



ITEMS NEEDED FOR ON-SITE SURVEY

CUSTOMIZED FOR SLEEP LAB CENTER (SLC) & HOME SLEEP TESTING (HST)



Below are items that the Surveyor will review 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.

- Policy and procedure manual and crosswalk, if applicable
- List of clients/patients with service dates or, a copy of a Medicare Explanation of Benefit (EOB)/third-party payment documents from the past six months to allow the Surveyor to choose client/patient files
- Today's appointment schedule
- Discharge/transfer client/patient census for past 12 months or since the start of operation if less than one year
- Personnel list with title, discipline, and start date (including direct care contract personnel)
- Any inspection results from the past year (i.e., fire department)
- Admission packet and education materials given to clients/patients
- Personnel meeting minutes for the past 12 months
- Board/Governing body meeting minutes for the past 12 months, if applicable

ACHC Standard	Required Item	Located
Multiple	Access to policy and procedure manual with the following policies flagged: <ul style="list-style-type: none"> • SLC2-4A Grievance/complaint process • SLC2-5A Health Insurance Portability and Accountability Act (HIPAA) policies and procedures • SLC2-8A Compliance Program • SLC4-2J Competency assessment • SLC4-6A Oversight during diagnostic sleep testing (SLC only) • DRX4-6B Who can interpret sleep studies • SLC5-4A Protocols for the process of sleep testing (SLC only) • SLC5-7A Client/patient education • SLC6-1A Performance Improvement (PI) Program/policies • SLC6-5A Handling incidents • SLC7-8A Use, cleaning, testing, maintenance, calibration, tracking, and recalls of HST equipment 	
SLC1-1A	Copy of current applicable licenses or permits	
SLC1-2A	List of governing body members, documentation of orientation, if applicable	
SLC1-4A	<ul style="list-style-type: none"> • Résumé/application of leader that shows he or she is qualified and job description of general manager/leader • Job description and orientation for temporary leader 	
SLC1-5A	Organizational chart	
SLC1-7A	All required federal and state posters are placed in a prominent location	
SLC2-1A	Marketing materials	

ACHC Standard	Required Item	Located
SLC2-4A	Grievance/complaint log** (or plan to enact this standard once accredited)	
SLC2-5C	Business Associate Agreements (BAAs)	
SLC2-8A	PI activity to monitor the Compliance Program	
SLC2-9A, B	On-call calendar (HST services)	
SLC4-1C	Personnel records contain evidence of the items listed in the standard	
SLC4-2E	Job descriptions	
SLC42G	Employee handbook or personnel policies	
SLC4-2J, 4-6A	Competency evaluation** and/or training materials (if applicable)	
SLC4-4A, 4-5A	Evidence of ongoing education** and written education plan	
SLC4-6B	Board certification(s) for physicians who read and interpret the sleep study results	
SLC4-6D	Monthly staff educational sessions	
SLC4-9A	Contracts for direct care contract personnel, including copies of professional liability insurance certificates	
SLC5-1A (review client/patient records in advance of survey for required contents)	Client/patient records contain information according to the requirements specified in this standard and as specified in other standards pertaining to client/patient record information (SLC2-1A, 2-4B, 2-5A, 3-4A, 4-6B, 5-3A, 5-4B, 5-5A, 5-7A, 5-8A)	
SLC5-4B	Documentation of cleaning and testing of HST equipment between clients/patients (HST)	
SLC5-7A	Educational material provided to HST clients/patients	
SLC6-1A,C, 6-2A, 6-3A-F	PI Program, data collection tools,** plans of correction,** and personnel meeting minutes showing staff involvement in PI	
SLC6-1D	PI annual report** (if PI Program has been in place >1 year)	
SLC6-5A, 7-7A	Incident reports/logs**	
SLC7-1A	Tuberculosis (TB) prevalence rates for all counties served,** TB exposure control plan, Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens plan, and infection control documents provided to clients/patients	
SLC7-3A	Emergency disaster plan and results of emergency disaster drill**	
SLC7-4A	Report of annual fire drill** and emergency power tests**	
SLC7-4C	<ul style="list-style-type: none"> • Equipment inspection, calibration, and maintenance logs • Annual personnel training on equipment 	
SLC7-5A	Safety Data Sheets (SDSs)	
SLC7-7A	OSHA forms 300, 300A, and/or 301 (if applicable)	
SLC7-8A,	Cleaning, testing and maintenance logs of any rental equipment and equipment used in the provision of care, recall records, personnel training to repair/maintain equipment, and HST equipment tracking	
SLC7-8B	Proof of delivery of shipped HST equipment	

** Provide for the past three years if a renewal