

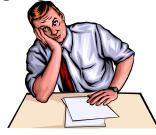
CARF...Commission on Accreditation of Rehabilitation Facilities

Challenges Assessment Review Focus

Newsletter #7 by Angela Williams

CARF Quote of the Month:

If you're bored with life -- you don't get up every morning with a burning desire to do things -- you don't have enough goals. **Lou Holtz**



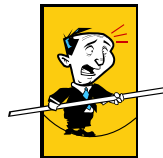
❖ **1-F – Financial Planning and Management** -CARF surveyors will review:

- Annual approved budgets and budgeting process
- Written financial plans including performance objectives
- Financial audit results/recommendations
- Quarterly reviews of billing
- Fee structure/schedule
- Analysis of financial trends and opportunities
- All policies related to finance
- Risk management plan-finance section



❖ **1-G – Risk Management** - CARF surveyors will review:

- Risk Management plan to ensure it includes:
 - ✓ loss exposure identification, evaluation and analysis
 - ✓ risk reduction as part of QI activities
- Universal's current insurance package to ensure adequate coverage
- On-going efforts to reduce risks



❖ **1-H - Health and Safety** - CARF surveyors will review:

- All safety policies and procedures including:
 - ✓ Transportation policies and procedures
 - ✓ Safety of personnel working outside the office
 - ✓ Incident reporting
 - ✓ Tobacco products
 - ✓ Universal precautions/Biohazardous waste
 - ✓ Workplace violence
 - ✓ Prevention/control of communicable diseases
- Written emergency plans
- External inspection reports/Self-inspection reports
- Incident Report samples
- Safety meeting minutes

The Health and Safety standard has been described as a ***"make or break"*** standard for CARF. They look at that section very closely. They will review training records, personnel files, fire and emergency drill reports, and office environments.

