

Required Written Documentation (RWD)

This chapter provides you with a list of elements of performance (EPs) that require written documentation. You may find it useful to use this document as a checklist to maintain continuous compliance with the requirements.

The Joint Commission's focus is on performance and implementation rather than documentation. The standards, consequently, require documentation only when it is essential. The documentation icon——is used to identify data collection and documentation requirements that are in addition to information found in the clinical/case record. For example, the documentation icon is applied to an EP that requires a written procedure, but the icon is not applied to an EP that lists the required components of the clinical/case record. Other examples in which the documentation icon is applied are EPs that require a policy, a written plan, a license, evidence of testing, data, performance improvement reports, medication labels, safety data sheets, and meeting minutes. Documentation can be on paper or in an electronic format.

While documentation is important, the primary emphasis of the survey will be on how your organization carries out the functions described in the *Comprehensive Accreditation Manual for Assisted Living Communities (CAMALC)*. The surveyors may use a combination of data sources, including interviews with leaders of the organization, staff, individuals served, and the individual's family members; visits to health care settings; and review of documentation to arrive at an assessment of the organization's compliance with a standard.

Note: *This list is meant to be a guide for you in preparing for the survey. The names and format of specific documents may vary from organization to organization.*

List of EPs Requiring Written Documentation for Assisted Living Communities

Accreditation Participation Requirements (APR)

APR.01.03.01, EP 1

APR.05.01.01, EP 1

Environment of Care (EC)

EC.01.01.01, EPs 4, 5, 7, 9, 10

15, 16

EC.02.01.01, EPs 1, 15

EC.02.04.01, EPs 3-5

EC.02.01.03, EP 1

EC.02.04.03, EP 3

EC.02.02.01, EPs 3, 11

EC.02.05.01, EPs 4, 5, 8, 10

EC.02.03.01, EP 9

EC.02.05.05, EPs 2, 3

EC.02.03.03, EPs 1, 5, 6

EC.02.05.07, EP 4

EC.02.03.05, EPs 1, 2, 5, 6, 10, 13,

Emergency Management (EM)

EM.01.01.01, EPs 2, 8

EM.03.01.01, EP 1

EM.02.01.01, EP 2

EM.03.01.03, EP 14

Human Resources (HR)

HR.01.01.01, EPs 1-5

HR.01.07.01, EP 2

HR.01.04.01, EPs 1, 3

HR.02.01.04, EPs 14, 16

HR.01.05.03, EPs 4, 5, 22, 24

HR.02.01.05, EP 2

HR.01.06.01, EPs 5, 6, 25

HR.02.02.01, EPs 1, 3

Infection Prevention and Control (IC)

IC.01.04.01, EP 1
IC.01.05.01, EP 2

IC.01.06.01, EP 4

Information Management (IM)

IM.01.01.03, EP 1

IM.02.02.01, EP 2

Leadership (LD)

LD.01.03.01, EP 3
LD.03.01.01, EP 4
LD.03.01.02, EP 1
LD.03.09.01, EP 10

LD.04.01.01, EP 1
LD.04.01.05, EPs 3, 12
LD.04.02.01, EP 2
LD.04.03.09, EPs 2, 3, 5, 10

Life Safety (LS)

LS.01.01.01, EPs 2, 3
LS.01.02.01, EPs 1, 2, 12

LS.04.01.30, EP 6

Medication Management (MM)

MM.01.01.03, EP 1
MM.01.02.01, EP 1
MM.03.01.01, EP 4
MM.04.01.01, EPs 1, 2

MM.06.01.01, EP 1
MM.06.01.03, EPs 1, 28, 29
MM.07.01.03, EPs 1, 2
MM.08.01.01, EP 16

National Patient Safety Goals (NPSG)

NPSG.03.06.01, EP 1

Provision of Care, Treatment, and Services (PC)

PC.01.01.01, EPs 1, 7, 21
PC.01.02.01, EPs 1, 2, 13
PC.01.02.03, EP 1
PC.01.02.07, EP 7
PC.01.02.09, EPs 1, 2

PC.02.01.08, EPs 1, 2, 4, 5
PC.02.01.09, EP 1
PC.02.01.15, EP 6
PC.02.02.09, EP 6
PC.02.03.01, EP 10

Performance Improvement (PI)

PI.01.01.01, EPs 14, 33

PI.03.01.01, EP 14

Record of Care, Treatment, and Services (RC)

RC.02.01.01, EP 2

Rights and Responsibilities of the Individual (RI)

RI.01.01.01, EP 20

RI.01.02.01, EP 3

RI.01.03.05, EPs 4, 8

RI.01.05.01, EPs 3, 9

RI.01.06.13, EP 1

RI.01.07.01, EPs 3, 8

RI.01.07.07, EP 1

RI.02.01.01, EP 1

Waived Testing (WT)

WT.03.01.01, EPs 2-4, 6

WT.05.01.01, EP 1