

Checklist

Risk management data

home care agencies should keep track of



1. Client information

Keep a record of your client's medical history, diagnosis, and treatment plan.

2. Staff information

Ensure that each staff member has completed the necessary training, background checks, and other requirements.

3. Incident reports

Document the date, time, location, and description of the incident, as well as any actions taken to address it.

4. Quality assurance data

Collect data on the quality of care, such as client satisfaction surveys, clinical outcome measures, and feedback from caregivers.

5. Compliance and regulatory data

Keep track of all regulatory and compliance requirements, including state and federal laws, accreditation standards, and contract obligations.

6. Risk assessments

Identify potential risks and hazards regularly that could impact client safety or the agency's operations.

7. Emergency prep plan

Develop and maintain an emergency preparedness plan to ensure the agency can respond effectively to emergencies.

8. Training and education records

Ensure that staff members are up to date with the latest best practices, policies, and procedures by keeping track of records of staff orientation and on-going training.





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