Summary of Changes
2013 Comprehensive Accreditation Manual for Long Term Care

Effective January 1, 2013

Standards and elements of performance (EPs) published in this manual are effective January 1, 2013.

Note: Your organization is responsible for meeting all applicable changes to accreditation requirements for long term care published in The Joint Commission Perspectives®, the official monthly newsletter of The Joint Commission.

Major changes reflected in the 2013 CAMLTC include the following:

- Discontinued and removed the “Foreword”
- A description of the new Intracycle Monitoring (ICM) process and the Focused Standards Assessment (FSA), which are waived for long term care in 2013, in “The Accreditation Process” (ACC) chapter
- Revised the requirements for quality control checks in WT.04.01.01, EP 4 effective May 23, 2012
- New “Infection Prevention and Control” (IC) Standard IC.02.04.01 regarding influenza vaccination has been added, effective July 1, 2012
- The number of days that an organization can identify as avoid dates for an unannounced survey has been increased from 10 to 15 in the ACC chapter
- The ACC chapter was updated to indicate an organization must notify The Joint Commission if it offers at least 50% (previously 25%) of its services at a new location or in an altered physical plant
- Accreditation decision rules for 2012 (effective immediately) and 2013 (effective January 1, 2013) in the ACC chapter have been updated
- The “Simplifying Compliance Activities” (SCA) chapter has been discontinued

A summary of all revisions and requirements for accreditation, policies, procedures, and other information that appear in the 2013 CAMLTC follows.
2013 CAMLTC

Comprehensive Accreditation Manual for Long Term Care

How to Use This Manual (HM)

- Revised Table 1. Acronyms Used in This Manual
- Changed references from “Periodic Performance Review (PPR)” to “Focused Standards Assessment (FSA)” and the Intracycle Monitoring (ICM) process throughout chapter as applicable
- Revised Figure 1. Components of a Requirements Chapter
- Updated the description of the indirect impact requirement icon in the “Understanding the Icons Used in the Manual” section
- Added and revised tips for organizations in the “Keys to Successfully Using This Manual” section
- Included new resources and updated existing resources listed in Sidebar 2. Where Should I Go for More Information?
- Provided examples of situations in which organizations need to use more than one manual to comply with accreditation requirements in multiple programs in the “Identifying Applicable Accreditation Requirements” section
- Updated descriptions of the four levels of scoring criticality in the “Understanding the Icons Used in the Manual” section

Accreditation Participation Requirements (APR)

- Replaced PPR with FSA in chapter outline and chapter overview
- Replaced PPR with FSA in Standard APR.03.01.01, rationale, EPs 1, 3, 4, 6, 7
- Replaced PPR with FSA in note to APR.06.01.01, EP 1

Environment of Care (EC)

- No changes

Emergency Management (EM)

- No changes

Human Resources (HR)

- No changes

Infection Prevention and Control (IC)

- Updated chapter outline
- Updated website reference in the footnote to Standards IC.01.05.01, EP 1; IC.02.01.01, EPs 2 and 3; and IC.02.02.01, EP 1
Added introduction, standard, note, and rationale to IC.02.04.01 regarding influenza vaccinations for staff and licensed independent practitioners
Added IC.02.04.01, EPs 6–9 regarding influenza vaccinations

Information Management (IM)
No changes

Leadership (LD)
Revised rationale to LD.03.01.01 regarding disruptive behavior and culture of safety
Revised LD.03.01.01, EPs 4 and 5 regarding the term disruptive behavior and introducing the new term behaviors that undermine a culture of safety

Life Safety (LS)
Changed PPR to FSA in “About This Chapter” section

Medication Management (MM)
No changes

National Patient Safety Goals (NPSG)
No changes

Provision of Care, Treatment, and Services (PC)
No changes

Performance Improvement (PI)
No changes

Record of Care, Treatment, and Services (RC)
No changes

Rights and Responsibilities of the Individual (RI)
No changes

Waived Testing (WT)
Revised requirements for quality control checks and deleted note in WT.04.01.01, EP 4

The Accreditation Process (ACC)
Added footnote defining complex organization to “Complex Organization– Survey Process” section
- Changed references from “Periodic Performance Review (PPR)” to “Focused Standards Assessment (FSA)” throughout chapter as applicable
- Updated Sidebar 1. Early Survey Policy and “Eligibility for Preliminary Accreditation” section to reflect that an organization’s Preliminary Accreditation decision will change to Unaccredited if it is not ready for a second survey at six months
- Updated “Forfeiture of Survey Deposit” section
- Added new or revised subprocesses to PFA categories Communication, Infection Control, Orientation & Training, and Physical Environment
- Revised Table 1. Exceptions to Unannounced Surveys
- Added “Second Generation Tracers” section
- Revised definition of Contingent Accreditation in “Accreditation Decision Categories” section
- Added new “Intracycle Monitoring” section to the “Between Accreditation Surveys” section
- Replaced “Periodic Performance Review (PPR)” section with new “Focused Standards Assessment (FSA)” section
- Updated “Accreditation Status of Organizations That Cease Provision of Services for a Period of Time” regarding the need to notify The Joint Commission if an organization ceases to provide services
- Updated “2013 Accreditation Decision Rules” section, including deleting Contingent Accreditation (CONT) decision rule CONT04, adding CONT06, adding CONT07, deleting “On-site MOS Survey” section and decision rule MOS02; adding rules CONT03, CONT05 and Accreditation with Follow up Survey (AFS) decision rule AFS02
- Identified length of time organizations may stay in Preliminary Accreditation in “Eligibility for Preliminary Accreditation” section
- Revised “Clinical/Service Groups (CSGs)” section to match categories in the E-App
- Changed number of days that organizations can identify as those on which an unannounced survey should be avoided from 10 to 15 in “Unannounced Surveys” section
- Added “Accreditation with Follow-up Survey” to Figure 3. Scoring Criticality Method
Updated the “Changes to the Site of Care, Treatment, or Services” section to indicate an organization must notify The Joint Commission if it offers at least 50% (previously 25%) of its services at a new location or in an altered physical plant.

In the “Extension Surveys” section, increased the condition regarding service capacity from “25%” to “50%”

Revised definitions of Contingent Accreditation and Preliminary Denial of Accreditation in “Accreditation Decision Categories” section

Sentinel Events (SE)

- Minor editorial changes

The Joint Commission Quality Report (QR)

- No changes

Medicare/Medicaid Certification–Based Long Term Care Accreditation Standards (LT2) (see chapters above for a description of the changes)

- Added IC.02.04.01 to standards list.
- Added IC.02.04.01, introduction, standard, note, rationale, and EPs 1–9 regarding influenza vaccinations for staff and licensed independent practitioners.
- Revised rationale to LD.03.01.01 regarding the term disruptive behavior and introducing the new term behaviors that undermine a culture of safety.
- Revised LD.03.01.01, EPs 4 and 5 regarding behaviors that undermine a culture of safety.
- Replaced PPR with FSA in note to APR.06.01.01, EP 1.
- Revised requirements for quality control checks and deleted note in WT.04.01.01, EP 4.

Required Written Documentation (RWD)

- Added IC.02.04.01, EPs 4–6, 8.

Early Survey Policy Option (ESP)

- Added APR.09.04.01, EP 1.
- Added HR.02.01.04, EPs 1–16.
- Added IC.02.04.01, EP 6.
- For Medicare/Medicaid Certification–Based Long Term Care Organizations:
  - Added APR.09.04.01, EP 1.
  - Added HR.02.01.04, EPs 1–16.
Added IC.02.04.01, EPs 1, 4, 6

Staffing Effectiveness Indicators (SEI)
- No changes

Appendix A: Reference Guide of Selected Medicare Requirements to Relevant Joint Commission Requirements (AXA)
- Updated year

Glossary (GL)
- Revised definitions for the terms Accredited and Contingent Accreditation within the accreditation decisions entry and for accreditation survey
- Expanded behavioral health care definition to include developmental disabilities and community-based settings
- Added new terms Focused Standards Assessment (FSA) and Intracycle Monitoring (ICM)
- Deleted the definition for the term Periodic Performance Review (PPR) and in its place created a cross reference to the new term Focused Standards Assessment (FSA)
- Revised surveyor definition with additional information that type of surveyor(s) assigned is determined by the program and its services
- Deleted the definition for the term disruptive and inappropriate behavior and in its place added a cross reference to the new term behaviors that undermine a culture of safety
- Revised the term Preliminary Denial of Accreditation to parallel updated accreditation decision rules
Comprehensive Accreditation Manual

CAMLTC
for Long Term Care
Effective January 2013

Standards
Elements of Performance
Scoring
Accreditation Policies

The Joint Commission
Accreditation
Long Term Care
The Joint Commission Mission

The mission of The Joint Commission is to continuously improve health care for the public, in collaboration with other stakeholders, by evaluating health care organizations and inspiring them to excel in providing safe and effective care of the highest quality and value.

© 2013 The Joint Commission

Joint Commission Resources, Inc. (JCR), a not-for-profit affiliate of The Joint Commission, has been designated by The Joint Commission to publish publications and multimedia products. JCR reproduces and distributes these materials under license from The Joint Commission.

JCR educational programs and publications support, but are separate from, the accreditation activities of The Joint Commission. Attendees at JCR educational programs and purchasers of JCR publications receive no special consideration or treatment in, or confidential information about, the accreditation process.

All rights reserved. No part of this publication may be reproduced in any form or by any means without written permission from the publisher.

Printed in the U.S.A. 5 4 3 2 1

Requests for permission to make copies of any part of this work should be mailed to the following:
Permissions Editor
Department of Publications and Education
Joint Commission Resources
One Renaissance Boulevard
Oakbrook Terrace, Illinois 60181
permissions@jcrinc.com

ISSN: 1084-1407

For more information about The Joint Commission, please visit http://www.jointcommission.org.
Contents

How to Use This Manual (HM) ........................................................................................................HM-1

Requirements for Accreditation
Accreditation Participation Requirements (APR) ........................................................................APR-1
Environment of Care (EC) ........................................................................................................EC-1
Emergency Management (EM) ..................................................................................................EM-1
Human Resources (HR) ...........................................................................................................HR-1
Infection Prevention and Control (IC) ..................................................................................IC-1
Information Management (IM) .............................................................................................IM-1
Leadership (LD) ....................................................................................................................LD-1
Life Safety (LS) ......................................................................................................................LS-1
Medication Management (MM) ..............................................................................................MM-1
National Patient Safety Goals (NPSG) ................................................................................NPSG-1
Provision of Care, Treatment, and Services (PC) ..........................................................PC-1
Performance Improvement (PI) .............................................................................................PI-1
Record of Care, Treatment, and Services (RC) .....................................................................RC-1
Rights and Responsibilities of the Individual (RI) ............................................................RI-1
Waived Testing (WT) ...............................................................................................................WT-1

Policies, Procedures, and Other Information
The Accreditation Process (ACC) ..........................................................................................ACC-1

Sentinel Events (SE) ...............................................................................................................SE-1

The Joint Commission Quality Report (QR) ........................................................................QR-1

Medicare/Medicaid Certification-Based
LTC Accreditation Standards (MC) ................................................................................MC-1

Required Written Documentation (RWD) ........................................................................RWD-1

Early Survey Policy Option (ESP) ....................................................................................ESP-1

Staffing Effectiveness Indicators (SEI) ................................................................................SEI-1