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| **STANDARDS & CRITERIA** | **COMPLIANT** | **EVIDENCE** | **NARRATIVE SUPPORT** |
| **Standard 1 Criteria** |  |  |  |
| 1. A bed is available to each patient for 24 hours a day while admitted to the program.  | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 2. Onsite showering and laundering facilities are available to patients to promote proper hygiene. | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 3. Clean linens are provided upon admissions. | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 4. The medical respite facility is accessible to people who have mobility impairments and other physical disabilities.  | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 5. The medical respite facility provides access to secured storage for personal belongings and medications (when the program is not authorized to store/dispense medications by applicable governing bodies).  | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 6. Food services meet applicable public health department guidelines for food handling. Note: If partnering with another organization to provide food services, the partnering organization agrees that they meet this criterion in a written formal agreement.  | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 7. At least three meals per day are provided.A. Non-congregate settings(including private and semi-private rooms in apartments or motels) may provide unprepared food if a fully equipped kitchen is available to the patient. If a kitchen is made available it is safe and hygienic and includes proper refrigeration and disposal of trash. B. Meals and unprepared foods accommodate medical diets.  | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 8. Medical respite programs located in congregate facilities maintain 24-hour staff presence. On-site staff (either clinical or non-clinical) is trained at minimum to provide first aid and basic life support services and communicate to outside emergency assistance.  | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 9. Medical respite programs have 24-hour on-call medical support or a nurse call-line for nonemergency medical injuries when clinical staff is not on site.  | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 10. The organization has written policies and procedures for responding to life-threatening emergencies.  | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 11. The medical respite program is compliant with local and/or state fire safety standards governing its facility.  | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 12. The medical respite program has written code of resident conduct or behavioral agreement that describes program policies including potential causes for early discharge.  | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 13. The medical respite program has plans in place and staff training to address:A. the handling of alcohol, illegal drugs, and unauthorized prescription drugs found on site. B. the handling of weapons brought into the facility, including strategies to maximize client and staff safety, and appropriate staff response to violence.  | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| **Standard 2 Criteria** |  |  |  |
| 1. The medical respite program has a written policy and procedure for safe storage, disposal, and handling of biomedical and pharmaceutical waste including expired or unused medications and needles.  | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 2. The medical respite program has a written protocol for managing exposure to bodily fluids and other biohazards.  | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 3. When patient mediations are stored and/or handled by staff, the medical respite program follows state regulations for the storage, handling, security, and disposal of patient medications. | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 4. The medical respite program has written protocols in place to promote infection control and the management of communicable diseases (e. g. Scabies, Methicillin-resistant Staphylococcus aureus (MRSA)).  | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 5. The medical respite program follows applicable reporting requirements for communicable diseases.  | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 6. The medical respite premises and equipment are cleaned and disinfected according to policies and procedures or manufacturers’ instructions to prevent, minimize, and control infection or illness.  | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 7. A pest control program is implemented and documented. | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| **Standard 3 Criteria** |  |  |  |
| 1. Medial respite program maintains clear policies and procedures for the screening and management of referrals into the medical respite program including:A. Written admission criteriaB. Review of clinical appropriatenessC. The point of contact or phone number for referralsD. Clinical summaryE. Referral decision time and communication backF. HIPAA compliant communication | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 2. The medical respite program maintains standards for admitting practices:A. Each patient admitted to medical respite program has a designated medical respite provider of recordB. The medical respite program performs medication reconciliationc. The medical respite program screens for and honors existing advance directivesD. The medical respite program notifies existing primary care providers about a patient’s transition into the program | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| **Standard 4 Criteria** |  |  |  |
| 1. A medical record is maintained for each patient and its content, maintenance, and confidentiality meet the requirements set forth in federal and state laws and regulations. Note: Medical records may be maintained by an off-site health care organization that assumesresponsibility for the clinical care of patients while in the medical respite program provided all privacy laws are followed in the sharing of patient information and access to such information. | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 2. Appropriate medical respite staff conducts a baseline assessment of each patient to determine factors that will influence care, treatment and services. For each patient, the baseline assessment includes:A. Current diagnoses, pertinent history, medication history (including allergies andsensitivities), current medications, and current treatmentsB. Physical and mental health statusC. Behavioral health needs, including substance abuseD. Pain status, as neededE. Fall riskF. Immunization status (at minimum influenza, consider other age appropriate vaccinations) | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 3. With each patient, an individualized care plan is developed specifying treatments, desiredoutcomes or goals, and discharge indicators. | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 4. Clinical encounters are conducted based on individualized care plans or changes in patientconditions. | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 5. Patients receive at least one wellness check every 24 hours by medical respite staff (clinical or non-clinical). Changes in the patient’s condition or patient concerns are communicated to thedesignated medical provider. | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 6. When various professional disciplines are involved in the care plan, care, treatment, and services are provided to the patient in an interdisciplinary, collaborative manner. | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| **Standard 5 Criteria** |  |  |  |
| 1. The medical respite program designates staff to coordinate health care. Care coordination activities include:A. Supporting the patient in developing self-management goals. Self-management goal setting is a collaborative approach to help patients increase understanding of actions that affecttheir health and develop strategies to live as fully and productively as possibleB. Helping patients navigate health systems and establish an ongoing relationship with primary care providers/patient-centered medical homesC. Coordinating or providing transportation to and from medical appointments and support servicesD. Facilitating patient follow up for medical appointments and accompanying the patient to medical appointments when necessaryE. Ensuring communication occurs between medical respite staff and outside providers to follow up on any changes in patient care plansF. Providing access to local phone service during the medical respite stayG. Making referrals to substance use and/or mental health programs, as needed | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 2. The medical respite care team provides wrap around services including the following as appropriate (the services are either provided internally or contracted for):A. Facilitating access to housing, including supportive housing when appropriateB. Identifying community resources as indicatedC. Submitting applications for SSI/SSDI, food stamps, Medicaid, and/or other federal/state benefit programsD. Providing access to social support groups (e.g., cancer support, addiction support)E. Facilitating family/caregiver interaction | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| **Standard 6 Criteria** |  |  |  |
| 1. Medical respite program maintains clear policies and procedures for discharging medical respite patients back into the community.A. The medical respite program has a written discharge policy. The policy specifies the personnel authorized to make discharge decisions.B. Patient is informed of the discharge policy and procedure.C. Patients are given a minimum of 24 hours’ notice prior to being discharged from the program (exceptions for administrative discharges in the event of inappropriate behavior). | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 2. The medical respite program maintains standards for discharging practices:A. Upon discharge, a discharge summary is made available to the patient. Dischargeinstructions can be made available within a reasonable period of time. The dischargeinstructions may include the following:• Written medication list and medication refill information (i.e., pharmacy)• Medical problem list, allergies, indications of a worsening condition, and how to respond• Instructions for accessing relevant resources in the community• List of follow-up appointments and contact information• Special medical instructions (e.g., weight bearing limitations, dietary precautions, wound orders)B. Adequate protocols are in place for transferring patient information (or access to e-record) to appropriate community providers.C. A discharge summary generated by the medical respite clinical team is forwarded to theprimary care provider. The summary may include:• Admitting diagnosis, medical respite course, and disposition• Allergies• Discharge medication list• Follow up instruction list• Any specialty care and/or primary care follow up appointments scheduled• Patient education/after care instructions• List of pending procedures or labs that require follow up• Communicable disease alerts• Behavioral alerts• Any pain management plan• Any follow-up actions needed as a result of health insurance applications or other benefits initiated while at the medical respite program• Contact information for treating providers• Exit placementD. For patients returning to the hospital, a clinical summary is generated by the medical respite clinical team to describe the reason for return.E. The medical respite program has a policy and procedure that addresses non-routine discharge including but not limited to death and elopement.F. Patients are provided with options for placement after discharge from the medical respite program. Every effort is made to transition patients to a living situation that is acceptable to the patient. Patient should be given information about community resources and where tofollow up with pending applications. | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| **Standard 7 Criteria** |  |  |  |
| 1. The program establishes and annually updates a quality improvement plan. The qualityimprovement plan includes essential information on how the program will implement and monitor high quality clinical and enabling services. | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 2. Self-audits and/or peer reviews are conducted at least annually as part of the qualityimprovement plan. Self-audit and peer reviews are regular reviews of client files to ensure that appropriate standards are maintained in the provision of care. | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 3. The medical respite program has a written patient grievance policy and procedure. | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 4. The medical respite program has a written procedure for managing and reporting incidents,including patient falls. | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 5. Staff employed by the program have written job descriptions and meet the qualifications required by such job descriptions. The job description defines the competencies of employeesinvolved in patient care, treatment or services. | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 6. The credentials of licensed and certified professionals (employed, contracted, and volunteer) are initially verified and subsequently reviewed at least every two years per program policy. | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 7. To the extent the program or organization utilizes volunteers in providing care, treatment, or services, there will be written procedures in place to screen volunteers to ensure patient safety.All clinical volunteers are credentialed per programs credentialing process for their relevant scope of practice. | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 8. The administering agency employs or appoints a Medical Director to oversee the medical aspects of the program. The Medical Director is a licensed provider who is an (NP, PA, MD, DO).  | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 9. Performance reviews are conducted annually for all employees pursuant to written human resource policies. For clinical staff, the performance review includes an evaluation of the qualityof clinical care provided. | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 10. The medical respite program establishes a training plan to equip employees, volunteers, contractors with necessary skills to maintain a safe and quality-oriented environment. Trainingtopics may include:A. Health information privacy and HIPAA regulationsB. De-escalationC. Non-discrimination and cultural competencyD. Sexual harassmentE. Bloodborne pathogen exposureF. Incident reportingG. Timely and complete documentation of clinical care | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |
| 11. The medical respite program conducts a patient experience of care survey. | [ ]  YES[ ]  NO | [ ]  JOB DESCRIPTION[ ]  POLICY/PROCEDURE[ ]  FORM[ ]  AGREEMENT/CONTRACT[ ]  OTHER  | Click here to enter text. |