

 <b>Policy and Procedure Check List and Assessment</b>	
Agency Name: Name of Agency Compliance Officer or Director of Quality Improvement:	
<b><i>Does your agency have the following policies and accompanying procedures?</i></b>	<b>✓ if YES</b>
Policies and Procedures on Collecting and Storing Client Data, Data Security (HIPAA)	
Medical Records: Requests, Sharing, Storing, and Auditing	
Policies and Procedures on Health Emergencies and Communicable Diseases	
Policies and Procedures on Quality Improvement Activities and Internal Auditing	
Policies and Procedures on Waste, Abuse, and Fraud Prevention	
Corrective Action and Disciplinary Processes	
Staff Licensure Standards and Processes	
Policies and Procedures on Staff Supervision Standards and Processes	
Policies and Procedures on Staff Training and Documentation of Trainings	
Policies and Procedures on Staff Immunizations, TB tests and Documentation	
Policies and Procedures on Consent for Service	
Policy on Client Privacy and Procedure on Release of Information (HIPAA)	
Policies and Procedures on Assessments, Service Planning and Staff Expectations for Documentation	
Policies and Procedures on Urgent and On-Call Services	

*Agency notes: What revisions need to be made to be compliant with your State Medicaid Agency, Managed Care Organization, Behavioral Health Organization and/or federal regulations?*

Policies and Procedures on Safety, Conflict Resolution, and De-escalation of Aggressive Behaviors		
Policies and Procedures on Child and Adult Abuse Mandated Reporting and Documentation		
Policies and Procedures on Duty to Warn, Suicidal Behavioral, and Client Safety		
Client Grievance Policy and procedure		
Client Satisfaction Survey with procedures		