

## Table of Contents

Page	ADMINISTRATIVE	CoP	ACHC	COLORADO
1.001.1	Definition of Organization	484.105(f) 484.105(f)(1)	HH1-1A HH1-7A	6.1
1.001.2	Mission Statement, Goals, and Philosophy			
1.002.1	Services Offered	484.105(f) 484.105(f)(1)	HH1-7A HH2-1A.01 HH5-10A	7.2(C)
1.003.1	Service Area			5.2(C)
1.004.1	Payment for Services			
1.004.2	Fee Schedule		HH2-1A.01 HH3-4A.01 HH3-4C	
1.004.3	Target Population			
1.004.4	Service Limitations			
1.005.1	Hours of Operation		HH2-1A.01	
1.006.1	Administrative Control	484.105(a) 484.105(b) 484.105(b)(1) (i-iv) 484.105(b)(2) 484.105(b)(3) 484.105(c) 484.105(c)(1-5)	HH1-1A HH1-1A.01 HH1-2A HH1-2A.03 HH1-4A.01 HH1-5A HH1-5A.01 HH1-6A HH2-1A.01 HH2-12A.01	6.11(A) 7.1(A)(C) 7.2(A) 7.5 (A)(B)(C) 7.6 7.7
1.006.2	Ethics Committee		HH2-7A.01	
1.006.3	Corporate Compliance Plan		HH2-9A.01	
1.006.4	Branch Offices	484.105(d)	HH1-6C	5.4.5 6.2
1.007.1	Professional Advisory Committee		HH1-3A HH1-3A.01 HH1-3A.02 HH1-3B HH1-4A.01 HH1-10A HH2-7A.01	7.3(A)(B)(C) 7.4

<b>Page</b>	<b>ADMINISTRATIVE Cont.</b>	<b>CoP</b>	<b>ACHC</b>	<b>COLORADO</b>
1.008.1	Annual Evaluation	484.105(a) 484.105(h)(4)	HH1-2A HH1-10A HH3-1C HH4-2E.01	7.1(B) 7.4
1.009.1	Admission Criteria	484.55(a) 484.55(a)(1,2) 484.60	HH2-1A.01 HH5-2A.01 HH5-2B	6.5(A)(B) 7.2(E) 7.9(A)
1.009.2	Face to Face Encounter		HH5-14B.01	
1.009.3	Disclosure Notice			6.7(A)(B)(C)
1.010.1	Discharge/Transfer from Service	484.50(c)(8) 484.50(d)(1-3 484.50(d)(4-6) 484.110(a)(6) (i-iii)	HH5-6A	6.6(A)(B)(C)(D) 6.10(D)
1.011.1	Contingency Plan		HH5-1B	
1.011.2	Agency Closure Procedures		HH5-1B	
1.012.1	Backup Coverage of Services			6.17
1.013.1	Business Associate Contract		HH2-5C.01	
1.013.2	Non-compete Agreements			6.8(A)(B)
1.014.1	Anti Fraud Program		HH2-9A.01	
1.016.1	Professional Standards & Principles	484.105(f)(2)	HH1-1A HH1-1A.01 HH1-1C	
1.017.1	Financial Records			
1.017.2	Financial Planning	484.105(h) 484.105(h)(1) 484.105(h)(3)	HH3-1A HH3-2A.01 HH3-3A.01	5.2(B) 7.2(A)
1.017.3	Capital Expenditures	484.105(h)(2) 484.105(h)(2) (i) 484.105(h)(2) (ii) 484.105(h)(2) (ii)(A-C)	HH3-1B	7.2(A)

<b>Page</b>	<b>ADMINISTRATIVE Cont.</b>	<b>CoP</b>	<b>ACHC</b>	<b>COLORADO</b>
1.018.1	Services Provided under Contract	484.105(e) 484.105(e)(1) 484.105(e)(2) 484.105(e)(2) (i-iv) 484.105(e)(3)	HH1-10A	6.11(A) 6.18(A)(1-7)
1.019.1	Research Activities/Investigational Studies		HH7-10A.01	
1.020.1	Public Disclosure		HH1-1A HH2-1A.01 HH3-4A.01	7.2(E)
1.020.2	Disclosure to Licensing Authority	484.100(a) 484.100(a)(1)	HH1-1B HH1-9A.01	5.4.3(B)(2) 5.5(C)(E)
1.020.3	Change of Ownership/Administrative Control	484.100(a) 484.100(a)(1)	HH1-1B HH1-12A.01	5.2(F)
1.020.4	Plan of Correction			5.6
1.021.1	Information Management			6.19

<b>Page</b>	<b>HUMAN RESOURCES</b>	<b>CoP</b>	<b>ACHC</b>	<b>COLORADO</b>
2.001.1	Reasonable Accommodations		HH1-1A.01	
2.002.1	Personnel Records		HH4-1A.01 HH4-1A.02 HH4-1B.01	6.11(B)
2.002.2	Employment References			6.11(B)
2.002.3	Time Records			
2.002.4	OIG Excluded List		HH4-2H.01	
2.003.1	Selection of Personnel		HH4-2B.01	
2.003.2	Classification of Personnel	484.105(b) 484.105(b)(1) (i-iv) 484.105(b)(2) 484.105(b)(3)	HH1-5A HH4-2B HH4-2E.01 HH4-2F.01	6.11(A)(1)(B)(1)(3)
2.003.3	Volunteers			
2.003.4	Ethics		HH2-7A.01	
2.003.5	Employee Dress Code			
2.003.6	Employee Health Assessments		HH4-2C.01	
2.004.1	Payday			6.16
2.005.1	Benefits & Wages		HH4-2I.01	
2.006.1	Confidentiality		HH2-5A HH4-5B.01	

<b>Page</b>	<b>HUMAN RESOURCES Cont.</b>	<b>CoP</b>	<b>ACHC</b>	<b>COLORADO</b>
2.007.1	Orientation & Staff Development		HH2-2A HH2-4A HH2-7A.01 HH2-8B.01 HH4-2I HH4-2I.01 HH4-5A.01 HH4-5B.01 HH7-2A.01 HH7-2B.01	6.4(A)(1) 6.10(E) 6.11(B)(2) 6.12(B)(3) 6.15(A)
2.008.1	Policy & Procedure Agreement			
2.009.1	Competency Evaluation	484.80(c) 484.80(c)(1) 484.80(c)(3) 484.80(c)(4) 484.80(c)(5) 484.80(e)	HH4-6A.01 HH4-12C HH4-12F HH4-12G	6.11(A)(1) 7.15(C) 7.16(A-C)
2.010.1	Cell Phone and Texting			
2.011.1	Cultural Diversity		HH2-8B.01	
2.013.1	Performance Evaluation		HH4-2J HH4-2J.01 HH4-2I.01 HH4-7C.01	6.11(B)(4)
2.014.1	Employee Discipline		HH4-2I.01	
2.015.1	Termination/Separation of Employment			6.11(B)
2.016.1	Employee Grievances		HH4-2I.01	
2.017.1	Smoking		HH7-5A.01	
2.021.1	Professional Peer Review			
2.022.1	Professional Reporting		HH1-1C	
2.023.1	Drug Testing			
2.024.1	Conflict of Interest		HH1-4A.01 HH4-2I.01	
2.025.1	Knowledge/Resource Center		HH4-2I	6.11(A)(2)

<b>Page</b>	<b>RIGHTS RESPONSIBILITIES ETHICS</b>	<b>CoP</b>	<b>ACHC</b>	<b>COLORADO</b>
3.001.1	Client Conduct Responsibility & Rights	484.50	HH2-2A HH2-2C HH2-4B HH2-6A HH3-4C	6.4(A-I)
3.001.2	Non Discrimination		HH1-1A.01	
3.001.3	Program Accessibility		HH1-1A.01	

<b>Page</b>	<b>RIGHTS RESPONSIBILITIES ETHICS Cont.</b>	<b>CoP</b>	<b>ACHC</b>	<b>COLORADO</b>
3.002.1	Solicitation/Distribution for Referrals			
3.002.2	Ethical Complaints			
3.003.1	Patients Complaints & Grievances	484.50(c)(3) 484.50(c)(9) 484.50(c)(10) 484.50(e) 484.50(e)(1) 484.50(e)(1)(i) 484.50(e)(1)(i) (A) 484.50(e)(1)(i) i) 484.50(e)(1)(i) ii)	HH2-4A HH2-4B	6.9(A)(1-5)
3.004.1	Reporting Abuse Neglect or Exploitation	484.50(c)(2) 484.50(e)(1)(i) (B) 484.50(e)(2)	HH2-3A.01	6.10(A)(B)(E)
3.005.1	Criminal History Checks		HH4-2H.01	5.2(D)(2) 6.3
3.005.2	Nurse Aide Registry			
3.005.3	National Sex Offender Registry		HH4-2H.01	
3.006.1	Out-of-Hospital Do Not Resuscitate Order			
3.007.1	Advanced Directives	484.50(c)(4) 484.50(c)(4)(i -viii)	HH2-6A HH2-6B HH2-6B.02	
3.007.2	Declaration for Mental Health Treatment			
3.009.1	Coordination of Client Care	484.60(d)(1-5)	HH5-4A	6.13 7.12(A-E)
3.010.1	Advance Beneficiary Notice (ABN)			
3.010.2	Home Health Change of Care Notice (HHCCN)			
3.011.1	Patient Privacy Rights			
3.012.1	Facilitating Communication	484.50(f) 484.50(f)(1) 484.50(f)(2)	HH2-2A HH2-8A.01	
3.013.1	After Hours Care		HH2-1A.01 HH2-10A.01 HH2-11A.01	7.2(E) 7.7
3.014.1	Generic & Expedited Review Process			

<b>Page</b>	<b>PATIENT INFORMATION</b>	<b>CoP</b>	<b>ACHC</b>	<b>COLORADO</b>
4.001.1	Security of Clinical Information	484.40 484.50(c)(6)	HH2-5A HH5-1B	6.19(A)(1)
4.001.2	Data Backups	484.110(c) 484.110(c)(1, 2) 484.110(d) 484.110(e)		6.19(B)(2)
4.002.1	Retention of Clinical Records	484.40 484.50(c)(6) 484.110(c) 484.110(c)(1, 2) 484.110(d) 484.110(e)	HH2-5A HH5-1B	
4.003.1	Timeliness of Entries in Clinical Record	484.110 484.110(a) 484.110(a)(1- 5) 484.110(b)	HH5-1A	6.19(B)(1)
4.003.2	Client Records	484.110 484.110(a) 484.110(a)(1- 5) 484.110(b)	HH5-1A HH5-1B HH5-1A.01	6.19(A)(2) 6.20(A)(1)(a)(b)
4.003.3	Patient Identification			
4.004.1	Physician Orders/Plan of Care	484.60(a)(1- 3) 484.60(b)(3,4)	HH5-3A HH5-8A HH5-14B.01	7.10(E)
4.004.2	Physician Signatures			
4.004.3	Physician Delegation			
4.004.4	Physician Verification		HH5-16A.01	
4.004.5	RN Delegation			7.9(C)
4.005.1	Clinical Record Review/Quarterly Review	G250	HH6-4A.07	6.14 7.4
4.006.1	Abbreviations			
4.007.1	Prohibition on Transporting Patient			
4.008.1	Data Entry/Transmission OASIS Info	484.45 484.45(a) 484.45(b) 484.45(c)(1- 3) 484.45(c)(4) 484.45(d)	HH1-8A HH1-8B	

<b>Page</b>	<b>PATIENT INFORMATION Cont.</b>	<b>CoP</b>	<b>ACHC</b>	<b>COLORADO</b>
4.009.1	Medication Profile	484.55(c)(5)	HH5-2F	7.11(A)
4.009.2	Medication Administration Record		HH4-10A.01 HH5-2F.01 HH5-2F.02	7.11(A)(B)(C)
4.009.3	Medication Storage			
4.009.4	Emergency Medication			
4.009.5	Medication/Prescriptions Orders		HH5-2F	7.11
4.009.6	Confused Medications		HH5-2F	
4.009.7	Administration of Blood			
4.009.8	Adverse Drug Reactions	484.55(c)(5)	HH5-2F	7.11(B)(3)
4.009.9	Vaccine Storage and Transportation			7.11(B)(1)
4.010.1	Medication Reminding			

<b>Page</b>	<b>NON-CLINICAL</b>	<b>CoP</b>	<b>ACHC</b>	<b>COLORADO</b>
5.001.1	Billing		HH3-2A.01 HH3-4D.01	
5.001.2	Referrals		HH5-13A.01	
5.001.3	Medical Supplies			
5.002.1	Verification of Primary Payer			
5.003.1	OASIS Corrections		HH1-8B	
5.004.1	Staffing Issues		HH2-8B.01	6.17
5.004.2	Extended Care			7.13(A-E)
5.005.1	Faxing			
5.006.1	Protected Health Information Password/Usernames		HH2-5A	
5.007.1	Red Flag Rules		HH2-5A HH2-9A.01	

<b>Page</b>	<b>CLINICAL</b>	<b>CoP</b>	<b>ACHC</b>	<b>COLORADO</b>
6.001.1	In Service Education	484.80(d) 484.80(d)(1) 484.80(d)(2)	HH4-8A HH4-8A.01 HH7-2A.01	6.15(A) 7.8(D)
6.002.1	Patient Education	484.60(d)(1-5) 484.70(c)	HH5-12A HH5-12A.01	
6.004.1	Wound Care Management			
6.006.1	Pain Management			
6.011.1	Reporting Emergencies in the Home			
6.012.1	Cardiopulmonary Resuscitation (CPR)		HH2-6B.01	

Page	CLINICAL Cont.	CoP	ACHC	COLORADO
6.014.1	Sharp Debridement of non viable tissue			
6.015.1	Clinical Procedures			
6.016.1	Care Planning	484.60(a)(1-3) 484.60(b)(1,2) 484.60(c)(1-3) 484.60(e)(1-5)	HH5-2E HH5-3A HH5-3B HH5-3C HH5-5A HH5-8B HH5-14B.01	7.10(A-E)
6.017.1	RN Pronouncement			
6.019.1	Assessment of Patients (OASIS)	484.55, 484.55(b) 484.55(b)(1-3) 484.55(c)(1-8) 484.55(d)(1-3)	HH5-2A.01 HH5-2C HH5-2E	7.9(A)(B)
6.020.1	Nurse Supervision	484.105(c) 484.105(c)(1-5)	HH1-6B HH2-11A.01 HH4-14A	7.15(D) 7.17(B)
6.020.2	Registered Nurse	484.75(a) 484.75(b)(1-9) 484.75(c)(1-3)	HH5-11A	7.8(B) 7.14(A)
6.020.3	Licensed Practical Nurse		HH2-11A.01	7.8(B) 7.14(B)
6.021.1	Certified Nursing Aide	484.80 484.80(a) 484.80(a)(1) 484.80(a)(1)(i-V) 484.80(a)(2) 484.80(h) 484.80(h)(1)(i-iii) 484.80(h)(2-5) 484.80(g)(1-4)	HH2-11A.01 HH4-11H HH4-12A HH4-12B HH4-13A HH4-14A HH5-11F	7.8(B) 7.15(A)(B) 7.16(D)
6.022.1	Physical Therapy Services		HH2-11A.01	7.17(A)(B)



<b>Page</b>	<b>CLINICAL Cont.</b>	<b>CoP</b>	<b>ACHC</b>	<b>COLORADO</b>
6.022.2	Physical Therapy Evaluation		HH5-2C.01	
6.023.1	Medical Social Worker			7.18(A)(B)
6.023.2	Medical Social Worker Evaluation		HH5-2C.02	
6.024.1	Dietician			
6.024.2	Dietician Evaluation			
6.025.4	Occupational Therapy Services			
6.025.2	Occupational Therapy Evaluation			
6.026.1	Speech Therapy Services			
6.026.2	Speech Therapy Evaluation			

<b>Page</b>	<b>SAFETY/INFECTION CONTROL</b>	<b>CoP</b>	<b>ACHC</b>	<b>COLORADO</b>
7.001.1	Infection/Exposure Control Plan	484.70(a) 484.70(c)	HH7-1A HH7-2A.01	6.15
7.001.2	CLIA Waiver	484.100(c)	HH1-11A HH4-6C.01 HH7-8A.01	7.2(B)
7.002.1	Universal Body Substance Precautions	484.70(a) 484.70(c)	HH7-1A	
7.003.1	Management of Infections/Exposures in Personnel	484.70(a) 484.70(c)	HH7-1A HH1-1A.01 HH7-7A.01	6.16
7.004.1	Personal Protective Equipment	484.70(a) 484.70(c)	HH7-1A HH7-6B.01 HH7-9A.01	
7.005.1	Hand washing			
7.006.1	Aseptic Technique			
7.007.1	Sterile Technique			
7.009.1	Respiratory & Tuberculosis Precautions		HH7-1A	
7.010.1	Tuberculosis Exposure Control Plan			
7.011.1	Contaminated Reusable Materials Disposition		HH7-1A HH7-6A.01 HH7-6B.01 HH7-9A.01	
7.012.1	Contaminated Waste Disposal		HH7-1A HH7-6A.01 HH7-6B.01	
7.013.1	Therapy Bag Techniques		HH7-9A.01	
7.014.1	Multidrug-Resistant Organisms		HH7-1A	

Page	SAFETY/INFECTION CONTROL Cont.	CoP	ACHC	COLORADO
7.015.1	Communication of Hazards to Personnel			
7.016.1	Hepatitis B Vaccination		HH4-2D.01	
7.017.1	Information & Training			
7.018.1	Evaluating & Maintaining Records of infections			
7.019.1	Reporting of Communicable Diseases	484.70(b)	HH7-1A	6.16
7.020.1	Record Keeping			
7.021.1	Medical Equipment Malfunction		HH7-7A.01 HH7-9A.01	
7.022.1	Hazardous Waste Handling & Labeling		HH7-1A  HH7-6A.01 HH7-6B.01	
7.023.1	OSHA Bloodborne Pathogen Training		HH7-1A	
7.024.1	Incident/Accident Reporting	484.65(c)(2)	HH6-6A HH7-7A.01	
7.025.1	Agency Personnel Safety – Personal Safety		HH7-2A.01 HH7-2B.01	
7.026.1	Agency Personnel Safety/ Unsafe Home Visits		HH7-2A.01 HH7-2B.01	
7.027.1	Accidental Exposure			
7.028.1	Accidental Prevention		HH7-2B.01	
7.028.2	Fall Prevention			
7.029.1	Car Accident Reporting		HH7-7A.01	
7.031.1	Disaster/Emergency Preparedness	484.102(a)(1-4) 484.102(b)(1-5)	HH7-2A.01 HH7-3A HH7-3B	6.12(A)(B)(C)
7.032.1	Material Safety Data Sheet		HH7-2A.01 HH7-6B.01	
7.033.1	Fire Safety		HH7-2A.01 HH7-5A.01	
7.034.1	Emergency Power Source		HH7-5A.01	
7.035.1	Utilities/Equipment Management			

<b>Page</b>	<b>QUALITY MANAGEMENT</b>	<b>CoP</b>	<b>ACHC</b>	<b>COLORADO</b>
8.001.1	Quality Assessment/Performance Plan	484.65(a)(1-2) 484.65(b)(1-3) 484.65(c)(1-3) 484.65(d)(1,2) 484.65(e)(1-4) 484.70(b)	HH2-4A HH6-1A HH6-1B.01 HH6-1C HH6-1D.01 HH6-3A.01 HH6-4A.01 HH6-4A.02 HH6-4A.04 HH6-4A.06 HH6-7A.01 HH7-1A HH7-1D	6.14 6.15(B) 7.4
8.002.1	Patient Satisfaction Survey		HH6-4A.05	7.3(B)
8.003.1	Non Patient Satisfaction Survey		HH6-4A.05	
8.004.1	Data Quality Audits		HH6-7A.01	

<b>Page</b>	<b>PROVISIONS OF INTRAVENOUS THERAPY</b>	<b>CoP</b>	<b>ACHC</b>	<b>COLORADO</b>
9.001.1	Provisions of Intravenous Therapy			
9.002.1	Administration of IV Therapy			
9.003.1	Nurse Responsibility			
9.004.1	Patient Education			
9.005.1	Anaphylaxis Protocol			
9.006.1	Possession of Supplies			
9.007.1	Possession of Dangerous Drugs			