ADHC

Compliance Checklist

Checklists

The following checklists are to be guides for documentation needed in participant files, employee files and administrative files. Please refer to the Scope of Services for how the documents are to be completed and maintained. This is just a quick reference guide and is not the policy/Scope of Services and does not include all documents required by the Scope of Services.

Please feel free to develop check lists to ensure you are adhering to all requirements.

ADHC Participant Checklist

- Individual record for each participant. Organized and in chronological order.
- CLTC Service Plan
- ADHC Care Plan
- Physical Exam Report (Form 122DC) prior to hire and at least every 2 years
- Service Provision Forms
- Daily Documentation
- Advance Directives documentation
- Right to Complain documentation (annually) (HCBS Requirement)
- Nurses Notes
- CLTC Mode of Transportation Form
- Nursing Documentation (if appropriate)
  - Prescriber's Order's Form 122A
  - Nursing Notes

ADHC Participant Checklist (continued)

- Documentation of communication with family/Case Manager about the participant's interest in community events or resources (HCBS requirement)

- Documentation that information is given about how the participant/RP is to request a plan meeting (if this is not posted) (HCBS requirement)

ADHC Staff Checklist

- Individual record for each employee. Organized in chronological order.
- Resume/application
- PPD-per SCDHEC requirement
- SLED Background Check, CNA registry check, OIG exclusion check
- Proof of nurse current license (LLR website printout)

ADHC Administrative Checklist

- Current Administrator. Any change should be reported to provider-distribution@scdhhs.gov and updated in Phoenix.

- Current Organizational Chart

- Proof of Liability Insurance (certificate should reflect SCDHHS as certificate holder for informational purposes only)

- Proof of Worker's Compensation Insurance (for agencies with 4 or more employees; certificate should reflect SCDHHS as certificate holder for information purposes only)

- Policy and Procedure Manual-explain how your agency will adhere to the SCDHHS Scope of Services with providing and documenting services. Also include an emergency plan and infectious disease program.

- Business Hours

- Business License (if appropriate)

- DPH License

ADHC Administrative Checklist (continued)

- Opened authorizations for the site visit date
- Attendance Logs (staff and participants- to include dates, time in and time out)
- Daily Activity Schedule
- Posted Holiday Schedule
- Food service contract or Department of Agriculture Food License
- Menu
- Posted information about filing complaints [how, to whom, phone numbers, address e-mail] (HCBS requirement)
- Posted information about how to request a plan meeting

ADHC Administrative Checklist (continued)

- Monthly activity calendar (including guest speakers and outings) with alternative activities (HCBS requirement)
- Activities must include outings into the community as well as community volunteers coming into the facility
- Documentation of feedback for activities by participants (HCBS requirement)
- Participants must be able to move around inside and outside the facility as they are able. (HCBS requirement)
- Participants must be able to come and go from the grounds as they are able. (HCBS requirement)
- Health information must be kept private, locked in a secure location only accessible to appropriate staff. (HCBS requirement)

ADHC Administrative Checklist (continued)

- Keep therapy schedules, medications, special diets in private locations where others cannot view. (HCBS requirement)

- Perform health care/personal care activities in a private location (weight, blood pressure, blood sugar sticks etc.) (HCBS requirement)