

DOCUMENTATION REQUIRED FOR HOSPICE LICENSURE APPROVAL

The following material must be submitted with your license application. This documentation will be reviewed by the Division of Home Health for substantial compliance with the federal conditions of participating for a hospice facility (Code of Federal Regulations (CFR), Title 42, Part 418 – Hospice Care). The Hospice cannot admit or treat any patients until approval is received from the Department of Health.

Please send the following:

§418.52: Patient Rights

1. Policy for informed consent
2. Copy of patient rights

§418.54: Initial and Comprehensive Assessment of the Patient

1. Policy for initial assessment
2. Policy for completion of the comprehensive assessment

§418.56: Interdisciplinary Group, Care Planning and Coordinated Services

1. List members and interdisciplinary group (including professional background).
2. Policy for IDG
3. If more than one IDG, indicate which is responsible for establishing policies and procedures
4. Policy for establishment of the plan of care
5. Copy of plan of care forms
6. Policy for review of the plan of care

§418.58: Quality Assessment and Performance Improvement

1. Policy for QAPI
2. List individuals with titles responsible for operating QAPI

§418.60: Infection Control

1. Infection control policy
2. Policy for monitoring staff for compliance with infection control policy and procedure
3. Policy for infection control education for staff

§418.62: Licensed Professional Services

1. List of hospice employees
2. Policy and procedure for verifying validity of professional license
3. Policy and procedure for criminal background checks
4. Policy for in-service training and copy of in-service plan

§418.64: Core Services

1. List services which are provided by the hospice employee
2. Policy for social services, counseling services, bereavement counseling, dietary counseling and spiritual counseling
3. Resume and job description of Medical Social Worker, Bereavement Counselor, Dietary Counselor, and spiritual counselor
4. Names and copy of job description of physician employees of the Hospice

§418.66: Nursing Services Waiver of Requirement That Substantially All Nursing Services Be Routinely Provided Directly by a Hospice

§418.70: Furnishing of Non-core Services

1. List of non-core service provided directly
2. List of non-core services provided by contract

§418.72: Physical Therapy, Occupational Therapy, and Speech-Language Pathology

1. Policies for therapy services
2. Copies of job descriptions for PT, OT and SLP

§418.76: Hospice Aide and Homemaker Services

1. Copy of home health aide competency evaluation and skills assessment
2. Policy for home health aide supervision
3. Policy for assignment

§418.78: Volunteers

1. Name of Volunteer Coordinator, copy of resume and job description
2. Copy of volunteer training program
3. List of active volunteers—indicate administrative vs. patient care
4. Policy for recruitment and retention of volunteers

§418.100: Organization and Administration of Services

1. Policy for the availability of 24 hour nursing services, physician services, and 24 hour availability of drugs and biologicals.
2. Organizational chart

§418.102: Medical Director

1. Name of medical director with copy of resume, professional license and job description
2. Policy for initial certification and recertification of terminal illness

§418.104: Clinical Records

1. Policy for maintenance of the clinical records
2. Policy for retention of the clinical record
3. Policy for the protection of clinical record information

§418.106: Drugs and Biologicals, Medical Supplies, and Durable Medical Equipment

1. Policy for administration of medication
2. Policy for controlled drugs in a patients home
3. Policy for the availability of medication
4. Policy for supplying patients with medical supplies and durable medical equipment

§418.108: Short-term Inpatient Care

1. Orientation and training of staff of contracted facilities

§418.110: Hospices That Provide Inpatient Care Directly

1. Policy to show how all other hospice services are available on a 24-hour basis to the extent necessary to meet the needs of the patient.

§418.112: Hospices That Provide Hospice Care to Residents of a SNF/NF or ICFR/MR

1. Names of facilities contracted to provide short-term inpatient care and respite care

§418.114: Personnel Qualifications

1. Copies of background checks

§418.116: Compliance with Federal, State, and Local Laws and Regulations Related to the Health and Safety of patients