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ST - M0000 - Initial Comments

Title Initial Comments

Rule

Type Memo Tag

Regulation Definition

Interpretive Guideline

ST - M100 - Background Check

Title Background Check

Rule 7 ACC 10.900(b)

Type Rule

Regulation Definition

Interpretive Guideline

(b) The provisions of 7 AAC 10.900 - 7 AAC 10.990 apply to an entity or individual service provider seeking licensure, certification, approval, or a finding of eligibility to receive payments from the department. Each individual who is to be associated with the entity or provider in a manner described in this subsection must have a valid criminal history check conducted under 7 AAC 10.900 - 7 AAC 10.990 if that individual is 16 years of age or older and will be associated with the entity or provider as

- (1) an administrator or operator;
- (2) an individual service provider;
- (3) an employee, an independent contractor, an unsupervised volunteer, or a board member if that individual has
 - (A) regular contact with recipients of services;
 - (B) access to personal or financial records maintained by the entity or provider regarding recipients of services; or
 - (C) control over or impact on the financial well-being of

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recipients of services, unless the only recipient whose financial well-being is affected is a

- (i) relative of the individual who has authorized that individual to make financial decisions for that relative;
 - (ii) recipient who has executed a power of attorney for that individual to make financial decisions for that recipient; or
 - (iii) recipient for whom a court has authorized that individual to make financial decisions;
- (4) an officer, director, partner, member, or principal of the business organization that owns an entity, if that individual has
- (A) regular contact with recipients of services;
 - (B) access to personal or financial records maintained by the entity or provider regarding recipients of services; or
 - (C) control over or impact on the financial well-being of recipients of services, unless the only recipient whose financial well-being is affected is a
- (i) relative of the individual who has authorized that individual to make financial decisions for that relative;
 - (ii) recipient who has executed a power of attorney for that individual to make financial decisions for that recipient; or
 - (iii) recipient for whom a court has authorized that individual to make financial decisions;
- (5) except as provided in (c) and (d)(10) of this section, an individual who resides in a part of an entity, including a residence if services are provided in the residence, if the individual remains, or intends to remain, in the entity for 45 days or more, in total, in a 12-month period; or
- (6) except as provided in (c) and (d) of this section, any other individual who is present in the entity and would have regular contact with recipients of services.

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ST - M101 - Background Check

Title Background Check

Rule 7 AAC 10.900(c)

Type Rule

Regulation Definition

Background Check - (c) A criminal history check under 7 AAC 10.900 - 7 AAC 10.990 is not required for a recipient of services, unless that individual is also associated with the entity or individual service provider in any manner described in (b)(1) - (4) of this section.

Interpretive Guideline

ST - M102 - Background Check

Title Background Check

Rule 7 AAC 10.900(d)

Type Rule

Regulation Definition

Background Check - (d) A criminal history check under 7 AAC 10.900 - 7 AAC 10.990 is not required for the following individuals, if supervised access is provided in accordance with (e) of this section:

- (1) a relative of a recipient of services, unless that relative is also associated with the entity or provider in any manner described in (b)(1) - (5) of this section;
- (2) a visitor of a recipient of services, unless that visitor is also associated with the entity or provider in any manner described in (b)(1) - (4) of this section;
- (3) an individual for whom the entity or provider submits evidence to the department of a fingerprint-based background check

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(A) conducted and implemented under a process that meets or exceeds the standards of 7 AAC 10.900 - 7 AAC 10.990; and

(B) that is required

(i) as a condition for obtaining a professional license or certification under AS 08;

(ii) by federal law for an entity or individual service provider described in AS 47.05.300; or

(iii) as a condition of employment or association that is imposed by an entity or individual service provider described in AS 47.05.300;

(4) an employee, independent contractor, unsupervised volunteer, board member, officer, director, partner, member, or principal of the business organization that owns an entity if that individual is not associated with the entity or an individual service provider in any manner described in (b)(1) - (4) of this section;

(5) an approved relative provider under 7 AAC 41.200(e);

(6) a personal physician, an infant learning teacher, an attendant for a child with special needs as described in 7 AAC 57.940, a licenser, a fire marshal, a food services sponsor, or another similar individual who

(A) is not associated with the entity or provider under (b) of this section; and

(B) provides support services to the entity or provider or to a recipient of services;

(7) an individual who is a vendor or an industry representative, or who provides delivery, installation, maintenance, or repair services;

(8) an individual who resides in any part of an entity, including a residence if services are provided in the residence, if the individual remains in the entity or residence for less than 45 days, in total, in a 12-month period;

(9) a parent's designee to drop off and pick up a child in care, unless the designee is also associated in a manner described in

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- (b) of this section with the entity providing child care;
- (10) a parent who receives money from the department for purposes of paying an approved in-home child care provider under 7 AAC 41.370, and any other individual who resides in that parent's household; however, the exemption in this paragraph does not apply to an approved in-home child care provider who resides in the household;
- (11) an occasional guest of the administrator or operator of an entity or of a provider.

ST - M103 - Background Check

Title Background Check

Rule 7 AAC 10.900(e) - (f)

Type Rule

Regulation Definition

Background Check - (e) An entity or individual service provider must provide supervised access for an individual exempted under (d) of this section if the individual is present in the entity during hours of operation. Supervised access is not required in a residence where in-home child care is provided under 7 AAC 41.370.

(f) For purposes of (b)(5) and (d)(8) of this section, "individual who resides in any part of an entity" means an individual who dwells continuously in, or legally occupies, the premises housing the entity or provider, as evidenced by

- (1) the individual's address on the individual's permanent fund dividend received under AS 43.23, driver's license, fishing or hunting license, or other official record; or
- (2) observation by another individual of the individual occupying the premises. (Eff. 2/9/2007, Register 181)

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ST - M104 - Background Check

Title Background Check

Rule 7 AAC 10.910(a)

Type Rule

Regulation Definition

Background Check - Request for criminal History Check. (a)
An entity or individual service provider that is subject to AS 47.05.300 - 47.05.390 and 7 AAC 10.900 - 7 AAC 10.990 must request a criminal history check under this section, or provide proof of a valid fingerprint-based criminal history check, for each individual to be associated, or to remain associated, with the entity or provider in a manner described in 7 AAC 10.900(b). An entity or individual must request a criminal history check.

- (1) when the entity or provider submits an initial application for a license, certification, approval, or finding of eligibility to receive payments from the department;
- (2) for a new owner, officer, director, partner, member, or principal of the business organization if there is a change in ownership of the business organization, or if an officer, director, partner, member, or principal of the business organization is replaced; the criminal history check must be completed before the individual begins association unless the department issues notice of a provisional valid criminal history check under 7 AAC 10.920;
- (3) except as provided otherwise in this section, if the entity or provider wishes to hire or retain an employee, independent contractor, or unsupervised volunteer described in 7 AAC 10.900(b)(3); the criminal history check must be completed before hiring unless the department issues notice of a provisional valid criminal history check under 7 AAC 10.920;
- (4) for an individual 16 years of age or older who is not a recipient of services, and who wishes to reside in the entity or

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to be present as described in 7 AAC 10.900(b)(5) or (6); the criminal history check must be completed before the individual begins association unless

(A) the department issues notice of a provisional valid criminal history check under 7 AAC 10.920; or

(B) the individual is residing in the entity before that individual's 16th birthday; for an individual described in this subparagraph, the entity or provider must submit the information required under (b) of this section within 30 days before the individual's 16th birthday;

(5) at any time requested by the department

(A) to show compliance with 7 AAC 10.900 - 7 AAC 10.990 during inspection, monitoring, or investigation; or

(B) for an individual if the department has good cause to believe that the individual's criminal history has changed; or

(6) on or before April 10, 2007, for each individual who is associated with an entity or provider operating under a current license, certification, approval, or finding of eligibility to receive payments, and who

(A) does not have a valid criminal history check; or

(B) passed a criminal history check conducted before February 9, 2007 that

(i) was not fingerprint-based; or

(ii) was fingerprint-based and conducted more than six years before February 9, 2007.

ST - M105 - Background Check

Title Background Check

Rule 7 AAC 10.910(c)

Type Rule

Regulation Definition

Background Check - Request for criminal History Check. (c) Unless a more frequent fingerprint-based criminal history check is required under federal law, or for certain entities and

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providers under (f) of this section, a fingerprint-based criminal history check is valid for six years from the date the check became valid under (h) of this section for an individual who

- (1) remains associated with an entity or provider in a manner described in 7 AAC 10.900(b), subject to verification under (d) of this section;
- (2) becomes re-associated with the same entity or provider in a manner described in 7 AAC 10.900(b) within 100 days after terminating association with that entity or provider, subject to verification under (e) of this section; or
- (3) becomes associated with another entity or provider in a manner described in 7 AAC 10.900(b) within 100 days after terminating association with a previous entity or provider, subject to verification under (e) of this section.

ST - M106 - Background Check

Title Background Check

Rule 7 AAC 10.910(d)

Type Rule

Regulation Definition

Background Check - Request for criminal History Check. (d) Upon renewal of a license, certification, or approval, or when a finding is made for continued eligibility to receive payments, an entity or individual service provider must provide to the department proof that an individual described in (c)(1) of this section has a valid criminal history check. If the department determines that the criminal history check is not valid, the department will notify the entity or provider that a request for a new criminal history check must be submitted under this section.

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ST - M107 - Criminal history checks

Title Criminal history checks

Rule 7 AAC 10.910(f)

Type Rule

Regulation Definition

Criminal history checks - (f) Except as provided otherwise in this subsection, and unless the department granted a variance under 7 AAC 10.935, a new criminal history check is not required if a person associated with an entity or provider in a manner described in 7 AAC 10.900(b) is transferred from one site operated by the entity or provider to another site operated by that entity or provider, if all sites are identified in the request for a criminal history check. Before October 1, 2007, an entity or provider must submit the items required under (b) of this section for an individual described in the following list, each time that individual changes employment, regardless of what entities or providers were listed on the request for a criminal history check:

(1) an individual associated with

(A) a nursing facility;

(B) a hospital that provides swing-bed services or that is reimbursed under 7 AAC 140 - 7 AAC 150 for treatment described in the definition of "swing-bed day" set out in 7 AAC 150.990; for purposes of this subparagraph,

(i) "hospital that provides swing-bed services" has the meaning given "swing-bed hospital" in 42 C.F.R. 413.114(b); and

(ii) the definition of "swing-bed hospital" in 42 C.F.R. 413.114(b), as revised as of October 1, 2006, is adopted by reference;

(C) an intermediate care facility for the mentally retarded or persons with related conditions;

(D) an assisted living home;

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- (E) a hospice agency;
 - (F) a home and community-based waiver services provider as defined in 7 AAC 160.990;
 - (G) a home health agency; or
 - (H) a personal care agency enrolled under 7 AAC 125.130 or 7 AAC 125.150;
- (2) an individual providing care coordination, case management, adult day services, or respite care services.

ST - M108 - Criminal History Checks

Title Criminal History Checks

Rule 7 AAC 10.915(f - h)

Type Rule

Regulation Definition

- (f) Except as provided otherwise in this subsection, an entity or provider must, within 24 hours after receiving notification under (d) or (e) of this section, terminate association with the individual in accordance with 7 AAC 10.960. If the entity or provider requests a variance under 7 AAC 10.930, or if the individual requests reconsideration under 7 AAC 10.950, the individual may remain associated with the entity or provider, pending a decision on the request, if
- (1) the individual is removed from direct contact with recipients of services; and
 - (2) the entity or provider ensures that the individual is provided with direct supervision if the individual is present in any area where services are provided, during hours of operation.
- (g) If an individual remains out of association with an entity or provider for 100 days or longer, the department will revoke a valid criminal history check without prior notice. A new criminal history check is required if the individual wishes to become associated with any entity or provider in a manner described in 7 AAC 10.900(b).

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(h) If an individual with a valid criminal history check ceases to be associated with an entity or provider, and wishes to have the individual's name unmarked in APSIN, the individual shall submit a written request to the department that the valid criminal history check be rescinded. The department will send a written acknowledgment of the rescission to the individual and to the entity or provider with whom the individual was most recently associated. (Eff. 2/9/2007, Register 181)

ST - M109 - Monitoring and notification requirements

Title Monitoring and notification requirements

Rule 7 AAC 10.925

Type Rule

Regulation Definition

Monitoring and notification requirements. (a) An entity or provider shall monitor to ensure that all individuals associated with the entity or provider in a manner described in 7 AAC 10.900(b) continue to meet the applicable requirements of AS 47.05.300 - 47.05.390 and 7 AAC 10.900 - 7 AAC 10.990. The entity or provider shall require each individual for whom a criminal history check is required to report to the entity or provider within 24 hours, or the next business day if the individual is

(1) charged with, convicted of, found not guilty by reason of insanity for, or adjudicated as a delinquent for, a barrier crime listed in 7 AAC 10.905; or
(2) is the subject of a matter that must be reported under 7 AAC 10.955(c) for the centralized registry.

(b) In addition to the reporting requirements of 7 AAC 10.955(c) for the centralized registry, the entity or provider shall notify the department by telephone, by electronic mail, by facsimile, by letter, or in person within

(1) 24 hours, or the next business day, after the entity or provider has knowledge that an individual associated with the

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entity or provider has been

(A) arrested for, charged with, convicted of, found not guilty by reason of insanity for, or adjudicated as a delinquent for, a barrier crime listed in 7 AAC 10.905; or

(B) is the subject of a matter that must be reported under 7 AAC 10.955(c) for the centralized registry; or

(2) 14 days after any change in association with the entity or provider for an individual who has a valid criminal history check or is the subject of a provisional valid criminal history check, including a change that involves an individual

(A) whose association described in 7 AAC 10.900(b) has been terminated; or

(B) who has not been associated with the entity or provider for 61 days or more, but becomes re-associated within 100 days.

ST - M110 - Failure to Notify

Title Failure to Notify

Rule 7 AAC 10.925(c)

Type Rule

Regulation Definition

Interpretive Guideline

(c) Failure to notify the department as required under this section may result in an enforcement action, including suspension or revocation of the license, certification, approval, or finding of eligibility to receive payments. (Eff. 2/9/2007, Register 181)

ST - M111 - Request for variance

Title Request for variance

Rule 7 AAC 10.930(d-e)

Type Rule

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Regulation Definition

Request for variance - (d) If the department granted a variance for an offense revealed in a fingerprint-based criminal history check conducted six or more years before February 9, 2007, and if the offense for which the variance was granted is not a permanent barrier under 7 AAC 10.905, the entity or provider must submit a new request for a variance, if allowed under this section, at the time of application for renewal of that entity's current license, certification, approval, or finding of eligibility to receive payments. Except as provided in (h) and (i) of this section, if the offense for which the department granted the variance is a permanent barrier under 7 AAC 10.905, the variance is void and the entity must terminate association with the individual in accordance with 7 AAC 10.960.

(e) If the department granted a variance for a barrier condition described in 7 AAC 10.955 six or more years before February 9, 2007, the entity or provider must submit a new request for a variance at the time of application for renewal of that entity's current license, certification, approval, or finding of eligibility to receive payments.

Interpretive Guideline

ST - M112 - Posting of variance decision required

Title Posting of variance decision required

Rule 7 AAC 10.940

Type Rule

Regulation Definition

Posting of variance decision required - If the department grants a variance under 7 AAC 10.935, the entity or individual service provider shall post a copy of the variance decision with the copy of the license, certification, approval, or finding of eligibility to receive payments that was issued by the

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department, in a conspicuous place where the copy of the variance can be readily viewed by persons interested in obtaining the services offered by the entity or provider. (Eff. 2/9/2007, Register 181)

ST - M113 - Termination of Association

Title Termination of Association

Rule 7 AAC 10.960(a)

Type Rule

Regulation Definition

Termination of Association - (a) Except as provided in (b) and (c) of this section, if an entity or provider is required to terminate association with an individual, the entity or provider shall

(1) notify the individual that the individual's employment, volunteer services, or other association with the entity or provider under 7 AAC 10.900(b) is ended, effective immediately, unless the entity or provider takes immediate action under (2) of this subsection; the entity or provider must notify the individual under this paragraph

(A) immediately, if the individual is present at the entity or premises where the provider is providing services; or

(B) before or upon the individual's next arrival at the entity; or

(2) if the entity or provider intends to request a variance under 7 AAC 10.930, immediately reassign the duties and responsibilities of that individual so that the individual

(A) does not have contact with recipients of services;

(B) cannot access personal or financial records maintained by the entity or provider regarding recipients of services;

(C) has no control over or impact on the financial well-being of a recipient of services, unless the only recipient whose financial well-being is affected is a

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(i) relative of the individual who has authorized that individual to make financial decisions for that relative;

(ii) recipient who has executed a power of attorney for that individual to make financial decisions for that recipient; or

(iii) recipient for whom a court has authorized that individual to make financial decisions; and

(D) is provided with direct supervision if present in the entity or premises where the provider is providing services during hours of operation.

ST - M114 - Termination of Association

Title Termination of Association

Rule 7 AAC 10.960(b)

Type Rule

Regulation Definition

(b) If the entity or provider is required to terminate association with an individual who is subject to a union agreement or employment contract that requires more notice than allowed under (a) of this section, the entity or provider shall, within 24 hours after receiving notice to terminate association, deliver a copy of the relevant language of the agreement or contract to the department. The entity or provider shall cooperate with the department in developing an appropriate termination plan for the individual that includes the measures set out in (a)(2)(A) - (D) of this section during the notice period mandated by the agreement or contract.

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ST - M115 - Termination of Association

Title Termination of Association

Rule 7 AAC 10.960(c)

Type Rule

Regulation Definition

Interpretive Guideline

(c) If the individual for whom termination of association is required is a relative of the operator, administrator, or provider, and resides in the entity or premises where services are provided, termination of association must occur within 24 hours, and the entity or provider shall ensure that the individual

- (1) does not have contact with recipients of services; and
- (2) is provided with direct supervision if, during that 24-hour period, the individual is present in the entity or premises where the provider is providing services during hours of operation. (Eff. 2/9/2007, Register 181)

ST - M116 - Grant or denial of a general variance

Title Grant or denial of a general variance

Rule 7 AAC 10.9525(b)

Type Rule

Regulation Definition

Interpretive Guideline

Grant or denial of a general variance Subject to (c) of this section, the department may grant a general variance, for a period that does not exceed one year, if the department determines that the entity

- (1) is unable to comply with the requirement from which the variance is sought;
- (2) has an effective plan for achieving compliance during the

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term of the variance; and
(3) is able to adequately provide for the health, safety, and welfare of recipients of services during the term of the variance.

ST - M117 - Variance Conditions

Title Variance Conditions

Rule 7 AAC 10.9525(c)

Type Rule

Regulation Definition

The department may grant a general variance for a longer period than allowed under (b) of this section if the department determines

(1) that

(A) strict compliance with the requirement from which the variance is sought cannot be accomplished without a substantial economic, technological, programmatic, legal, or medical hardship; or

(B) the variance will maintain or improve the quality of services for recipients of services; and

(2) that the entity has an effective plan for meeting the goal of the requirement from which the variance is sought, and that the plan adequately protects the health, safety, and welfare of recipients of services and otherwise meets all applicable statutory or regulatory standards.

Interpretive Guideline

ST - M118 - Posting of a general variance

Title Posting of a general variance

Rule 7 AAC 10.9530(a)

Type Rule

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Regulation Definition

Posting of a general variance. (a) If the department grants a request for a general variance, the entity shall post a copy of the general variance decision in a conspicuous place, with the entity's license as required by AS 47.32.080 , during the period the variance is in effect, and shall make it available to any person who wishes to review it. A general variance remains in effect for the duration stated, unless the department revokes the variance under (b) of this section.

Interpretive Guideline

ST - M119 - Revocation of a general variance

Title Revocation of a general variance

Rule 7 AAC 10.9530(b)

Type Rule

Regulation Definition

(b) The department will revoke a general variance if the department finds that the entity is not following its plan for achieving compliance, or is no longer able to adequately provide for the health, safety, and welfare of recipients of services during the term of the variance. If the department decides to revoke a variance, it will provide written notice of revocation to the entity, setting out the reasons for the department's decision. The department will advise the entity of its right to request reconsideration under 7 AAC 10.9535. A notice of revocation issued under this subsection is effective 30 days after it is received by the entity unless a request for reconsideration is submitted. Nothing in this subsection precludes the department from issuing a notice of immediate revocation if the department finds that the life, health, safety, or welfare of recipients of services is threatened.

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ST - M123 - Plan of correction

Title Plan of correction

Rule 7 AAC 10.9610(a)(1-4)

Type Rule

Regulation Definition

Interpretive Guideline

Plan of correction - (a) The plan of correction required under AS 47.32.140 (b) must contain the following information for each violation identified in the report issued under AS 47.32.120 (a):

(1) each action that will be taken to correct the violation (2) each measure that will be taken or change that will made to ensure the violation does not recur; (3) how the entity will monitor each corrective action to ensure the violation is cured and will not recur; (4) the date on or before which the violation will be cured.

ST - M124 - Plan of correction

Title Plan of correction

Rule 7 AAC 10.9610(b)

Type Rule

Regulation Definition

Interpretive Guideline

Plan of correction - (b) The plan of correction must be signed by the administrator or another person responsible for operation of the entity.

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ST - M125 - Plan of correction

Title Plan of correction

Rule 7 AAC 10.9610(c)(1-2)

Type Rule

Regulation Definition

Interpretive Guideline

Plan of correction - (c) If the department determines that any recipients of services were affected by a violation, the department may also require the entity to describe (1) each corrective action that will be taken with regard to those recipients; and (2) how the entity will identify other recipients of services who might be affected by the violation, and what corrective action will be taken.

ST - M126 - Plan of correction

Title Plan of correction

Rule 7 AAC 10.9610(d)

Type Rule

Regulation Definition

Interpretive Guideline

Plan of correction - (d) The entity may request that the plan of correction also act as the allegation of compliance required under 7 AAC 10.9615 if each violation listed in the report has been corrected before submission of the plan of correction.

ST - M127 - Plan of correction

Title Plan of correction

Rule 7 AAC 10.9610(e)

Type Rule

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Regulation Definition

Plan of correction - (e) The department will review a plan of correction submitted under (a) - (d) of this section to determine whether the plan is acceptable. If the department determines that the plan is unacceptable, the department may

- (1) request additional information regarding one or more corrective actions described in the plan;
- (2) require the entity to amend the plan as directed by the department;
- (3) require the entity to comply with a plan of correction developed by the department under (g) of this section.

Interpretive Guideline

ST - M128 - Plan of correction

Title Plan of correction

Rule 7 AAC 10.9610(f)

Type Rule

Regulation Definition

Plan of correction - (f) If the department finds that an entity has failed to correct a violation of an applicable statute or regulation within the time specified by the department under AS 47.32.140 (a), has failed to submit a plan of correction for department approval under AS 47.32.140 (b), or has submitted an unacceptable plan, the department may require the entity to participate in a plan of correction developed by the department under (g) of this section.

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ST - M129 - Plan of correction

Title Plan of correction

Rule 7 AAC 10.9610(i)

Type Rule

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Regulation Definition

Plan of correction - (i) The entity shall keep on the premises a copy of each inspection document described in AS 47.32.180 (b) for at least three years from the date of inspection and shall make each document available to any interested person upon request.

Interpretive Guideline

ST - M131 - Allegation of compliance

Title Allegation of compliance

Rule 7 AAC 10.9615

Type Rule

Regulation Definition

Allegation of compliance - An allegation of compliance required under AS 47.32.140 (c) must describe each action that was taken by the entity to correct each violation, and must include the date the violation was corrected. The allegation must be signed by the administrator or another person responsible for operation of the entity. The department will review the allegation to determine whether it provides enough detail to establish that each violation was corrected by any applicable deadline. The department may also conduct a follow-up inspection to validate the allegation of compliance.

Interpretive Guideline

ST - M132 - Criminal history check requirements

Title Criminal history check requirements

Rule 7 AAC 12.605

Type Rule

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Regulation Definition

Criminal history check requirements - An entity listed in AS 47.32.010(b) that is required to be licensed under AS 47.32 and this chapter must also comply with the applicable requirements of AS 47.05.300 - 47.05.390 and 7 AAC 10.900 - 7 AAC 10.990 (Barrier Crimes, Criminal History Checks, and Centralized Registry).

Interpretive Guideline

ST - M135 - Scope of service

Title Scope of service

Rule 7 AAC 12.316(a)(1)

Type Rule

Regulation Definition

Scope of service; full-service hospice agency - (a) A full-service hospice agency shall provide
(1) physician or advanced nurse practitioner services to provide directed medical care that meets the client's medical needs for palliative care and management of terminal illness;

Interpretive Guideline

ST - M136 - Scope of service

Title Scope of service

Rule 7 AAC 12.316(a)(2)

Type Rule

Regulation Definition

Scope of service; full-service hospice agency - (a) A full-service hospice agency shall provide
(2) nursing care and services provided by or under the supervision of a registered nurse;

Interpretive Guideline

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ST - M137 - Scope of service

Title Scope of service

Rule 7 AAC 12.316(a)(3)

Type Rule

Regulation Definition

Interpretive Guideline

Scope of service; full-service hospice agency - (a) A full-service hospice agency shall provide
(3) social work services provided in accordance with 7 AAC 12.335;

ST - M138 - Scope of service

Title Scope of service

Rule 7 AAC 12.316(a)(4)

Type Rule

Regulation Definition

Interpretive Guideline

Scope of service; full-service hospice agency - (a) A full-service hospice agency shall provide
(4) spiritual and emotional counseling services in accordance with 7 AAC 12.337 to the client, the client's family, and caregivers if these services are desired during the time the client is receiving hospice care;

ST - M139 - Scope of service

Title Scope of service

Rule 7 AAC 12.316(a)(5)

Type Rule

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Regulation Definition

Interpretive Guideline

Scope of service; full-service hospice agency - (a) A full-service hospice agency shall provide (5) bereavement counseling services in accordance with 7 AAC 12.337 to the client's family and caregivers after the client's death;

ST - M140 - Scope of service

Title Scope of service

Rule 7 AAC 12.316(a)(6)

Type Rule

Regulation Definition

Interpretive Guideline

Scope of service; full-service hospice agency - (a) A full-service hospice agency shall provide (6) volunteer services in accordance with 7 AAC 12.336;

ST - M141 - Scope of service

Title Scope of service

Rule 7 AAC 12.316(a)(7)

Type Rule

Regulation Definition

Interpretive Guideline

Scope of service; full-service hospice agency - (a) A full-service hospice agency shall provide (7) dietary counseling services in accordance with 7 AAC 12.337;

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ST - M142 - Scope of service

Title Scope of service

Rule 7 AAC 12.316(a)(8)

Type Rule

Regulation Definition

Interpretive Guideline

Scope of service; full-service hospice agency - (a) A full-service hospice agency shall provide (8) pharmaceutical hospice services in accordance with 7 AAC 12.343;

ST - M143 - Scope of service

Title Scope of service

Rule 7 AAC 12.316(a)(9)

Type Rule

Regulation Definition

Interpretive Guideline

Scope of service; full-service hospice agency - (a) A full-service hospice agency shall provide (9) services related to the referral and transfer of clients for laboratory services that are provided by an organization other than the hospice; the referral and transfer services must be provided in accordance with a written plan that delineates available services and the procedures for referring and transferring clients;

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ST - M144 - Scope of service

Title Scope of service

Rule 7 AAC 12.316(a)(10)

Type Rule

Regulation Definition

Scope of service; full-service hospice agency - (a) A full-service hospice agency shall provide (10) services related to the transfer of specimens for laboratory services that are provided by an organization other than the hospice; the transfer services must be provided in accordance with a written plan that delineates available services and the procedures for transferring specimens;

Interpretive Guideline

ST - M145 - Scope of service

Title Scope of service

Rule 7 AAC 12.316(a)(11)

Type Rule

Regulation Definition

Scope of service; full-service hospice agency - (a) A full-service hospice agency shall provide (11) short-term respite care to the client ' s family for the relief of the client's daily care.

Interpretive Guideline

ST - M147 - Scope of service

Title Scope of service

Rule 7 AAC 12.316(b)(1)

Type Rule

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Regulation Definition

Interpretive Guideline

Scope of service; full-service hospice agency - (b) In addition to meeting the requirements of (a) of this section, the hospice agency shall evaluate each client's

(1) access to emergency medical services, including ambulance service;

ST - M148 - Scope of service

Title Scope of service

Rule 7 AAC 12.316(b)(2)

Type Rule

Regulation Definition

Interpretive Guideline

Scope of service; full-service hospice agency - (b) In addition to meeting the requirements of (a) of this section, the hospice agency shall evaluate each client's

(2) access to service, equipment, and supplies;

ST - M149 - Scope of service

Title Scope of service

Rule 7 AAC 12.316(b)(3)

Type Rule

Regulation Definition

Interpretive Guideline

Scope of service; full-service hospice agency - (b) In addition to meeting the requirements of (a) of this section, the hospice agency shall evaluate each client's

(3) safety and emergency preparedness within the client ' s place of residence.

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ST - M150 - Scope of service

Title Scope of service

Rule 7 AAC 12.316(c)

Type Rule

Regulation Definition

Scope of service; full-service hospice agency - (c) The hospice agency shall make nursing services, physician or advanced nurse practitioner services, and drugs and biologicals available on a 24-hour basis to the extent necessary to meet the client's needs for palliative care and management of terminal illness and related conditions.

Interpretive Guideline

ST - M151 - Scope of service

Title Scope of service

Rule 7 AAC 12.316(d)

Type Rule

Regulation Definition

Scope of service; full-service hospice agency - (d) The hospice agency shall arrange for short-term inpatient care if home care is not feasible for pain control, symptom management, and respite purposes. The agency shall ensure that any short-term inpatient care is provided in a licensed facility that is most appropriate to meet the client 's needs.

Interpretive Guideline

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ST - M152 - Scope of service

Title Scope of service

Rule 7 AAC 12.316(e)

Type Rule

Regulation Definition

Scope of service; full-service hospice agency - (e) The hospice agency shall offer hospice care in the least costly setting that can assure the quality of care and each type and amount of service that is necessary to meet the client ' s needs.

Interpretive Guideline

ST - M153 - Scope of service

Title Scope of service

Rule 7 AAC 12.316(f)

Type Rule

Regulation Definition

Scope of service; full-service hospice agency - (f) The hospice agency shall have a risk management program that includes procedures to investigate, analyze, and respond to client grievances related to client care.

Interpretive Guideline

ST - M154 - Scope of service

Title Scope of service

Rule 7 AAC 12.316(g)

Type Rule

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Regulation Definition

Scope of service; full-service hospice agency - (g) The hospice agency shall develop and implement written policies and procedures consistent with this chapter that govern each service provided by the agency, including policies relating to confidentiality, training, and admissions. The policies and procedures must accurately describe the agency ' s goals, the methods by which the goals are achieved, and the mechanisms by which basic hospice care services are delivered. The agency shall review its policies and procedures at least annually. The program director shall document each review by dating and signing an attestation. The agency shall revise its policies and procedures if determined necessary by the agency or by the department to ensure that each policy and procedure is current and adequate for purposes of carrying out the agency's functions and maintaining consistency with this chapter.

Interpretive Guideline

ST - M165 - Volunteer Services

Title Volunteer Services

Rule 7 AAC 12.336(a)

Type Rule

Regulation Definition

Volunteer Services - (a) A hospice agency shall ensure that each volunteer provides care and services in accordance with the client's plan of care, and under the supervision of a designated hospice employee.

Interpretive Guideline

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ST - M166 - Volunteer Services

Title Volunteer Services

Rule 7 AAC 12.336(b)

Type Rule

Regulation Definition

Interpretive Guideline

Volunteer Services - (b) The agency shall develop and maintain policies and procedures that address the following with respect to volunteers in the program:

- (1) recruitment, retention, and dismissal;
- (2) screening;
- (3) orientation;
- (4) scope of function;
- (5) supervision;
- (6) ongoing training and support;
- (7) team conferencing;
- (8) records of volunteer activities;
- (9) bereavement services.

ST - M167 - Volunteer Services

Title Volunteer Services

Rule 7 AAC 12.336(c)

Type Rule

Regulation Definition

Interpretive Guideline

Volunteer Services - (c) A volunteer is subject to the applicable requirements of 7 AAC 12.338

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ST - M168 - Volunteer Services

Title Volunteer Services

Rule 7 AAC 12.336(d)

Type Rule

Regulation Definition

Interpretive Guideline

Volunteer Services - (d) The hospice agency shall document active and ongoing efforts to recruit and retain volunteers.

ST - M174 - Employee health

Title Employee health

Rule 7 AAC 12.340(a)

Type Rule

Regulation Definition

Interpretive Guideline

Employee health - (a) Except as provided in (b) of this section, a hospice agency shall have an employee health program that requires each employee to be tested for pulmonary tuberculosis within the first two weeks of initial employment and annually thereafter. The agency shall require contractors or volunteers performing patient care or services for the agency to have similar standards in place.

ST - M175 - Employee health

Title Employee health

Rule 7 AAC 12.340(b)

Type Rule

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Regulation Definition

Interpretive Guideline

Employee health - (b) An employee who has never had a positive tuberculin skin test result must have a tuberculin Mantoux skin test. A further annual tuberculin testing is not necessary if the

- (1) test is negative;
- (2) employee is never required to be in a room where a client might be present; and
- (3) employee does not handle clinical specimens from a client or other material from a client 's room.

ST - M190 - Nursing Service

Title Nursing Service

Rule 7 AAC 12.670(a)

Type Rule

Regulation Definition

Interpretive Guideline

Nursing Service - (a) A licensed nurse shall write a patient care plan for each patient in consultation with other patient care personnel and the patient.

ST - M191 - Nursing Service

Title Nursing Service

Rule 7 AAC 12.670(c)(1) - (2)

Type Rule

Regulation Definition

Interpretive Guideline

Nursing Service - (c) Each facility must have a registered nurse as the director for nursing services. The director shall perform the following duties:

- (1) assure that all nurses comply with the requirements of (a)

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of this section;
(2) provide a sufficient number of registered nurses to meet patient needs;

ST - M192 - Nursing Service

Title Nursing Service

Rule 7 AAC 12.670(c)(3)

Type Rule

Regulation Definition

Interpretive Guideline

Nursing Service - (c) Each facility must have a registered nurse as the director for nursing services. The director shall perform the following duties:

(3) write an annual evaluation on the performance of each nurse.

ST - M193 - Nursing Service

Title Nursing Service

Rule 7 AAC 12.670(c) (4-5)

Type Rule

Regulation Definition

Interpretive Guideline

Nursing Service - (c) Each facility must have a registered nurse as the director for nursing services. The director shall perform the following duties:

(4) maintain records on the number of nurses employed and the hours and weeks of employment;

(5) delegate to a registered nurse the responsibility to plan, assign, supervise, and evaluate the nursing care for each patient.

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ST - M194 - Nursing Service

Title Nursing Service

Rule 7 AAC 12.670(c)(7)

Type Rule

Regulation Definition

Interpretive Guideline

Nursing Service - (c) Each facility must have a registered nurse as the director for nursing services. The director shall perform the following duties:

(7) establish and implement a standard procedure for the safe administration of medications.

ST - M195 - Nursing Service

Title Nursing Service

Rule 7 AAC 12.670(d)

Type Rule

Regulation Definition

Interpretive Guideline

Nursing Service - (d) Only a registered nurse who has been appropriately trained may perform a blood transfusion. All other nursing services may be performed only under the direction of a registered nurse. A licensed practical nurse may administer medications, or perform limited infusion therapy functions, if

(1) the licensed practical nurse is authorized under AS 08 to perform these services;

(2) these services are authorized in the facility program standards; and

(3) the program standards have been approved by the hospital administrator and the pharmacist.

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ST - M196 - Nursing Service

Title Nursing Service

Rule 7 AAC 12.670(f)

Type Rule

Regulation Definition

Nursing Service - (f) If licensed nursing personnel perform a service described in (e)(2) of this section, a pharmacy or drug room record must be kept and signed by the licensed nurse showing the name, strength and amount of the drug, the date and time taken, and the patient to whom the drug is administered.

Interpretive Guideline

ST - M197 - Nursing Service

Title Nursing Service

Rule 7 AAC 12.670(g-h)

Type Rule

Regulation Definition

Nursing Service - (g) Except as provided in (i) of this section for a critical access hospital or 7 AAC 12.275 for a nursing facility, a facility that provides a nursing service must have a registered nurse on duty at all times.
(h) The nursing staff shall hold regular meetings to review and evaluate ways of improving nursing care. Minutes of the meetings must be made available to staff members.

Interpretive Guideline

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ST - M200 - Hospice Home Health Aide Services

Title Hospice Home Health Aide Services

Rule 7 AAC 12.333(a)(1-3)

Type Rule

Regulation Definition

Interpretive Guideline

Hospice Home Health Aide Services - (a) A full-service hospice agency may provide home health aide services. If the agency provides home health aide services, those services must be provided

- (1) by a nurse aide with a current certification under AS 08.68.331;
 - (2) in accordance with the plan of care; and
 - (3) in accordance with written instructions
- (A) prepared by a registered nurse providing services under 7 AAC 12.331; and
- (B) that specify each task to be completed during a home visit.

ST - M201 - Hospice Home Health Aide Services

Title Hospice Home Health Aide Services

Rule 7 AAC 12.333(b)(1-4)

Type Rule

Regulation Definition

Interpretive Guideline

Hospice Home Health Aide Services - (b) A nurse aide employed by the agency shall

- (1) follow the current plan of care;
- (2) perform simple procedures as an extension of therapy services;
- (3) provide personal care, including bathing, hair care, oral

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hygiene, skin care, and hand and foot care;
(4) assist the client with ambulating and exercise;

ST - M202 - Hospice Home Health Aide Services

Title Hospice Home Health Aide Services

Rule 7 AAC 12.333(b)(5-9)

Type Rule

Regulation Definition

Interpretive Guideline

Hospice Home Health Aide Services - (b) A nurse aide employed by the agency shall

- (5) assist with the client ' s meal preparation or feeding;
- (6) assist with client-administered nonprescription and prescription medications by handing the client the medication bottle, or the medication that was prepared under the supervision of a physician, a registered nurse, or an advanced nurse practitioner;
- (7) report changes in the client ' s condition and needs;
- (8) complete appropriate records; and
- (9) take and record vital signs.

ST - M203 - Supervisory visit

Title Supervisory visit

Rule 7 AAC 12.333(c)(10-13)

Type Rule

Regulation Definition

Interpretive Guideline

(c) A registered nurse providing services under 7 AAC 12.331 shall make a supervisory visit to each client ' s residence at least once every two weeks, either to observe and assist when the nurse aide is present, or to assess relationships and determine whether goals identified in the plan of care are

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being met. The registered nurse shall directly observe the in-home performance of each nurse aide at least once each month. The agency shall maintain sufficient documentation to demonstrate that a nurse aide is evaluated for competency in

- (10) use of appropriate and safe techniques for the client ' s personal hygiene and grooming, including
 - (A) a bed bath, sponge bath, tub bath, or shower bath;
 - (B) sink, tub, or bed shampooing;
 - (C) nail and skin care;
 - (D) oral hygiene; and
 - (E) toileting and elimination;
- (11) safe transfer techniques and ambulation;
- (12) normal range of motion and positioning; and
- (13) any other task that the agency may assign to the nurse aide.

ST - M204 - Supervisory visit

Title Supervisory visit

Rule 7 AAC 12.333(c)(1-4)

Type Rule

Regulation Definition

(c) A registered nurse providing services under 7 AAC 12.331 shall make a supervisory visit to each client ' s residence at least once every two weeks, either to observe and assist when the nurse aide is present, or to assess relationships and determine whether goals identified in the plan of care are being met. The registered nurse shall directly observe the in-home performance of each nurse aide at least once each month. The agency shall maintain sufficient documentation to demonstrate that a nurse aide is evaluated for competency in

- (1) communication;
- (2) observation, reporting, and documentation of the client care provided;
- (3) maintenance of a clean, safe, and healthy environment;

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(4) provision of basic infection control procedures;

ST - M205 - Supervisory visit

Title Supervisory visit

Rule 7 AAC 12.333(c)(5-9)

Type Level A

Regulation Definition

(c) A registered nurse providing services under 7 AAC 12.331 shall make a supervisory visit to each client ' s residence at least once every two weeks, either to observe and assist when the nurse aide is present, or to assess relationships and determine whether goals identified in the plan of care are being met. The registered nurse shall directly observe the in-home performance of each nurse aide at least once each month. The agency shall maintain sufficient documentation to demonstrate that a nurse aide is evaluated for competency in

- (5) knowledge of basic nutrition and fluid intake, including food preparation techniques as appropriate;
- (6) reading and recording temperature, pulse, and respiration;
- (7) knowledge and observation of basic elements of body functioning and changes in body functioning that must be reported to the nurse aide ' s supervisor;
- (8) recognition of emergencies and knowledge of emergency procedures;
- (9) recognition of the physical, emotional, and developmental needs of, and ways to work with, clients served by the hospice, including respect for the client and the client's family, the client ' s privacy, and the client ' s property;

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ST - M211 - Central Supply

Title Central Supply

Rule 7 AAC 12.342(a)

Type Rule

Regulation Definition

Central Supply; medical supplies and appliances - (a) A full-service hospice agency is subject to this section unless the agency provides inpatient care on agency premises. An agency that provides inpatient care on agency premises shall comply with 7 AAC 12.730. A hospice agency that is subject to this section shall maintain a separate area for the

- (1) storage of sterile supplies and materials to protect those supplies and materials from contamination; and
- (2) cleaning, disinfection, or sterilizing, as appropriate under (b) of this section.

Interpretive Guideline

ST - M212 - Central Supply

Title Central Supply

Rule 7 AAC 12.342(b)

Type Rule

Regulation Definition

Central Supply; medical supplies and appliances - (b) A hospice agency that is subject to this section shall develop and implement policies and procedures for

- (1) identifying supplies or equipment that, because of the intended use, must be cleaned, disinfected, or sterilized to decrease the risk of infection;
- (2) cleaning, disinfecting, sterilizing, and storage of nondisposable supplies and equipment to prevent

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contamination and the transmission of infection through use;
(3) identifying potentially infectious materials that must be treated before disposal;
(4) handling, packaging, and disposing of materials and sharp instruments contaminated by pathological, biohazardous, or infectious waste; and
(5) maintaining a system for identifying and preventing usage of supplies with questionable sterility.

ST - M213 - Central Supply

Title Central Supply

Rule 7 AAC 12.342(c)

Type Rule

Regulation Definition

Central Supply; medical supplies and appliances - (c) A hospice agency that is subject to this section shall provide medical supplies and appliances, including drugs and biologicals, as needed for palliative care and management of terminal illness. The agency shall have a written policy to recommend to the client, the client's family, or the caregiver the destruction, or disposal, as appropriate, of drugs, including scheduled drugs, chemicals, and biologicals that are used in the care of the client and maintained in a client ' s home if the drugs, chemicals, or biologicals have expired or are no longer needed by the client.

Interpretive Guideline

ST - M214 - Administration

Title Administration

Rule 7 AAC 12.329(a)

Type Rule

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Regulation Definition

Administration - (a) A full-service hospice agency shall maintain administrative control over the services provided by the agency. The agency may not delegate administrative and supervisory functions to another agency, individual, or organization. The hospice agency shall describe in writing

- (1) the services provided by the agency;
- (2) the services provided by contract or another arrangement;

and

- (3) the lines of authority for the delegation of responsibility to the client care level

Interpretive Guideline

ST - M215 - Administration

Title Administration

Rule 7 AAC 12.329(b)

Type Rule

Regulation Definition

Administration - (b) A full-service or volunteer hospice agency shall have a program director who is responsible for the daily management of the hospice program. The administrator of the agency may act as program director. The program director must have education, experience, and knowledge related to hospice care or related home health program care appropriate to the fulfillment of the responsibilities described in (c) and (d) of this section, as applicable. The agency shall develop written documentation setting out the responsibilities and authority of the program director. If the program director 's position becomes vacant, the agency shall notify the department within 48 hours and provide, if available, the name of the replacement. The agency shall designate, in writing, a qualified individual to act in the capacity described in this subsection in the program

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director ' s absence.

ST - M216 - Administration

Title Administration

Rule 7 AAC 12.329(c)(1-5)

Type Rule

Regulation Definition

Interpretive Guideline

Administration - (c) The program director for a full-service or volunteer hospice agency shall

- (1) have authority to manage, and responsibility for managing, the business affairs and overall operation of the agency;
- (2) organize and direct the agency ' s ongoing functions;
- (3) implement and regularly evaluate policies and procedures for the management and operation of the hospice and evaluation of the overall program performance of the agency;
- (4) establish an organizational structure appropriate for directing the work of hospice employees, contractors, and volunteers in accordance with the agency ' s policies and procedures;
- (5) ensure that employees and ancillary staff receive orientation to their responsibilities and to the hospice program;

ST - M217 - Administration

Title Administration

Rule 7 AAC 12.329(c)(6-10)

Type Rule

Regulation Definition

Interpretive Guideline

Administration - (c) The program director for a full-service or

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volunteer hospice agency shall

(6) evaluate the functions and activities of employees and ancillary staff to assure conformance with applicable state and federal laws, agency policies and procedures, and applicable professional standards;

(7) maintain a liaison between the governing body, any professional committee, and the employees and volunteers;

(8) report to the governing body at least annually regarding agency operation;

(9) ensure adequate continuing education and evaluation of staff; and

(10) evaluate the recommendations of agency committees and consultants.

ST - M218 - Administration

Title Administration

Rule 7 AAC 12.329(d)(1)

Type Rule

Regulation Definition

Administration - (d) In addition to fulfilling the responsibilities described in (c) of this section, the program director for a full-service hospice agency shall

(1) employ qualified personnel;

(2) designate a nurse coordinator, and ensure the involvement of the nurse coordinator in decisions regarding employees and contract staff; and

(3) ensure that the agency has an institutional budget plan that includes

(A) an annual operating budget; and

(B) a capital expenditure plan for the next three years.

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ST - M230 - Plan of Care

Title Plan of Care

Rule 7 AAC 12.319(a)

Type Rule

Regulation Definition

Plan of Care - (a) The interdisciplinary team designated under 7 AAC 12.327 by a full-service hospice agency shall develop and maintain a written plan of care for each client admitted to a hospice program. The agency shall ensure that care provided to a client is in accordance with the plan of care.

Interpretive Guideline

ST - M231 - Plan of Care

Title Plan of Care

Rule 7 AAC 12.319(b)

Type Rule

Regulation Definition

Plan of Care - (b) The hospice agency shall review each client's plan of care and document each review in the client 's clinical record. The agency shall update the plan of care at intervals specified in the plan of care, or more frequently if determined necessary by the

- (1) medical director;
- (2) attending physician;
- (3) advanced nurse practitioner responsible for the client 's care; or
- (4) interdisciplinary team.

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ST - M232 - Plan of Care

Title Plan of Care

Rule 7 AAC 12.319(c)(1-7)

Type Rule

Regulation Definition

Interpretive Guideline

Plan of Care - (c) Each plan of care must address client and family problems and needs, goals and objectives, the frequency and type of services, the level of care to be provided, agreed-upon outcomes, prescribed or required medical equipment, and evidence of client and family understanding, agreement, and involvement with the plan of care. The interdisciplinary team shall consider the need for at least the following services when developing the plan of care:

- (1) social work services;
- (2) nursing care;
- (3) counseling;
- (4) pastoral care;
- (5) volunteer visits to provide comfort, companionship, and respite;
- (6) bereavement services to be provided for at least one year after the death of the person who is terminally ill;
- (7) medical services.

ST - M233 - Plan of Care

Title Plan of Care

Rule 7 AAC 12.319(d)

Type Rule

Regulation Definition

Interpretive Guideline

Plan of Care - (d) The hospice agency shall designate a

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registered nurse to coordinate each client's overall plan of care.

ST - M234 - Plan of Care

Title Plan of Care

Rule 7 AAC 12.319(e)

Type Rule

Regulation Definition

Plan of Care - (e) The hospice agency shall promptly alert the attending physician or advanced nurse practitioner of conditions that may require a change to a plan of care. The agency must obtain a verbal order from the attending physician or advanced nurse practitioner, or from the medical director, before making any change to a client ' s medical treatment. The agency shall ensure that signed written orders are in the client ' s file within 21 days after the verbal order was taken.

Interpretive Guideline

ST - M245 - Social work service

Title Social work service

Rule 7 AAC 12.700(a)

Type Rule

Regulation Definition

Social work service - (a) A facility that provides social work services must retain a social worker licensed under AS 08.95 as an employee or consultant of the facility.

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ST - M246 - Social work service

Title Social work service

Rule 7 AAC 12.700(b)

Type Rule

Regulation Definition

Social work service - A facility that provides social work services must identify and provide interventions in response to the medically-related mental, behavioral, psychosocial, and advocacy needs of a patient. Social work services must assist staff, patients, and patients' families to understand and cope with emotional and social problems associated with health care.

Interpretive Guideline

ST - M247 - Social work service

Title Social work service

Rule 7 AAC 12.335(a)(1-2)

Type Rule

Regulation Definition

Social Work Services - (a) A full-service hospice agency shall provide social work services required by 7 AAC 12.316(a)(3)
(1) under the direction of a physician or advanced nurse practitioner; and
(2) by a social worker who
(A) has a master 's degree from a social work curriculum accredited by the Council on Social Work Education; and
(B) is licensed as a clinical social worker or a master social worker under AS 08.95.

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ST - M248 - Social Worker Education

Title Social Worker Education

Rule 7 AAC 12.700(c)(d)

Type Rule

Regulation Definition

Interpretive Guideline

Social Worker Education - (c) A social services specialist must have a baccalaureate degree in social work or in a human service field, and at least one year of social work experience in a health care setting. A social services specialist shall act as an assistant to the social worker and shall

- (1) perform services delegated by the social worker, in accordance with the plan of care;
- (2) assist in preparing clinical progress notes;
- (3) participate in the interdisciplinary team meetings; and
- (4) participate in in-service training.

(d) In this section, "human service field" means sociology, special education, rehabilitation counseling, psychology, or another field related to social work.

ST - M249 - Social work services

Title Social work services

Rule 7 AAC 12.335(b)

Type Rule

Regulation Definition

Interpretive Guideline

Social work services - (b) The social worker must be available to the extent necessary to meet the needs of clients and their families for care that is reasonable and necessary for palliative care and management of terminal illness and related conditions.

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ST - M250 - Social work services

Title Social work services

Rule 7 AAC 12.335(c)

Type Rule

Regulation Definition

Social work services - (c) In addition to performing the duties set out in 7 AAC 12.700(a)(1) - (6), the social worker shall provide ongoing psychosocial assessment of the family ' s capacity to cope with the client ' s terminal condition.

Interpretive Guideline

ST - M296 - Counseling services

Title Counseling services

Rule 7 AAC 12.337(a)

Type Rule

Regulation Definition

Counseling services - (a) A full-service hospice agency shall develop an organized program to provide spiritual, emotional, bereavement, and other counseling services under the supervision of a qualified professional. Counseling services may include the provision of written material, social reorientation, and group support.

Interpretive Guideline

ST - M297 - Counseling services

Title Counseling services

Rule 7 AAC 12.337(b)

Type Rule

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Regulation Definition

Counseling services - (b) While the client is receiving hospice care, a full-service hospice agency shall make available spiritual, emotional, and other counseling services to the client and to the client ' s family as reasonable and necessary for palliative care and management of terminal illness and related conditions.

Interpretive Guideline

ST - M298 - Counseling services

Title Counseling services

Rule 7 AAC 12.337(c)

Type Rule

Regulation Definition

Counseling services - (c) A full-service hospice agency shall make available bereavement counseling to assist the client's family and caregivers in coping with grief experienced after the client's death.

Interpretive Guideline

ST - M299 - Counseling services

Title Counseling services

Rule 7 AAC 12.337(d)(1-4)

Type Rule

Regulation Definition

Counseling services - (d) Any spiritual counseling, if desired by the client or the client's family, must be provided by a pastoral or spiritual counselor recognized by the governing body to be capable of providing spiritual, religious, and emotional support to the client and, as necessary, the client ' s family. The hospice agency may not request or require the

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client or the client ' s family to accept any value or belief system. The pastoral or spiritual counselor shall

- (1) regularly reassess the spiritual needs of the client and the client's family related= to the changing status of the client ' s terminal condition;
- (2) support and assist the client, the client ' s family, or both;
- (3) develop and maintain contact, subject to the client ' s approval, with the client ' s identified religious representative; and
- (4) be a member of the interdisciplinary team.

ST - M300 - Counseling services

Title Counseling services

Rule 7 AAC 12.337(e)

Type Rule

Regulation Definition

Counseling services - (e) A full-service hospice agency shall make available dietary counseling to the client, the client ' s family, or caregivers, as necessary, including counseling that will assist the family or caregiver in preparing food for the client. The agency shall ensure that dietary counseling is related to the client ' s needs rather than the personal needs of the family or caregiver. Dietary counseling shall be provided to clients who experience difficulty in meeting nutritional needs, including clients with dysphasia or other swallowing problems, problems with enteral feedings, or nutritional issues resulting from nausea, vomiting, or the dying process. Dietary counseling must be provided by a registered nurse or other person with relevant education or training. In this subsection, "enteral feeding" means the delivery of liquid feedings through a tube for individuals who have a functioning gastrointestinal tract, but are unable to orally ingest adequate nutrients to meet their metabolic and nutritional needs.

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ST - M305 - Licensure

Title Licensure

Rule 7 AAC 12.312(a)

Type Rule

Regulation Definition

Interpretive Guideline

Licensure - (a) Unless the department issues a waiver under 7 AAC 12.310(e), an individual or entity must obtain a license from the department under 7 AAC 12.610 and this section if the individual or entity seeks to

- (1) conduct, maintain, or operate a hospice agency;
- (2) participate in conducting, maintaining, or operating a hospice agency; or
- (3) represent that the individual or entity will provide hospice services.

ST - M306 - Licensure

Title Licensure

Rule 7 AAC 12.312(b)(1-2)

Type Rule

Regulation Definition

Interpretive Guideline

Licensure - (b) A hospice agency may have more than one office that is either a branch office or a subunit of the parent agency. Each parent agency and each branch office or subunit must be assigned a distinctive name. For purposes of this section,

- (1) a branch office is located in the same service area as the parent agency and shares administration, supervision, and service with the parent agency on a daily basis; a branch office is not required to be separately licensed under this chapter;

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and

(2) a subunit is located outside the service area where the parent agency is located, and does not share administration, supervision, and services with the parent agency on a daily basis; a subunit must be separately licensed under this chapter.

ST - M307 - Licensure

Title Licensure

Rule 7 AAC 12.312(c)

Type Rule

Regulation Definition

Licensure - (c) The completed application submitted to the department must contain

- (1) the applicant ' s name and address;
- (2) the location of the hospice agency and each of its subunits and branch offices;
- (3) identification of each person administratively responsible for the hospice program, including each person ' s name, address, telephone number, and affiliation, if any, with a licensed home health agency, hospital, or other health care facility;
- (4) identification of the proposed service area;
- (5) a list of hospice services directly provided by the hospice agency;
- (6) a list of any hospice services to be provided through a contractual agreement, including each provider ' s name, address, and telephone number; and
- (7) any additional information specified by the department as necessary to determine that the applicant is a hospice agency.

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ST - M308 - Inspections

Title Inspections

Rule 7 AAC 12.314(a)

Type Rule

Regulation Definition

Inspections - (a) The department will inspect each hospice agency, and may inspect each subunit or branch office of a hospice agency, after the initial application as specified in AS 47.32 and 7 AAC 12.610, and subsequently as specified in AS 47.32, 7 AAC 10.9600 - 7 AAC 10.9620, and 7 AAC 12.925.

Interpretive Guideline

ST - M309 - Inspections

Title Inspections

Rule 7 AAC 12.314(b)

Type Rule

Regulation Definition

Inspections - (b) The department will announce in advance any visit conducted in the home of a hospice client. The department will conduct the visit only with the client ' s permission. The department will consider the client ' s health in determining whether to visit the client in the home. A client ' s refusal to permit a home visit by the department does not affect the hospice agency ' s licensure.

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ST - M310 - Governing Body

Title Governing Body

Rule 7 AAC 12.325(1)

Type Rule

Regulation Definition

Governing Body - A hospice agency must have a governing body that assumes full legal responsibility for determining, implementing, and monitoring the policies that govern operation of the hospice. In addition to meeting the applicable requirements of 7 AAC 12.630, the governing body shall

(1) adopt, and revise as necessary, written bylaws that provide for the

- (A) election or appointment of officers and committees;
- (B) appointment of a local advisory board of individuals who reside in the service area, if the governing body is outside the state; and
- (C) establishment of the frequency of meetings;

Interpretive Guideline

ST - M311 - Governing Body

Title Governing Body

Rule 7 AAC 12.325(2)

Type Rule

Regulation Definition

Governing Body - A hospice agency must have a governing body that assumes full legal responsibility for determining, implementing, and monitoring the policies that govern operation of the hospice. In addition to meeting the applicable requirements of 7 AAC 12.630, the governing body shall

- (2) establish a written mission statement that is consistent

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with hospice philosophy;

ST - M312 - Governing Body

Title Governing Body

Rule 7 AAC 12.325(3)

Type Rule

Regulation Definition

Governing Body - A hospice agency must have a governing body that assumes full legal responsibility for determining, implementing, and monitoring the policies that govern operation of the hospice. In addition to meeting the applicable requirements of 7 AAC 12.630, the governing body shall (3) designate as program director an individual who meets the requirements of 7 AAC 12.329(b);

Interpretive Guideline

ST - M313 - Governing Body

Title Governing Body

Rule 7 AAC 12.325(4)

Type Rule

Regulation Definition

Governing Body - A hospice agency must have a governing body that assumes full legal responsibility for determining, implementing, and monitoring the policies that govern operation of the hospice. In addition to meeting the applicable requirements of 7 AAC 12.630, the governing body shall (4) provide for systematic and effective communication between the community, governing body, and the program director of the hospice agency;

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ST - M314 - Governing Body

Title Governing Body

Rule 7 AAC 12.325(5-6)

Type Rule

Regulation Definition

Governing Body - A hospice agency must have a governing body that assumes full legal responsibility for determining, implementing, and monitoring the policies that govern operation of the hospice. In addition to meeting the applicable requirements of 7 AAC 12.630, the governing body shall

- (5) ensure that services provided are consistent with hospice philosophy and the requirements of this chapter; and
- (6) provide sufficient staff, supplies, and equipment to meet client needs.

Interpretive Guideline

ST - M315 - Professional advisory committee

Title Professional advisory committee

Rule 7 AAC 12.326(a)

Type Rule

Regulation Definition

Professional advisory committee - (a) The governing body of a full-service hospice agency shall appoint a professional advisory committee. The committee shall meet at least twice each year to advise and monitor the agency and shall report its findings in writing to the governing body. The committee must consist of

- (1) the program director;
- (2) a physician or advanced nurse practitioner;
- (3) a registered nurse;

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- (4) a member of the public who resides in the agency's service area and who is not an owner or employee of the agency; and
- (5) at least one representative from one of the client care services provided by the agency.

ST - M316 - Professional advisory committee

Title Professional advisory committee

Rule 7 AAC 12.326(b)

Type Rule

Regulation Definition

Professional advisory committee - (b) At least once each year, the professional advisory committee shall conduct an overall program evaluation of the hospice agency and forward the results of that evaluation in writing to the governing body of the agency. The evaluation must include a review of

(1) the agency 's policies and procedures governing the scope of services offered, including acceptance and discharge of clients, medical supervision, plans of care, emergency care, the quality improvement program, and other relevant professional issues; and

(2) the results of quality improvement activities conducted under 7 AAC 12.323, including clinical record reviews.

Interpretive Guideline

ST - M317 - Professional advisory committee

Title Professional advisory committee

Rule 7 AAC 12.326(c)

Type Rule

Regulation Definition

Professional advisory committee - (c) The professional advisory committee shall maintain each agency review as a

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separate administrative record.

ST - M318 - Professional advisory committee

Title Professional advisory committee

Rule 7 AAC 12.326(d)

Type Rule

Regulation Definition

Professional advisory committee - (d) The hospice agency shall document the professional advisory committee ' s involvement and communication with the governing body and the director of the hospice agency.

Interpretive Guideline

ST - M327 - Infection Control

Title Infection Control

Rule 7 AAC 12.341

Type Rule

Regulation Definition

Infection Control - A hospice agency shall develop and implement written policies and procedures applicable to all agency staff that

- (1) minimize the risk of transmitting infection in all client care or services; and
- (2) provide for the safe handling and disposal of pathological, biohazardous, or infectious materials.

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ST - M330 - Pharmaceutical Hospice Services

Title Pharmaceutical Hospice Services

Rule 7 AAC 12.343(a)

Type Rule

Regulation Definition

Pharmaceutical Hospice Services - (a) A full-service hospice agency is subject to this section unless the agency provides inpatient care on agency premises. An agency that provides inpatient care on agency premises shall comply with 7 AAC 12.680. A hospice agency that is subject to this section shall develop policies and procedures for the dispensing and administering of drugs and biologicals related to hospice treatment. Whether drugs and biologicals are obtained from a pharmacist or are stocked by the agency, the agency is responsible for ensuring that

- (1) drugs and biologicals are provided as needed for its clients for palliative care and the management of the terminal illness and related conditions; and
- (2) pharmaceutical services are provided in accordance with the client's plan of care, the agency's written policies and procedures, and applicable federal, state, and municipal statutes, ordinances, and regulations, including AS 08.68, AS 08.80, 12 AAC 44, and 12 AAC 52.

Interpretive Guideline

ST - M331 - Pharmaceutical Hospice Services

Title Pharmaceutical Hospice Services

Rule 7 AAC 12.343(b)

Type Rule

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Regulation Definition

Interpretive Guideline

Pharmaceutical Hospice Services - (b) Only a physician or advanced nurse practitioner may order medications for the client. If the medication order is verbal,

- (1) the physician or advanced nurse practitioner may give the order only to a licensed nurse, pharmacist, or another physician or advanced nurse practitioner; and
- (2) the individual receiving the order must record and sign it immediately and have the prescribing physician or advanced nurse practitioner sign it within 21 days after the date of signature.

ST - M332 - Pharmaceutical Hospice Services

Title Pharmaceutical Hospice Services

Rule 7 AAC 12.343(c)

Type Rule

Regulation Definition

Interpretive Guideline

Pharmaceutical Hospice Services - (c) Medication may be administered only by a licensed nurse or, if the attending physician or advanced nurse practitioner has approved, by

- (1) the client;
- (2) a member of the client's family; or
- (3) a caregiver designated by the client.

ST - M340 - Quality improvement plan

Title Quality improvement plan

Rule 7 AAC 12.323(a)

Type Rule

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Regulation Definition

Quality improvement plan - (a) A full-service hospice agency shall conduct an ongoing comprehensive self-assessment of the quality and appropriateness of care provided, including inpatient care and care provided under contract. The agency shall document the findings from its self-assessment and use them to correct identified problems and to revise hospice policies as necessary.

Interpretive Guideline

ST - M341 - Quality improvement plan

Title Quality improvement plan

Rule 7 AAC 12.323(b)(1)

Type Rule

Regulation Definition

Quality improvement plan - (b) A full-service hospice agency shall establish a quality improvement plan for continually
(1) monitoring and evaluating care provided;

Interpretive Guideline

ST - M342 - Quality improvement plan

Title Quality improvement plan

Rule 7 AAC 12.323(b)(2)

Type Rule

Regulation Definition

Quality improvement plan - (b) A full-service hospice agency shall establish a quality improvement plan for continually
(2) identifying existing and potential issues;

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ST - M343 - Quality improvement plan

Title Quality improvement plan

Rule 7 AAC 12.323(b)(3)

Type Rule

Regulation Definition

Quality improvement plan - (b) A full-service hospice agency shall establish a quality improvement plan for continually (3) proposing and implementing improvements, and reevaluating care provided to determine if further improvement is possible or necessary.

Interpretive Guideline

ST - M344 - Quality improvement plan

Title Quality improvement plan

Rule 7 AAC 12.323(c)(1-8)

Type Rule

Regulation Definition

Quality improvement plan - (c) The plan required under (b) of this section must include an analysis of

- (1) a quarterly clinical record review conducted as required under (f) of this section;
- (2) data derived from client assessments;
- (3) current clinical practice guidelines and professional practice standards applicable to clients in the home;
- (4) utilization of services;
- (5) measures of staff performance;
- (6) medical and other professional evaluation of the agency 's caregiving system;
- (7) client and family satisfaction surveys; and
- (8) client complaints and the resolution process for those

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complaints.

ST - M345 - Quality improvement plan

Title Quality improvement plan

Rule 7 AAC 12.323(d)

Type Rule

Regulation Definition

Quality improvement plan - (d) The quality improvement program must include problem identification, corrective action, and subsequent monitoring of identified problems.

Interpretive Guideline

ST - M346 - Quality improvement plan

Title Quality improvement plan

Rule 7 AAC 12.323(e)

Type Rule

Regulation Definition

Quality improvement plan - (e) A full-service hospice agency shall review a client ' s clinical record at least every 30 days during which the client receives hospice services to determine the adequacy of the plan of care and appropriateness of continued care.

Interpretive Guideline

ST - M347 - Quality improvement plan

Title Quality improvement plan

Rule 7 AAC 12.323(f)

Type Rule

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Regulation Definition

Quality improvement plan - (f) The quarterly clinical review required under (c)(1) of this section must be conducted by a multidisciplinary team of health professionals representing the services provided by the hospice agency. The review must consist of at least 10 percent of both active and closed records in that quarter to determine if applicable state laws and agency policies are properly followed.

Interpretive Guideline

ST - M375 - Clinical and administrative records

Title Clinical and administrative records

Rule 7 AAC 12.339(a)

Type Rule

Regulation Definition

Clinical and administrative records - (a) A hospice agency shall establish and maintain a clinical record for each client receiving care and services. The record must provide for identification, security, confidentiality, control, retrieval, and preservation of client care data and information. Each clinical record must be a comprehensive compilation of information. The agency shall ensure that entries are

- (1) made for all services provided, whether furnished directly by or indirectly through the agency; and
- (2) made and signed by the staff providing the services.

Interpretive Guideline

ST - M376 - Clinical and administrative records

Title Clinical and administrative records

Rule 7 AAC 12.339(b)

Type Rule

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Regulation Definition

Clinical and administrative records - (b) Each client ' s clinical record must contain

- (1) appropriate identifying information;
 - (2) assessments by appropriate personnel;
 - (3) the client ' s plan of care;
 - (4) the name of the attending physician or advanced nurse practitioner;
 - (5) signed and dated progress notes;
 - (6) copies of summary reports sent to the attending physician or advanced nurse practitioner;
 - (7) a signed client release or consent form;
 - (8) documentation of informed consent regarding the initiation of care and treatment and changes in the plan of care;
 - (9) evidence that the client was informed regarding advance health care directives and client rights as described in 7 AAC 12.320;
 - (10) copies of any transfer information sent with the client;
- and
- (11) a discharge summary, if appropriate.

Interpretive Guideline

ST - M377 - Clinical and administrative records

Title Clinical and administrative records

Rule 7 AAC 12.339(c)

Type Rule

Regulation Definition

Clinical and administrative records - (c) Clinical progress notes must be written or dictated on the day that care or service is provided. The clinical progress notes must be incorporated into the client ' s clinical record within seven days.

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ST - M378 - Clinical and administrative records

Title Clinical and administrative records

Rule 7 AAC 12.339(d)

Type Rule

Regulation Definition

Interpretive Guideline

Clinical and administrative records - (d) A hospice agency shall have written policies and procedures to ensure that clinical records are

- (1) legibly written in ink or typed, and suitable for photocopying;
- (2) readily available to authorized personnel during operating hours of the agency;
- (3) protected from damage;
- (4) if electronic, protected by security software designed to ensure confidentiality;
- (5) retained for at least five years after the date of discharge, or in the case of a minor, three years after the client turns 21 years of age; agency policies and procedures must provide for record retention even if the agency discontinues operation;
- (6) disposed of using a method that will prevent retrieval and subsequent use of information; and
- (7) transferred with the client if the client transfers to another agency or health facility; the transferred record may be
 - (A) a copy; or
 - (B) an abstract and a summary report.

ST - M379 - Clinical and administrative records

Title Clinical and administrative records

Rule 7 AAC 12.339(e)

Type Rule

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Regulation Definition

Interpretive Guideline

Clinical and administrative records - (e) In addition to maintaining clinical records as described in this section, a hospice agency shall maintain administrative records that, at a minimum, include

- (1) minutes of governing body meetings;
- (2) all receipts and expenditures; and
- (3) training provided to paid staff and volunteers.

ST - M400 - Physical Therapy Service

Title Physical Therapy Service

Rule 7 AAC 12.334(1-2)

Type Rule

Regulation Definition

Interpretive Guideline

Physical Therapy Services - A full-service hospice agency may provide physical therapy services. If the agency provides physical therapy services, the agency shall ensure that

- (1) the physical therapist and any physical therapist assistant meet the requirements of 7 AAC 12.690; and
- (2) in fulfilling supervisory duties required under 7 AAC 12.690, the physical therapist makes supervisory visits to the client ' s residence at least every two weeks to
 - (A) evaluate the effectiveness of the services furnished by any physical therapy assistant; and
 - (B) document the client ' s condition in the clinical record.

ST - M401 - Physical Therapy Services

Title Physical Therapy Services

Rule 7 AAC 12.690(a)

Type Rule

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Regulation Definition

Physical Therapy Service - (a) A facility that provides physical therapy services must retain, as an employee or under contract as a consultant of the facility, a physical therapist licensed under AS 08.84. If treatment is to be rendered by a physical therapy assistant, the physical therapy assistant must be licensed under AS 08.84, and the treatment must be planned, delegated, and supervised by the physical therapist.

Interpretive Guideline

ST - M402 - Physical Therapy Service

Title Physical Therapy Service

Rule 7 AAC 12.690(b)

Type Rule

Regulation Definition

Physical Therapy Service - (b) A physical therapist may evaluate a patient and establish a treatment program only upon written or verbal instructions from the treating physician. A treatment program and any modification to it must be approved by the referring physician. A physical therapist may accept a verbal order of a physician.

Interpretive Guideline

ST - M403 - Physical Therapy Service

Title Physical Therapy Service

Rule 7 AAC 12.690(c)

Type Rule

Regulation Definition

Physical Therapy Service - (c) A physical therapist shall perform the following duties or, if one or more of these duties is delegated to a physical therapy assistant, the physical

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therapist shall ensure that the duties are properly performed:

- (1) enter each treatment into the patient's medical record;
- (2) prepare clinical progress notes;
- (3) prepare summaries of care.

ST - M404 - Occupational Therapy Service

Title Occupational Therapy Service

Rule 7 AAC 12.710(a)

Type Rule

Regulation Definition

Occupational Therapy Service - (a) A facility which provides occupational therapy services must retain an occupational therapist as an employee or consultant of the facility.

Interpretive Guideline

ST - M405 - Occupational Therapy Service

Title Occupational Therapy Service

Rule 7 AAC 12.710(c)

Type Rule

Regulation Definition

Occupational Therapy Service - (c) An occupational therapist shall directly supervise assistants.

Interpretive Guideline

ST - M418 - Contracts

Title Contracts

Rule 7 AAC 12.344(1-3)

Type Rule

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Regulation Definition

Contracts - If a hospice agency contracts with another entity or agent to perform services for or provide resources to the agency, the agency shall monitor and control those services and resources. In addition to meeting the requirements of 7 AAC 12.910, the agency shall ensure that the contract

- (1) provides that clients are accepted for care or services only by the contracting agency;
- (2) requires the contractor to conform to all applicable agency policies, including personnel qualifications;
- (3) delineates the role of the hospice and of the contractor in the admission process, patient and family assessment, and the interdisciplinary team care conferences;

Interpretive Guideline

ST - M419 - Contracts

Title Contracts

Rule 7 AAC 12.344(4-7)

Type Rule

Regulation Definition

Contracts - If a hospice agency contracts with another entity or agent to perform services for or provide resources to the agency, the agency shall monitor and control those services and resources. In addition to meeting the requirements of 7 AAC 12.910, the agency shall ensure that the contract

- (4) specifies the contractor ' s responsibility for participating in developing a plan of care; this paragraph does not apply to a volunteer hospice agency;
- (5) specifies that the contracted services may be provided only with the express authorization of the agency;
- (6) specifies the manner in which the agency will control, coordinate, and evaluate the care or services; and
- (7) identifies the procedures for payment for services

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furnished under the contract.

ST - M420 - Contracts

Title Contracts

Rule 7 AAC 12.910(a)

Type Rule

Regulation Definition

Interpretive Guideline

Contracts - A facility may contract with another facility or agent to perform services or provide resources to the facility.

ST - M421 - Contracts

Title Contracts

Rule 7 AAC 12.910(b)

Type Rule

Regulation Definition

Interpretive Guideline

Contracts - Services regulated under this chapter which are provided by contract must meet the requirements of this chapter.

ST - M422 - Contracts

Title Contracts

Rule 7 AAC 12.910(c)

Type Rule

Regulation Definition

Interpretive Guideline

Contracts - (c) A contract for resources or services required by regulation and not provided directly by a facility must be in

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writing, must be dated and signed by both parties, and must

(1) specify the respective functions and responsibilities of the contractor and the facility, and the frequency of onsite consultation by the contractor;

(2) identify the type and frequency of services to be furnished;

(3) specify the qualifications of the personnel providing services;

(4) require documentation that services are provided in accordance with the agreement;

(5) specify how and when communication will occur between the facility and the contractor;

(6) specify the manner in which the care or services will be controlled, coordinated, supervised, and evaluated by the facility;

(7) identify the procedures for payment for services furnished under the contract; and

(8) include the current license or registration number of the contractor, if required by state statute or regulation.

ST - M424 - Professional Management

Title Professional Management

Rule 7 AAC 12.331(a)

Type Rule

Regulation Definition

Professional Management - (a) A full-service hospice agency shall have a physician or advanced nurse practitioner to serve as medical director and assume overall responsibility for each client 's care program. The medical director shall be a member of and oversee the interdisciplinary team and the professional advisory committee. The medical director's duties include verifying that certification of terminal illness has been issued in accordance with 7 AAC 12.318(a)(2).

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ST - M425 - Professional Management

Title Professional Management

Rule 7 AAC 12.331(b)(1-3)

Type Rule

Regulation Definition

Professional Management - (b) The program director shall designate a registered nurse to serve as the nurse coordinator. The nurse coordinator shall

- (1) supervise the agency ' s employees and contracted staff;
- (2) be available at all times for consultation during regular office hours or have a qualified designee if the nurse coordinator is on leave status or otherwise unavailable to the agency;
- (3) ensure that the agency has sufficient staff to meet patient needs;

Interpretive Guideline

ST - M426 - Professional Management

Title Professional Management

Rule 7 AAC 12.331(b)(4-6)

Type Rule

Regulation Definition

Professional Management - (b) The program director shall designate a registered nurse to serve as the nurse coordinator. The nurse coordinator shall

- (4) be responsible for the development of nursing objectives, policies, and procedures consistent with hospice philosophy;
- (5) establish staffing and on-call schedules for nursing staff to ensure the availability of nursing services 24 hours a day, seven days a week; and

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(6) participate in the developing job descriptions and making employment decisions affecting hospice personnel who provide direct services.

ST - M427 - Professional Management

Title Professional Management

Rule 7 AAC 12.331(c)(1-2)

Type Rule

Regulation Definition

Interpretive Guideline

Professional Management - (c) The program director shall have authority over and responsibility for the

(1) functions, activities, and evaluation of professional and ancillary staff to assure conformance with applicable state and federal laws, agency policies and procedures, and applicable professional standards; and

(2) implementation of client care policies and procedures.

ST - M428 - Professional Management

Title Professional Management

Rule 7 AAC 12.331(d)(1-4)

Type Rule

Regulation Definition

Interpretive Guideline

Professional Management - (d) The agency shall provide nursing care and services by or under the supervision of a registered nurse. Nursing services must be directed and staffed to assure that each client's nursing needs are met.

Hospice nursing services include

(1) identifying the physical, psychosocial, and environmental needs of the client and the client ' s family;

(2) conducting detailed and comprehensive assessments of

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each client upon admission and when significant changes occur in the client ' s condition;

- (3) addressing symptom management and comfort care needs;
- (4) implementing client teaching based on the client ' s needs consistent with agency policies and procedures, including demonstration, supervision, and evaluation;

ST - M429 - Professional Management

Title Professional Management

Rule 7 AAC 12.331(d)(5-8)

Type Rule

Regulation Definition

Professional Management - (d) The agency shall provide nursing care and services by or under the supervision of a registered nurse. Nursing services must be directed and staffed to assure that each client's nursing needs are met.

Hospice nursing services include

- (5) documenting problems, appropriate goals, interventions, and client and family response to hospice care;
- (6) coordination of all client and family services;
- (7) supervision of other nursing personnel; and
- (8) preparation of clinical progress notes.

Interpretive Guideline

ST - M446 - Interdisciplinary Team

Title Interdisciplinary Team

Rule 7 AAC 12.327(a)

Type Rule

Regulation Definition

Interdisciplinary Team - (a) A full-service hospice agency

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shall designate an interdisciplinary team composed of individuals who provide or supervise the care and services offered by the agency. The interdisciplinary team must include at least a

- (1) physician;
- (2) registered nurse;
- (3) social worker described in 7 AAC 12.335 and 7 AAC 12.700;
- (4) pastoral or other spiritual counselor; and
- (5) volunteer coordinator or representative, if applicable.

ST - M447 - Interdisciplinary Team

Title Interdisciplinary Team

Rule 7 AAC 12.327(b)

Type Rule

Regulation Definition

Interpretive Guideline

Interdisciplinary Team - (b) If the agency provides one or more of the following services, the interdisciplinary team may also include a representative for that service:

- (1) physical therapy;
- (2) occupational therapy;
- (3) speech pathology;
- (4) home health services.

ST - M448 - Interdisciplinary Team

Title Interdisciplinary Team

Rule 7 AAC 12.327(c)

Type Rule

Regulation Definition

Interpretive Guideline

Interdisciplinary Team - (c) Nothing in this section precludes

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an agency from designating additional individuals to join the interdisciplinary team on a regular or as-needed basis.

ST - M449 - Interdisciplinary Team

Title Interdisciplinary Team

Rule 7 AAC 12.327(d)(1-5)

Type Rule

Regulation Definition

Interdisciplinary Team - (d) The interdisciplinary team shall

- (1) participate in the development and maintenance of the plan of care for each client of the agency;
- (2) establish the policies governing the daily provision of hospice care and service;
- (3) schedule and attend interdisciplinary team conferences at a frequency that is based on client needs;
- (4) document conference findings and conclusions; and
- (5) review and make any necessary revision of each plan of care as required under 7 AAC 12.319.

Interpretive Guideline

ST - M450 - Interdisciplinary Team

Title Interdisciplinary Team

Rule 7 AAC 12.327(e)

Type Rule

Regulation Definition

Interdisciplinary Team - (e) Each member of the interdisciplinary team must be qualified, in terms of applicable education and training. If the individual's profession requires licensing or certification, that license or certification must be current. The agency must maintain a written record for each team member that includes verification of applicable

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education, training, license, and certification. The agency shall review these records annually to ensure the records are current and accurate.

ST - M461 - Hiring, orientation, and training

Title Hiring, orientation, and training

Rule 7 AAC 12.338(a)(1-2)

Type Rule

Regulation Definition

Hiring, orientation, and training - (a) A full-service or volunteer hospice agency shall require each volunteer and each direct service provider

- (1) to submit a written application;
- (2) to undergo a screening interview and an interview after training;

Interpretive Guideline

ST - M462 - Hiring, orientation, and training

Title Hiring, orientation, and training

Rule 7 AAC 12.338(a)(3-5)

Type Rule

Regulation Definition

Hiring, orientation, and training - (a) A full-service or volunteer hospice agency shall require each volunteer and each direct service provider

- (3) to receive the orientation and training required
 - (A) under (b), (c), and (k) of this section, if a volunteer; and
 - (B) under (b) - (k) of this section, if a direct service provider;
- (4) to submit a confidentiality statement, signed by the volunteer or direct service provider, in which the volunteer or

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direct service provider agrees to follow the program's policy regarding confidentiality; and

(5) if the volunteer or direct service provider will transport individuals, to provide proof of

(A) the motor vehicle liability insurance required under AS 28.22.019; and

(B) a valid driver's license issued by this state.

ST - M463 - Hiring, orientation, and training

Title Hiring, orientation, and training

Rule 7 AAC 12.338(b)

Type Rule

Regulation Definition

Hiring, orientation, and training - (b) Before allowing a volunteer or direct service provider to provide a hospice service, a full-service or volunteer hospice agency shall ensure that the individual receives an orientation of at least four hours that is specific to hospice services. The agency shall document this orientation within the first week of employment.

Interpretive Guideline

ST - M464 - Hiring, orientation, and training

Title Hiring, orientation, and training

Rule 7 AAC 12.338(c)(1-4)

Type Rule

Regulation Definition

Hiring, orientation, and training - (c) A full-service or volunteer hospice agency shall develop policies and procedures that define the agenda of the orientation. The orientation must include at least the following subjects:

(1) hospice philosophy;

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- (2) personal death awareness;
- (3) communication skills;
- (4) personnel issues;

ST - M465 - Hiring, orientation, and training

Title Hiring, orientation, and training

Rule 7 AAC 12.338(c)(5-9)

Type Rule

Regulation Definition

Hiring, orientation, and training - (c) A full-service or volunteer hospice agency shall develop policies and procedures that define the agenda of the orientation. The orientation must include at least the following subjects:

- (5) identification of hospice resource people;
- (6) stress management;
- (7) ethics and confidentiality;
- (8) stages of dying;
- (9) funeral arrangements.

Interpretive Guideline

ST - M466 - Hiring, orientation, and training

Title Hiring, orientation, and training

Rule 7 AAC 12.338(d)

Type Rule

Regulation Definition

Hiring, orientation, and training - (d) A full-service hospice agency shall develop policies and procedures to ensure that each indirect service volunteer receives an orientation applicable to the duties the volunteer will perform.

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ST - M467 - Hiring, orientation, and training

Title Hiring, orientation, and training

Rule 7 AAC 12.338(e)(1-4)

Type Rule

Regulation Definition

Hiring, orientation, and training - (e) A full-service hospice agency shall provide an educational program that offers a comprehensive overview of hospice philosophy and hospice care. The agency shall provide a minimum of 18 hours of education within a one-year period for each direct service provider delivering hospice care. The four hours of orientation training required under (b) of this section may be counted as part of the 18 hours required under this subsection. The educational program must include at least the following subjects:

- (1) hospice philosophy;
- (2) family dynamics;
- (3) pain and symptom management;
- (4) grief, loss, and transition;

Interpretive Guideline

ST - M468 - Hiring, orientation, and training

Title Hiring, orientation, and training

Rule 7 AAC 12.338(e)(5-9)

Type Rule

Regulation Definition

Hiring, orientation, and training - (e) A full-service hospice agency shall provide an educational program that offers a comprehensive overview of hospice philosophy and hospice care. The agency shall provide a minimum of 18 hours of

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education within a one-year period for each direct service provider delivering hospice care. The four hours of orientation training required under (b) of this section may be counted as part of the 18 hours required under this subsection. The educational program must include at least the following subjects:

- (5) psychological perspectives on death and dying;
- (6) spirituality;
- (7) communication skills;
- (8) volunteer roles;
- (9) multidisciplinary management.

ST - M469 - Hiring, orientation, and training

Title Hiring, orientation, and training

Rule 7 AAC 12.338(f)

Type Rule

Regulation Definition

Hiring, orientation, and training - (f) Documentation of completion of the education program described in (e) of this section is transferable from one hospice agency to another.

Interpretive Guideline

ST - M470 - Hiring, orientation, and training

Title Hiring, orientation, and training

Rule 7 AAC 12.338(g)

Type Rule

Regulation Definition

Hiring, orientation, and training - (g) A full-service hospice agency shall provide a program of continuing training directed at the maintenance of appropriate skill levels for hospice employees who provide services to clients and their families.

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ST - M471 - Hiring, orientation, and training

Title Hiring, orientation, and training

Rule 7 AAC 12.338(h)

Type Rule

Regulation Definition

Hiring, orientation, and training - (h) In addition to meeting the other requirements of this section, a full-service hospice agency shall conduct in each service area an orientation program for each new employee and annual in-service training for all employees, including volunteers and contractors, that covers the following topics:

- (1) agency policies and procedures;
- (2) job duties and responsibilities specific to each employee 's job;
- (3) recognition of and responses to potential fire, emergency, and home safety hazards;
- (4) principles and techniques of infection control; the agency shall verify that its employees, contractors, and volunteers who provide client care, receive training on
 - (A) universal precautions; in this subparagraph, "universal precautions" means the infectious control precautions that are recommended by the United States Department of Health and Human Services, Centers for Disease Control and Prevention, to be used to prevent the transmission of blood-borne germs such as human immunodeficiency virus and hepatitis B virus;
 - (B) the prevention, transmission, and treatment of tuberculosis;
- (5) ethics and confidentiality;
- (6) applicable state and federal law and the agency's policies and procedures;
- (7) functions of other employed health personnel, including functions of hospice volunteers;
- (8) coordination of services within the agency and with

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community services.

ST - M472 - Hiring, orientation, and training

Title Hiring, orientation, and training

Rule 7 AAC 12.338(i)

Type Rule

Regulation Definition

Hiring, orientation, and training - (i) A full-service hospice agency shall require cardiopulmonary resuscitation (CPR) training every two years for each employee who works directly with clients.

Interpretive Guideline

ST - M473 - Hiring, orientation, and training

Title Hiring, orientation, and training

Rule 7 AAC 12.338(j)

Type Rule

Regulation Definition

Hiring, orientation, and training - (j) To meet the training requirements of this section, a full-service hospice agency shall provide a nurse aide with at least 12 hours of in-service training each calendar year combined with six hours of additional training during the first year of employment. The 12 hours of in-service training must be based on the training needs identified through supervisory visits and the needs of the client being served by the agency. The agency shall provide training for all care duties not included in the basic competency skills identified in 7 AAC 12.333(c).

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ST - M474 - Hiring, orientation, and training

Title Hiring, orientation, and training

Rule 7 AAC 12.338(k)

Type Rule

Regulation Definition

Interpretive Guideline

Hiring, orientation, and training - (k) A full-service or volunteer hospice agency shall provide or arrange for a volunteer training and continuing education program that provides, at a minimum,

- (1) orientation and training for new volunteers to acquaint them with the philosophy, organization, services, practices and goals of the hospice program;
- (2) the psychosocial and psychological aspects of terminal disease;
- (3) family dynamics and psychosocial issues surrounding terminal disease, death, and bereavement;
- (4) communication skills; and
- (5) initial and continued training needs specific to the duties, responsibilities and competency of each volunteer.

ST - M485 - Advance health care directives; client rights

Title Advance health care directives; client rights

Rule 7 AAC 12.320(a)(1)

Type Rule

Regulation Definition

Interpretive Guideline

Advance health care directives; client rights - (a) Before initiation of care or services, a hospice agency shall provide each client who is 18 years of age or older, or the client's legal representative, with forms and information regarding

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(1) the client's right to make health care decisions, including the right to accept or refuse medical or surgical treatment, and the right to execute an advance health care directive and durable health care power of attorney;

ST - M486 - Advance health care directives; client rights

Title Advance health care directives; client rights

Rule 7 AAC 12.320(a)(2)

Type Rule

Regulation Definition

Advance health care directives; client rights - (a) Before initiation of care or services, a hospice agency shall provide each client who is 18 years of age or older, or the client's legal representative, with forms and information regarding (2) agency policies for implementing the client's right to make health care decisions;

Interpretive Guideline

ST - M487 - Advance health care directives; client rights

Title Advance health care directives; client rights

Rule 7 AAC 12.320(a)(3)

Type Rule

Regulation Definition

Advance health care directives; client rights - (a) Before initiation of care or services, a hospice agency shall provide each client who is 18 years of age or older, or the client's legal representative, with forms and information regarding (3) living wills and do-not-resuscitate orders;

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ST - M488 - Advance health care directives; client rights

Title Advance health care directives; client rights

Rule 7 AAC 12.320(a)(4)

Type Rule

Regulation Definition

Advance health care directives; client rights - (a) Before initiation of care or services, a hospice agency shall provide each client who is 18 years of age or older, or the client ' s legal representative, with forms and information regarding (4) persons who can provide additional information concerning advance health care directives and durable health care powers of attorney.

Interpretive Guideline

ST - M489 - Advance health care directives; client rights

Title Advance health care directives; client rights

Rule 7 AAC 12.320(b)(1)

Type Rule

Regulation Definition

Advance health care directives; client rights - (b) The governing body of the hospice agency shall protect and promote the rights of each hospice client, by assuring that (1) before services are provided, the client and the client ' s family are informed orally and in writing, in a language the client and the client's family understand, of the respective rights and obligations of the agency and the client; the agency shall document receipt of the notification of these rights and obligations by the client and the client ' s family;

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ST - M490 - Advance health care directives; client rights

Title Advance health care directives; client rights

Rule 7 AAC 12.320(b)(2)(A)

Type Rule

Regulation Definition

Interpretive Guideline

Advance health care directives; client rights - (2) each client receiving hospice services has the right to

(A) courteous and respectful treatment of person and property;

ST - M491 - Advance health care directives; client rights

Title Advance health care directives; client rights

Rule 7 AAC 12.320(b)(2)(B)

Type Rule

Regulation Definition

Interpretive Guideline

Advance health care directives; client rights - (2) each client receiving hospice services has the right to

(B) be free from physical and mental abuse, neglect, or mistreatment;

ST - M492 - Advance health care directives; client rights

Title Advance health care directives; client rights

Rule 7 AAC 12.320(b)(2)(C)

Type Rule

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Regulation Definition

Interpretive Guideline

Advance health care directives; client rights - (2) each client receiving hospice services has the right to (C) care or services from employees or contractors properly trained to perform assigned tasks;

ST - M493 - Advance health care directives; client rights

Title Advance health care directives; client rights

Rule 7 AAC 12.320(b)(2)(D)

Type Rule

Regulation Definition

Interpretive Guideline

Advance health care directives; client rights - (2) each client receiving hospice services has the right to (D) proper identification by name and title of each employee, contractor, or volunteer who provides hospice care to that client;

ST - M494 - Advance health care directives; client rights

Title Advance health care directives; client rights

Rule 7 AAC 12.320(b)(2)(E)

Type Rule

Regulation Definition

Interpretive Guideline

Advance health care directives; client rights - (2) each client receiving hospice services has the right to (E) the following information in advance of care or services:

- (i) the care and services to be provided;
- (ii) any changes in the care or services to be provided;
- (iii) the frequency of proposed visits for care or services;
- (iv) the agency ' s expectation of the client ' s responsibilities

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to participate in the client ' s own care or services;
(v) the name of the person supervising the care or services,
and how to contact the agency;

ST - M495 - Advance health care directives; client rights

Title Advance health care directives; client rights

Rule 7 AAC 12.320(b)(2)(F)

Type Rule

Regulation Definition

Advance health care directives; client rights - (2) each client receiving hospice services has the right to
(F) confidentiality with regard to information about the client ' s health, social life, and activities in the client ' s home;

Interpretive Guideline

ST - M496 - Advance health care directives; client rights

Title Advance health care directives; client rights

Rule 7 AAC 12.320(b)(2)(G)

Type Rule

Regulation Definition

Advance health care directives; client rights - (2) each client receiving hospice services has the right to
(G) have the client ' s medical history released only as required by law or as authorized by the client or the client ' s legal representative;

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ST - M497 - Advance health care directives; client rights

Title Advance health care directives; client rights

Rule 7 AAC 12.320(b)(2)(H)

Type Rule

Regulation Definition

Advance health care directives; client rights - (2) each client receiving hospice services has the right to (H) access information in the client 's medical record within two working days after submitting a written request to the agency;

Interpretive Guideline

ST - M498 - Advance health care directives; client rights

Title Advance health care directives; client rights

Rule 7 AAC 12.320(b)(2)(I)

Type Rule

Regulation Definition

Advance health care directives; client rights - (2) each client receiving hospice services has the right to (I) be informed, orally and in writing, before a service is initiated, of the expected source of payment for the care or services provided by the agency, its employees, or its contractors; the requirements of this subparagraph do not apply to a volunteer hospice agency;

Interpretive Guideline

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ST - M499 - Advance health care directives; client rights

Title Advance health care directives; client rights

Rule 7 AAC 12.320(b)(2)(J)

Type Rule

Regulation Definition

Advance health care directives; client rights - (2) each client receiving hospice services has the right to
(J) submit a grievance to the agency about the service or lack of service provided by the agency, its employees, its contractors, or its volunteers; the agency shall
(i) investigate and respond to the client or person who submitted the grievance; and
(ii) provide information to the client or person who submitted the grievance about how to contact the department to file a complaint.

Interpretive Guideline

ST - M500 - Advance health care directives; client rights

Title Advance health care directives; client rights

Rule 7 AAC 12.320(b)(2)(K)

Type Rule

Regulation Definition

Advance health care directives; client rights - (2) each client receiving hospice services has the right to
(K) be informed of the reason for impending discharge, transfer to another agency or facility, change in the level of care, ongoing care requirements, and other available services and options, if needed;

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ST - M501 - Advance health care directives; client rights

Title Advance health care directives; client rights

Rule 7 AAC 12.320(b)(2)(L)

Type Rule

Regulation Definition

Advance health care directives; client rights - (2) each client receiving hospice services has the right to (L) participate in developing the client ' s plan of care and changes in care or treatment.

Interpretive Guideline

ST - M531 - Abuse, neglect, and mistreatment

Title Abuse, neglect, and mistreatment

Rule 7 AAC 12.321(a)(1)

Type Rule

Regulation Definition

Abuse, neglect, and mistreatment - (a) A hospice agency shall (1) develop and implement written policies and procedures that prohibit abuse, neglect, and mistreatment of clients;

Interpretive Guideline

ST - M532 - Abuse, neglect, and mistreatment

Title Abuse, neglect, and mistreatment

Rule 7 AAC 12.321(a)(2)

Type Rule

Regulation Definition

Abuse, neglect, and mistreatment - (a) A hospice agency shall

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(2) document alleged or suspected incidents of abuse, neglect, or mistreatment by an employee, volunteer, or contractor;

ST - M533 - Abuse, neglect, and mistreatment

Title Abuse, neglect, and mistreatment

Rule 7 AAC 12.321(a)(3)

Type Rule

Regulation Definition

Interpretive Guideline

Abuse, neglect, and mistreatment - (a) A hospice agency shall
(3) investigate alleged or suspected incidents of abuse, neglect, or mistreatment;

ST - M534 - Abuse, neglect, and mistreatment

Title Abuse, neglect, and mistreatment

Rule 7 AAC 12.321(a)(4)

Type Rule

Regulation Definition

Interpretive Guideline

Abuse, neglect, and mistreatment - (a) A hospice agency shall
(4) take any necessary action to remove the potential for further abuse, neglect, or mistreatment of a client or further misappropriation of a client ' s property;

ST - M535 - Abuse, neglect, and mistreatment

Title Abuse, neglect, and mistreatment

Rule 7 AAC 12.321(a)(5)

Type Rule

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Regulation Definition

Interpretive Guideline

Abuse, neglect, and mistreatment - (a) A hospice agency shall
(5) document the result of the investigation and the corrective
action taken within five days after the agency becomes aware
of an incident described in (2) and (3) of this subsection;

ST - M536 - Abuse, neglect, and mistreatment

Title Abuse, neglect, and mistreatment

Rule 7 AAC 12.321(a)(6)

Type Rule

Regulation Definition

Interpretive Guideline

Abuse, neglect, and mistreatment - (a) A hospice agency shall
(6) submit the documentation prepared under (5) of this
subsection to the department;

ST - M537 - Abuse, neglect, and mistreatment

Title Abuse, neglect, and mistreatment

Rule 7 AAC 12.321(a)(7)

Type Rule

Regulation Definition

Interpretive Guideline

Abuse, neglect, and mistreatment - (a) A hospice agency shall
(7) assure that an employee, volunteer, or contractor does not
obtain a client ' s power of attorney in violation of AS
13.26.358

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ST - M538 - Abuse, neglect, and mistreatment

Title Abuse, neglect, and mistreatment

Rule 7 AAC 12.321(b)

Type Rule

Regulation Definition

Abuse, neglect, and mistreatment - (b) A hospice agency is subject to the reporting requirements of AS 47.17.020 and AS 47.24.010.

Interpretive Guideline

ST - M539 - Abuse, neglect, and mistreatment

Title Abuse, neglect, and mistreatment

Rule 7 AAC 12.321(c)

Type Rule

Regulation Definition

Abuse, neglect, and mistreatment - (c) A hospice agency shall contact the appropriate licensing authority to verify the disciplinary history of a potential employee or contractor who is required to hold a license to practice.

Interpretive Guideline

ST - M542 - Admission criteria

Title Admission criteria

Rule 7 AAC 12.318(a)(2)

Type Rule

Regulation Definition

Admission criteria - (a) A hospice agency may accept a client

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for hospice care only if the hospice agency has a reasonable expectation that the hospice agency will adequately meet the client 's needs. At the time an individual is accepted for care, or no later than two days after the day when care is initiated, the agency shall obtain written certification that the client has a terminal illness. If written certification cannot be obtained within two days, the agency shall obtain verbal certification within two days, and obtain written certification as follows:
(2) for a full-service hospice agency, before billing for services, from the physician member of the interdisciplinary team or, if the team does not have a physician member, from the attending physician or another physician.

ST - M543 - Admission criteria

Title Admission criteria

Rule 7 AAC 12.318(b)

Type Rule

Regulation Definition

Admission criteria - (b) A full-service hospice agency shall obtain an updated certification of terminal illness at the end of each of the first two 90-day periods of care. If a client remains under the care of the agency for more than two 90-day periods, the agency shall reevaluate the client every 60 days afterwards with respect to the prognosis for life expectancy and shall consider whether transfer to another type of health care provider is indicated.

Interpretive Guideline

ST - M544 - Admission criteria

Title Admission criteria

Rule 7 AAC 12.318(c)

Type Rule

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Regulation Definition

Interpretive Guideline

Admission criteria - (c) A hospice agency may not reject a client for hospice services based on race, color, national origin, age, sex, religion, or ethnicity.

ST - M545 - Admission criteria

Title Admission criteria

Rule 7 AAC 12.318(d)

Type Rule

Regulation Definition

Interpretive Guideline

Admission criteria - (d) A hospice agency may not terminate or reduce care provided to a client because of the client ' s inability to pay for the care.

ST - M546 - Admission criteria

Title Admission criteria

Rule 7 AAC 12.318(e)(1)

Type Rule

Regulation Definition

Interpretive Guideline

Admission criteria - (e) In addition to meeting the applicable requirements of (a) - (d) of this section, a hospice agency shall consider the following factors before accepting a client for hospice services:

(1) the adequacy and suitability of agency staff and resources to provide necessary services;

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ST - M547 - Admission criteria

Title Admission criteria

Rule 7 AAC 12.318(e)(2)

Type Rule

Regulation Definition

Interpretive Guideline

Admission criteria - (e) In addition to meeting the applicable requirements of (a) - (d) of this section, a hospice agency shall consider the following factors before accepting a client for hospice services:

(2) assessments of the client's medical, nursing, and social needs pertaining to the benefits derived from hospice care;

ST - M548 - Admission criteria

Title Admission criteria

Rule 7 AAC 12.318(e)(3)

Type Rule

Regulation Definition

Interpretive Guideline

Admission criteria - (e) In addition to meeting the applicable requirements of (a) - (d) of this section, a hospice agency shall consider the following factors before accepting a client for hospice services:

(3) attitudes of the client and the client's family toward hospice care;

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ST - M549 - Admission criteria

Title Admission criteria

Rule 7 AAC 12.318(e)(4)

Type Rule

Regulation Definition

Interpretive Guideline

Admission criteria - (e) In addition to meeting the applicable requirements of (a) - (d) of this section, a hospice agency shall consider the following factors before accepting a client for hospice services:

(4) degree of client and family awareness of their respective rights and responsibilities;

ST - M550 - Admission criteria

Title Admission criteria

Rule 7 AAC 12.318(e)(5)

Type Rule

Regulation Definition

Interpretive Guideline

Admission criteria - (e) In addition to meeting the applicable requirements of (a) - (d) of this section, a hospice agency shall consider the following factors before accepting a client for hospice services:

(5) the agency's ability to manage any medical emergency that is likely to occur, based on an assessment of known risk factors related to the client's condition;

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ST - M551 - Admission criteria

Title Admission criteria

Rule 7 AAC 12.318(e)(6)

Type Rule

Regulation Definition

Interpretive Guideline

Admission criteria - (e) In addition to meeting the applicable requirements of (a) - (d) of this section, a hospice agency shall consider the following factors before accepting a client for hospice services:

(6) the availability, ability, and willingness of others to participate in the client's care;

ST - M552 - Admission criteria

Title Admission criteria

Rule 7 AAC 12.318(e)(7)

Type Rule

Regulation Definition

Interpretive Guideline

Admission criteria - (e) In addition to meeting the applicable requirements of (a) - (d) of this section, a hospice agency shall consider the following factors before accepting a client for hospice services:

(7) assurance that services can be effectively coordinated through liaison with organizations and individuals also providing care to the client.

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ST - M555 - Applicable fed., state, and local laws & Regs

Title Applicable fed., state, and local laws & Regs

Rule 7 AAC 12.920

Type Rule

Regulation Definition

Applicable federal, state, and local laws and regulations - A facility must comply with all applicable federal, state, and local laws and regulations. If a conflict or inconsistency exists between codes or standards, the more restrictive provision applies.

Interpretive Guideline