

Evidence List for Contracted Providers with a Quality Rating
Home Support /Supported Living and Care Homes

Domain	Evidence	Inspection Location
1 Involvement and Information	Service Users Guide	Email in advance
	Assessment	On-Site
	Support plan	On-Site
	Risk Management Plan	On-Site
	Mental Capacity Assessment	On-Site
	Best Interest Decision	On-Site
	Daily Recordings	On-Site
	End of life pathway/DNAR/DNAR policy	On-Site
2 Personalised Care and Support	Safe System of Work	On-Site
	Support Plan Review	On-Site
	Key worker Session	On-Site
	Health Action Plan	On-Site
	Hospital passport	On-Site
3 Safeguarding and Safety	Safeguarding Policy and Procedure	Email in advance
	Safeguarding log	Email in advance
	Safeguarding Investigation	On-Site
	Training Matrix / Report	Email in advance
	Training Policy	Email in advance
	Service User Guide	As Above
	Infection Prevention and Control Policy	Email in advance
	Medication Policy and Procedure	Email in advance
	MAR Chart	On-Site
	MAR Chart Audit	On-Site
	PRN Protocol	On-Site
	Equipment Risk Management Plan or Manual Handling Equipment Policy	On-Site
	Fire Risk Management Plan	On-Site
PAT testing certificate Bed Based	On-Site	
PEEP	On-Site	

4 Suitability of staffing	Completed Recruitment Checklist	On-Site
	Induction Schedule/Programme	On-Site
	Risk assessments	On-Site
	Equipment Risk Management Plan	On-Site
	Code of Conduct /Staff handbook	On-Site
	ECM report	On-Site
	Induction proforma for agency staff Bed Based	On-Site
	Staff Training Matrix	As Above
	Supervision Schedule/matrix	As Above
	Evidence of agency staff skills/experience Bed Based	On-Site
	4 x weeks staff rotas	On-Site
5 Quality of management		
	Registered Manager - CV/Application form, interview questions responses & scoring	On-Site
	Quality Assurance policy and procedure.	Email in advance
	2 x QA reports and subsequent action plans	Email in advance
	Incidents & Accidents log to include CQC notifications log	Email in advance
	Covid Visitor policy and protocol	Email in advance
	Business Continuity Plan that covers Covid	Email in advance
	Complaints policy and procedure	Email in advance
	Example of a complaint and response.	On-Site
	Data Protection & GDPR policy	Email in advance
	Money management policy and procedure	Email in advance
	Financial audit	On-Site
	Completion of NECSU & Beheard National Capacity Tracker Market Intelligence Team	(Commissioners preparation work)
	Reporting COVID+ results to PHE (staff and citizens)	(Commissioners preparation work)