

**ADVANCE CARE PLANNING
Policy and Procedure Checklist**

POLICIES AND PROCEDURES	YES	NO	COMMENTS
<p>1. Does the provider have written policies and procedures for the ACP process?</p> <p>A.) Statement of any procedure the provider is unwilling or unable to provide or withhold in accordance with an Advance Directive.</p> <p>B.) A designated staff member who coordinates the ACP process.</p> <p>C.) The time frames in which ACP discussions and documentation occur: Reviewed within 14 days of admission to the facility, OR with a change of condition, OR yearly.</p> <p>D.) Policy reflecting the right to make decisions concerning medical care which includes the right to accept or refuse care.</p> <p>E.) Policy that documents whether or not the individual has executed an Advance Directive, Medical Power of Attorney or Out of Hospital DNR. These forms are in the clinical record.</p> <p>F.) A procedure to ensure that the provider provides the attending physician, emergency medical technician and hospital personnel with information relating to an individual's documented advance directive.</p> <p>G.) A procedure to assist with coordinating physicians' orders with the individual's documented advance directive.</p>			
<p>2. Does the provider have evidence that all direct care staff have received basic education concerning ACP?</p>			
<p>3. Does the provider have educational materials that are provided to individuals and their families containing the information provided by DADS Frequently Asked Questions (FAQs) regarding ACP?</p>			
<p>4. Do the provider's written procedures include how ACP information is presented to individuals and family members?</p> <p>A.) The decisions made by family or guardian regarding advance directives are addressed in the comprehensive care plan.</p> <p>B.) The provider has a policy and procedure stating how the individual, family or surrogate will be contacted for ACP meeting (in person, phone, mail, or electronically).</p>			
<p>5. Does the provider have a procedure for clearly identifying the decision maker in the medical record?</p>			
<p>6. Can all ACP documents be located in the medical record within 30 seconds?</p>			
<p>7. Does the provider systematically assess the quality of End-of-Life care to revise its ACP process?</p>			

