

ITEMS NEEDED FOR ON-SITE SURVEY

PRIVATE DUTY-NON-MEDICARE SURVEY



PRIVATE DUTY



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

- Current patient census, complete with start of care date, admitting diagnosis, and disciplines providing care
- 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 start of 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
- Annual requirements are not applicable to agencies in operation for less than one year

ACHC Standard	Required Item	Located
PD1-1A	Copy of current applicable licenses or permits and copy of articles of incorporation/bylaws	
PD1-1A.01	Access to policy and procedure manual with the following policies flagged: <ul style="list-style-type: none"> • PD2-2A Patient rights and responsibilities policy • PD2-3A Investigation of abuse, neglect, exploitation policy • PD2-4A Grievance/complaint policy • PD4-2H Background checks policy • PD5-3A Plan of care policy • PD6-4A Investigation of adverse events policy 	
PD1-2A/PD1-2D/PD1-3A/PD1-8A/ PD2-4/PD2-5A/PD2-7A/PD6-1C	Governing body meeting minutes for the past 12 months and documentation of orientation and signed confidentiality statement(s)	
PD1-4 A	The job description for the Administrator meets any applicable state and federal laws as well as agency requirements	
PD1-4C	The job description for the alternate Administrator meets any applicable state and federal laws as well as agency requirements	
PD1-5A	Organizational chart	
PD1-7A	All required federal and state posters are placed in a prominent location	
PD1-10A	Contracts for direct care, including copies of professional liability insurance certificates	
PD1-10D	Evidence of monitoring of care/service provided by contract staff	
PD1-11A	Verification of physician licensure, as applicable	
PD2-1A	Marketing materials	
PD2-3A/PD2-4A	Grievance/complaint log	

ACHC Standard	Required Item	Located
PD2-5C	Business Associate Agreements (BAAs)	
PD2-9A	Compliance Program	
PD2-11A	On-call calendar	
PD3-1A	Most recent annual operating budget	
PD3-6A	Listing of patient care charges	
PD4-1C	Personnel records (including direct care and contract staff) contain evidence of the items listed in the standard	
PD4-2I	Employee handbook or access to personnel policies	
PD4-7A/PD4-7B	Evidence of ongoing education and/or written education plan	
PD5-4A	Referral log	
PD6-1A	Performance Improvement (PI) Program	
PD6-1B	Job description for individual responsible for the PI program	
PD6-2A	Most current annual agency report	
PD6-2B	Annual PI report	
PD6-2D	Incident log/variance reports and evidence of quarterly monitoring of all variances	
PD6-2E	Performance improvement project or evidence of monitoring of an aspect related to patient care (high risk, high volume, problem prone)	
PD6-2F	Performance improvement project or evidence of monitoring of an aspect related to administrative function of the agency	
PD6-2G	Satisfaction surveys utilized in performance improvement	
PD6-2H	Evidence of on-going chart audits and results are utilized in PI	
PD6-2I	Satisfaction surveys utilized in PI	
PD6-4A	Incident log demonstrates proper documentation, investigation and resolution of all adverse events	
PD7-1A	TB prevalence rates for all counties served, TB exposure control plan and OSHA Bloodborne Pathogens plan	
PD7-1E	Infection control logs for patients and personnel	
PD7-3A	Emergency disaster plan and results of emergency disaster drill	
PD7-5A	Report of annual fire drill and results of testing of emergency power systems	
PD7-6B	Access to Safety Data Sheets (SDS)	
PD7-7A	OSHA forms 300, 300A and/or 301 (if applicable)	
PD7-8A/7-9A	Maintenance logs of any equipment used in the provision of care	
PD7-14A	CLIA certificate of waiver for agency or CLIA certificate for the reference laboratory (PDIN only)	