

HHA – Agency Information Worksheet

CERTIFICATION ONLY OR LICENSURE AND CERTIFICATION

Please provide as soon as possible.

1. Please provide a schedule of ALL skilled home visits for the days of survey, which includes discipline, and date/time. Include visits for all branch locations.
2. Provide listing of current employees (direct and contracted) including name and title.
3. Complete all areas of the CMS-1572 (a) (b) (*one sheet*) except the following areas: #7, #8, #12, #21, and #23. Under 19, make sure that the FTE hours are indicated as .00, .25, .50, .75, etc. Make sure to include contracted staff.
4. Complete the MN-1513 - Ownership Information
5. Total number of unduplicated admissions from all payor sources for **skilled** services, to the HHA (including branches) during the 12 months prior to the survey.
6. List of patients who are NOT receiving skilled services. (if applicable).
7. A list of all active patient names (Medicare/Medicaid/private pay) receiving skilled services that identifies the start of care (SOC) date, primary diagnosis, and services provided.
 - a. Include patients being served in each HWS setting.
 - b. Include Personal Care Attendant (PCA) services if provided under the agency's Medicare number.
8. Patient visit schedule for days on survey.
9. What is considered a treatment week?
(*circle one*) Calendar Week OR Start of Care Day
10. CLIA Cert./Waiver (if they do lab tests).
11. Admission Packet
12. Provide a copy of the listing of the registered SNSAs from the Minnesota Department of Health's web site on the date of the survey.
 - a. The listing of the registered SNSAs can be found on MDH web site at [MDH Website - Registered SNSAs \(http://www.health.state.mn.us/divs/fpc/profinfo/aalistas.htm\)](http://www.health.state.mn.us/divs/fpc/profinfo/aalistas.htm)
13. Provide written policies for the following: (Some may be non-applicable if agency does not provide service)
 - a. State Required Policies
 - i. Reporting of maltreatment of minors, and reporting of maltreatment of vulnerable adults;
 - ii. Conducting and handling background studies on employees;

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- iii. Orientation, training, and competency evaluations of home care staff, and a process for evaluating staff performance;
 - iv. Handling complaints from clients, family members, or client representatives regarding staff or services provided by staff;
 - v. Conducting initial evaluation of clients' needs and the providers' ability to provide those services;
 - vi. Conducting initial and ongoing client evaluations and assessments and how changes in a client's condition are identified, managed, and communicated to staff and other health care providers as appropriate;
 - vii. Orientation to and implementation of the home care client bill of rights;
 - viii. Infection control practices;
 - ix. Reminders for medications, treatments, or exercises, if provided; and
 - x. Conducting appropriate screenings, or documentation of prior screenings, to show that staff are free of tuberculosis, consistent with United States Centers for Disease Control and Prevention standards;
 - xi. Conducting initial and ongoing assessments of the client's needs by a registered nurse or appropriate licensed health professional, including how changes in the client's conditions are identified, managed, and communicated to staff and other health care providers, as appropriate insuring that nurses and licensed health professionals have current and valid licenses to practice;
 - xii. Medication and treatment management;
 - xiii. Delegation of home care tasks by registered nurses or licensed health professionals;
 - xiv. Supervision of registered nurses and licensed health professionals; and
 - xv. Supervision of unlicensed personnel performing delegated home care tasks.
 - xvi. Medication Management: requesting and receiving prescriptions for medications; preparing and giving medications; verifying that prescription drugs are administered as prescribed; documenting medication management activities; controlling and storing medications; monitoring and evaluating medication use; resolving medication errors; communicating with the prescriber, pharmacist, and client and client representative, if any; disposing of unused medications; and educating clients and client representatives about medications. (When controlled substances are being managed), the policies and procedures must also identify how the provider will ensure security and accountability for the overall management, control, and disposition of those substances in compliance with state and federal regulations.
 - xvii. Medication Management for clients who will be away from home
 - xviii. Treatment and Therapy Management Services – delegation, orders, administration, and documentation
 - xix. Orientation of Home Care- content and documentation
- b. Additional Items Needed
- i. Home care Bill of Rights and when is this provided
 - ii. Statement of Homecare Services
 - iii. Emergency Plan

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To obtain this information in a different format, call: 651-201-4101.