personnel policies	
HIT4-4A	Evidence of individual designated as being responsible for orientation	
HIT4-6A	Evidence of ongoing education and/or written education plan	
HIT4-10A/HIT4-11A	Nursing Board Scope of Practice	
HIT5-1A	Client/patient records contain all required information as stated in standard	
HIT5-2A	Evidence agency maintains client/patient information in a confidential manner	
HIT5-3B	Client/patient assessment contains all items listed in the standard	

ACHC Standard	Required Item	Located
HIT5-3C	Client/patient plan of care contains all items listed in the standard	
HIT5-3G	Evidence of monitoring and remote monitoring to ensure overall compliance with the plan of care	
HIT5-4A	Referral log or other tool to record referrals	
HIT5-6A	Client/patient education materials	
HIT6-1A	Performance Improvement (PI) Program	
HIT6-1B	Job description for individual responsible for the PI Program	
HIT6-1C	Governing body meeting minutes demonstrate involvement of the governing body in PI	
HIT6-1D	Evidence of personnel involvement in PI	
HIT6-2A	PI annual report	
HIT6-2C	Evidence of monitoring processes that involve risks, including infections and communicable diseases, including the monitoring staff incidents, accidents, complaints and worker compensation claims	
HIT6-2D	Evidence of monitoring of an aspect related to patient care (high risk, high volume, problem prone)	
HIT6-2E	Satisfaction surveys utilized in PI	
HIT6-2F	Evidence of ongoing chart audits and that results are utilized in PI	
HIT6-2G	Evidence of monitoring of client/patient complaints and actions needed to resolve issues	
HIT6-2H	Evidence of monitoring of care provided under contract/agreement	
HIT6-2I	Evidence of monitoring billing and coding errors	
HIT6-3A	Evidence of proper documentation, investigation, and resolution of all adverse events involving clients/patients	

ACHC Standard	Required Item	Located
HIT7-1A	Evidence of an Injection Control Program, Annual TB Agency Assessment, TB exposure control plan and OSHA Blood Borne Pathogens plan	
HIT7-1B	Infection control logs for clients/patients and personnel and evidence infection control data is monitored and incorporated into PI as appropriate	
HIT7-2A	Evidence of safety education provided to personnel	
HIT7-3A	Emergency disaster plan and results of an annual emergency disaster drill	
HIT7-3B	Emergency preparedness information provided to clients/patients	
HIT7-4A	Report of annual fire drill and results of testing of emergency power systems	
HIT7-6A	Access to Safety Data Sheets (SDS) and evidence staff are provided personal protective equipment (PPE)	
HIT7-7A	Evidence of proper reporting of personnel incidents, accidents, variance or unusual occurrences. OSHA forms 300, 300A, and/or 301 (if applicable)	
HIT7-8A/HIT7-9A	Maintenance logs of any equipment used in the provision of care	
HIT7-11A	Medication dispensing and recall logs	
HIT7-12A	Evidence pharmaceuticals are stored in accordance with manufacturers and USP requirements	
HIT7-12B	Evidence shipping methods are tested periodically to ensure containers stay within specified temperature requirements	
HIT7-14A	CLIA certificate of waiver for agency or CLIA certificate for the reference laboratory	