INFORMATION TO ASSIST HOME HEALTH AGENCIES IN PREPARATION FOR SURVEY

Dear Applicant:

The following information must be available in your agency’s office for review by the Indiana State Department of Health surveyor to conduct an initial licensure/certification or re-licensure/re-certification survey:

**Applicable Corporations**

- Articles of Incorporation
- Corporate Bylaws
- Names of the members of the your Board of Directors
- Minutes of meeting of your Board of Directors

**Applicable to All**

- Organizational Chart
- Written designation of the Agency’s Administrator
- Written designation of the agency’s Supervising Physician or Registered Nurse
- Written designation of the agency’s Alternate Administrator
- Written designation of the agency’s Alternate Supervising Physician or Registered Nurse
- Personnel records for all employees and contract employees providing in-home care, including documentation that employees meet job qualifications
- Copy of certification of license as applicable, if survey is for re-licensure or re-application
- A physician-signed health statement and results of a Mantoux skin test or chest x-ray
- Contracts for therapy services (i.e. physical therapy, occupational therapy, etc.), for individuals or companies, which meet the statutory and/or
regulatory requirements (410 IAC 17-4-1-(k) for state licensure; CFR 484.14 for Medicare/Medicaid certification)

- Copy of the agency’s annual budget, name(s) of individuals(s) who developed the budget, and the budget approval process
- Agency policies and procedures for patient care and personnel practices

Please be prepared to provide the surveyor upon announcing the survey (this information should be provided to the surveyor within 1 hour of the start of survey):

- Current Patient Census, which includes:
  - Patient Name
  - Type of service(s) being provided
  - Primary diagnosis (es)
  - Start of care date
  - Payer source
- Patient discharge list (last 6 months), which includes:
  - Patient Name
  - Start of Care
  - Discharge Date
- Home visit schedule, including branches
- List of key agency personnel
  - Hire dates
  - Specify role / discipline
- Admission Packet
- Organizational Chart