CHAP Survey Readiness Checklist (250+ Points)

This checklist is organized by section with numbered items for internal mock surveys.

The document includes:

- Section 1 – Leadership & Governance (20 numbered items)
- Section 2 – Patient Rights (15 numbered items)
- Section 3 – Human Resources (25 numbered items)
- Section 4 – Infection Prevention & Control (20 numbered items)

Framework for Remaining Sections (Items 81–260+)

Clinical Records & OASIS: Items 81–120 (40 checklist points)

Plan of Care & Physician Orders: Items 121–140 (20 checklist points)

Medication Management: Items 141–160 (20 checklist points)

Home Visit Observation: Items 161–180 (20 checklist points)

QAPI: Items 181–200 (20 checklist points)

Emergency Preparedness: Items 201–220 (20 checklist points)

HIPAA & Information Management: Items 221–235 (15 checklist points)

Billing & Compliance: Items 236–250 (15 checklist points)

DME/Supplies: Items 251–260 (10 checklist points)

Patient Interviews: Items 261–270 (10 checklist points)

Personnel Competencies: Items 271–280 (10 checklist points)

Section 1 – Leadership & Governance (20 Items)

Item #	Checklist Item	Compliant (Y/N)	Comments
1	Governing Body meeting minutes available for the past 12 months.		

2	Governing Body approves all policies annually.		
3	Administrator appointment documented.		
4	Clinical Manager qualifications meet CMS requirements.		
5	Organizational chart is current.		
6	Mission, vision, and scope of services are posted.		
7	Agency license is current and displayed.		
8	CHAP accreditation certificate displayed.		
9	Professional liability insurance is current.		
10	Corporate compliance plan implemented.		
11	Annual compliance training completed.		
12	Conflict-of-interest disclosures signed.		
13	Board reviews QAPI results quarterly.		
14	Board reviews infection control reports.		
15	Board reviews patient satisfaction trends.		
16	Emergency Preparedness Plan approved annually.		
17	Annual operating budget approved.		
18	Strategic plan reviewed annually.		
19	Incident reporting process reviewed by leadership.		
20	Leadership interviews		

	demonstrate knowledge of agency performance.		

Section 2 – Patient Rights (15 Items)

Item #	Checklist Item	Compliant (Y/N)	Comments
21	Patient Rights provided before the start of care.		
22	Signed acknowledgment in the clinical record.		
23	Privacy (HIPAA) notice provided.		
24	Complaint and grievance policy explained.		
25	Abuse/neglect reporting information provided.		
26	Advance Directive documented.		
27	Interpreter services offered when appropriate.		
28	Financial responsibility explained.		
29	Emergency contact documented.		
30	Patient participation in care planning documented.		
31	Education documented.		
32	Complaint log maintained.		
33	Timely investigation of complaints.		
34	Patient satisfaction surveys completed.		
35	Follow-up on complaints documented.		

Section 3 – Human Resources (25 Items)

Item #	Checklist Item	Compliant (Y/N)	Comments

36	Employment application		
37	Resume		
38	Interview documentation		
39	License verification		
40	CPR certification		
41	TB screening		
42	Criminal background check		
43	OIG exclusion check		
44	SAM exclusion check		
45	I-9		
46	W-4		
47	Signed job description		
48	Confidentiality agreement		
49	HIPAA training		
50	OSHA training		
51	Infection Control training		
52	Emergency Preparedness training		
53	Orientation checklist		
54	Annual competency		
55	Skills validation		
56	Performance evaluation		
57	Continuing education		
58	Driver's license (if applicable)		
59	Auto insurance (if applicable)		
60	Annual health screening		

Section 4 – Infection Prevention & Control (20 Items)

Item #	Checklist Item	Compliant (Y/N)	Comments
61	Hand hygiene performed correctly.		
62	Bag technique followed.		

63	PPE available.		
64	PPE used correctly.		
65	Sharps disposal available.		
66	Biohazard waste handled correctly.		
67	Equipment cleaned between patients.		
68	Infection log maintained.		
69	Antibiotic-resistant organism process.		
70	COVID/Influenza procedures.		
71	Exposure control plan.		
72	Annual infection risk assessment.		
73	Infection Control Committee minutes.		
74	Staff training records.		
75	Patient education.		
76	Vaccine documentation.		
77	Bloodborne pathogen training.		
78	Isolation procedures.		
79	Linen handling.		
80	Cleaning schedules.		

CHAP Survey Readiness Checklist – Expanded Sections (Items 81–280)

Clinical Records & OASIS: Items 81–120

Item #	Checklist Item	Y/N	Comments
81	Complete comprehensive assessment within required timeframe 48 hours		
82	OASIS completed accurately		
83	OASIS transmitted timely		
84	Primary diagnosis supported		
85	Secondary diagnoses supported		
86	Homebound status documented		
87	Medical necessity documented		
88	Functional assessment completed		
89	Medication reconciliation completed		
90	Pain assessment documented		
91	Fall risk assessment completed		
92	Skin assessment completed		
93	Braden score documented if applicable		
94	Depression screening completed		
95	Caregiver assessment documented		
96	Patient goals individualized		

97	Interventions match diagnoses		
98	Visit frequency documented		
99	Disciplines ordered correctly		
100	Verbal orders authenticated		
101	Face-to-face encounter present		
102	Certification period correct		
103	Recertification timely		
104	Discharge summary completed		
105	Transfer documentation complete		
106	Physician notifications documented		
107	Care coordination documented		
108	Lab results filed		
109	Orders tracked		
110	Missed visit documentation		
111	Patient education documented		
112	Teaching effectiveness evaluated		
113	Emergency plan in chart		
114	Advance directives documented		
115	Consent forms signed		
116	HIPAA acknowledgment present		
117	Supply needs documented		
118	Progress toward goals documented		
119	Clinical record signed/dated		

120	Record is complete and legible		

Plan of Care & Physician Orders: Items 121–140

Item #	Checklist Item	Present /Not Present or / na	Comments
121	POC established before care		
122	Physician signed POC		
123	Diagnoses accurate		
124	Goals measurable		
125	Interventions individualized		
126	Frequency appropriate		
127	Medication orders match MAR		
128	DME orders included		
129	Therapy orders present		
130	Wound orders complete		
131	Verbal orders tracked		
132	Orders authenticated timely		
133	Recertification orders obtained		
134	Discharge orders completed		
135	Care conference documented		
136	POC updated after changes		
137	Coordination with physician documented		
138	Orders filed chronologically		
139	Expired orders removed		
140	All orders implemented		

Medication Management: Items 141–160

Item #	Checklist Item	Y/N	Comments
141	Medication profile current		
142	Medication reconciliation each transition		
143	High-risk meds identified		
144	Allergies documented		
145	Adverse reactions documented		
146	Patient instructed on medications		
147	Storage assessed		
148	Controlled substances handled appropriately		
149	Medication discrepancies resolved		
150	PRN instructions clear		
151	Insulin teaching documented		
152	Anticoagulant monitoring documented		
153	Narcotic count policy followed		
154	Medication changes communicated		
155	Drug interactions reviewed		
156	Expired medications identified		
157	Medication compliance assessed		
158	Caregiver trained		
159	Medication list matches physician orders		
160	Medication education effectiveness documented		

Home Visit Observation: Items 161–180

Item #	Checklist Item	Y/N	Comments
161	Hand hygiene before care		
162	Bag technique followed		
163	PPE used appropriately		
164	Patient identity verified		
165	Vital signs obtained		
166	Assessment performed		
167	Patient involved in care		
168	Privacy maintained		
169	Teaching provided		
170	Medication review completed		
171	Environment assessed		
172	Fall hazards addressed		
173	Equipment cleaned		
174	Sharps handled safely		
175	Documentation completed timely		
176	Professional appearance		
177	Communication effective		
178	Caregiver included		
179	Visit follows POC		
180	Patient satisfied with visit		

QAPI: Items 181–200

Item #	Checklist Item	Y/N	Comments
181	Written QAPI plan		
182	Annual QAPI review		
183	Quality indicators tracked		
184	Hospitalizations monitored		
185	Falls monitored		
186	Infection rates tracked		

187	Medication errors analyzed		
188	Patient satisfaction reviewed		
189	Performance improvement projects active		
190	Meeting minutes maintained		
191	Corrective actions assigned		
192	Actions followed up		
193	Leadership participation		
194	Clinical participation		
195	Data validated		
196	Benchmarking performed		
197	Risk trends analyzed		
198	Policy revisions documented		
199	Education from QAPI findings		
200	Board receives reports		

Emergency Preparedness: Items 201–220

Item #	Checklist Item	Y/N	Comments
201	Emergency plan current		
202	Hazard vulnerability assessment		
203	Communication plan		
204	Patient emergency classification		
205	Emergency contact list		
206	Generator plan if applicable		
207	Supply inventory		
208	Annual drill completed		
209	After-action report		
210	Staff training		
211	Patient education		

212	Community coordination		
213	Backup staffing plan		
214	IT downtime plan		
215	Medical record backup		
216	Evacuation procedures		
217	Shelter-in-place procedures		
218	Emergency call tree		
219	Plan reviewed annually		
220	CMS requirements met		

HIPAA & Information Management: Items 221–235

Item #	Checklist Item	Y/N	Comments
221	HIPAA policies current		
222	Staff HIPAA training		
223	Unique user logins		
224	Password policy enforced		
225	Audit logs reviewed		
226	Encrypted devices		
227	Secure email used		
228	Fax safeguards		
229	Record retention policy		
230	Release of information tracked		
231	Business Associate Agreements		
232	Breach response plan		
233	Confidential disposal		
234	Access based on role		
235	Security risk assessment completed		

Billing & Compliance: Items 236–250

Item #	Checklist Item	Y/N	Comments
236	Claims supported by documentation		

237	Visit notes signed before billing		
238	No duplicate billing		
239	Coding accurate		
240	OASIS supports billing		
241	ABNs when required		
242	Fraud training completed		
243	Compliance hotline available		
244	Exclusion checks current		
245	Internal audits performed		
246	Refund process documented		
247	Overpayment policy		
248	Corrective action tracking		
249	Billing reconciled		
250	Compliance officer oversight		

DME/Supplies: Items 251–260

Item #	Checklist Item	Y/N	Comments
251	Supply inventory maintained		
252	Par levels established		
253	Lot numbers tracked		
254	Expired supplies removed		
255	Equipment cleaned		
256	Patient supply documentation		
257	DME orders match delivery		
258	Vendor documentation		
259	Emergency stock available		
260	Storage conditions appropriate		

Patient Interviews: Items 261–270

Item #	Checklist Item	Y/N	Comments
261	Knows agency contact		
262	Received patient rights		
263	Participated in care planning		
264	Satisfied with services		
265	Medication teaching understood		
266	Knows emergency procedures		
267	Privacy respected		
268	Complaints process understood		
269	Staff arrived as scheduled		
270	Would recommend agency		

Personnel Competencies: Items 271–280

Item #	Checklist Item	Y/N	Comments
271	Annual skills validation		
272	Clinical competency completed		
273	CPR current		
274	Infection control competency		
275	Bag technique observed		
276	Medication competency		
277	Emergency preparedness competency		
278	Documentation competency		
279	HIPAA competency		
280	Performance evaluation completed		