

NYS Department of Health
LHCSA Quality Assurance Surveillance Tool - 766.9 (k)
Updated June 2017

Agency: _____ Survey Date: _____

Surveyor Name: _____ Staff name interviewed: _____

Compliance is determined based on review of agency's QA Plan, QI committee minutes, and staff interview.

1. Is there evidence of an agency Quality Assessment/Quality Improvement (QA/QI) Program?
Yes No Notes: _____

2. Is there a Quality improvement (QI) committee responsible for establishing and overseeing standards of care? Yes No Notes: _____

3. Does QI committee consist of consumer and health care professionals? Yes No Notes: _____

4. Does QI committee meet 4 times a year? Yes No Notes: _____
Dates of the meetings: _____
5. Is there a sign in attendance document for each meeting? Yes No Notes: _____

6. Is a consumer present at each meeting? Yes No If consumer not present at each meeting, document dates not present. Notes: _____

7. Are there meeting minutes for each QI meeting? Yes No Notes: _____

8. Does QI committee review policies and procedures and recommend changes to governing authority? Yes No Notes: _____

9. Does QI committee conduct clinical record reviews for the review of the safety, adequacy, type and quality of services provided? Yes No Notes: _____

10. Did clinical record reviews include random selections of active patients and patients discharged within past 3 months? Yes No Notes: _____

11. Were record reviews conducted for all cases of identified patient complaints? Yes No
Notes: _____
12. Did QI committee prepare and submit a written summary of review findings to governing authority? Yes No Notes: _____

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13. If the agency sponsors a HHATP (activate HHATP Surveillance Tool) – Is there evidence that the LHCSA is conducting quality monitoring of the HHATP? Look for: effectiveness of the instructors, lesson plans, materials/equipment utilized, evaluation of the SPT, student evaluation of the program and analysis of an annual evaluation of testing results, admission standards and program completion rates. N/A Yes No Notes: _____

14. Is there evidence that the HHATP quality monitoring resulted in developing and implementing strategies for improvement of the HHATP? N/A Yes No Notes: _____

15. Is there evidence of an HHATP annual evaluation report submitted to the sponsoring LHCSA's Governing authority? N/A Yes No Notes: _____

Notes:
