



Alfredo Vigil, MD
Secretary

DEPARTMENT OF *Building a Healthy New Mexico!* Bill Richardson, Governor

Katrina Hotrum
Deputy Secretary

Duffy Rodriguez
Deputy Secretary

Jessica Sutin
Deputy Secretary

Karen Armitage, MD
Chief Medical Officer

Date:

, Executive Director

Agency:

Address:

City, State, Zip:

During the course of this survey the team will need the following items:

1. Client files for: Name, name & name
2. A complete list of all Agency staff to include: job title original date of hire, email addresses, phone and fax number:
3. Agency Personnel training records for all personnel who work with DD Waiver clients.
4. Agency Personnel Caregiver Criminal History Screening (CCHS).
5. Agency Personnel verification of Employee Abuse Registry check.
6. Copy of current Agency roster per Case Manager to include HAT score for each Individual served.
7. Copy of billing records and supporting documentation for months of month, month, and month 200X for clients listed in #1
8. (If applicable) Written evidence of any exception to standard operations granted by the DDSD.
9. Access to Incident reports (internal or otherwise) for the previous 12 months
10. Copy of Quality Assurance / Quality Improvement plan
11. Access to the Agency's Current and Complete Policy & Procedure Manual, including but not limited to the following:
 - Policy and procedure for Incident Management (*Internal or otherwise*)
 - Policy and procedure for on-call system
 - Policy and procedure for Agency's Complaint / Grievance
 - Policy and procedure for training, supervision and corrective action
12. Name and address for Chairperson or Board of Directors

Thank you in advance for you cooperation.

NAME, Credentials

Survey Team Lead/Health Care Surveyor
Division of Health Improvement
Quality Management Bureau

Agency Representative - Acknowledgement
of Receipt of Needs List



"Assuring safety and quality of care in New Mexico's health facilities and community-based programs."
David Rodriguez, Division Director • Division of Health Improvement
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