**Recertification Review Checklist**

Main head

* Main:
	+ Client information section: Type is correctly listed for the service the patient is receiving
	+ Unsigned Comprehensive Assessment in Attachments
* Contacts: There is an emergency contact listed with contact information present
* Activities: Future visit dates have been entered
* Activities: Communication notes are entered and QA completion

Green admission tab

* Medications: All medication indications match a diagnosis
* Medications: All skilled patient meds have scheduled times to be given

Yellow POC tab

* Intake 1: Height/Weight match comprehensive assessment
* Intake 2: All sections on this tab have been compared to the comprehensive assessment and match
* Diagnosis: all diagnoses have an onset date & primary diagnosis is the driving force for homecare.
* Orders
	+ Includes frequency and duration of service with cost estimate
	+ All safety measures in intake-2 are listed within the orders
	+ Education and Care Coordination are listed
	+ Each discipline has specific orders listed as applicable
		- Skilled orders are separated by body systems and are outlined with specific orders for nurse to follow, as well as call orders for abnormal findings
	+ Updated 60-day summary present
		- Vitals listed, gives background on the last 60 days: changes, updates, hospitalizations/Er visits, med changes, PCG involvement, etc. (summary on comp assessment should match this summary)
* Goals:
	+ All are measurable with status at recert, and agency intervention to assist patient in meeting the goal.
	+ Measurable personal goal listed with agency intervention
	+ Patient strengths are listed
	+ Verbal SOC Date matches the date the VSOC was given
* Service plan (HHA cases only):
	+ All tasks have a frequency associated to them.
	+ Each ordered task has an individualized comment entered
	+ No PRN tasks listed
	+ Any precaution listed in intake 2 safety measures are listed on the service plan
	+ Verify all HHA tasks listed on POC orders (under HHA to assist with ADL’s such as shower, hair care, etc.) are listed on service plan
	+ Service plan has been published
* Order tracking:
	+ Ensure VSOC has been entered for new cert period. If late, check for communication notes that RN has attempted to call MD multiple times
	+ New meds are listed on order and med interaction report ran within 24 hours
* Attachments:
	+ Original orders (VSOC signed, dated, and timed by RN)
	+ Home Observation Tool
	+ Signed and Dated Med List
	+ Patient Medicaid Eligibility

\_\_ Admission Attachments

* Admission Packet (Consent frequency and duration match what is ordered)
* Patient Handbook Consent Form
* BAA, if applicable
* DNR Documents, if applicable
* Forms: Braden and SV completed