

Payer QAPI Submission Checklist

What health plans, MCOs, and delegated-oversight auditors typically request from contracted home health and hospice providers — check your program against it before they ask.

Core Program Documents

- ☐ **Current QAPI plan** — signed and dated within the last 12 months; scope covers all service lines
- ☐ **QAPI committee roster & meeting schedule** — with quorum requirements
- ☐ **Committee minutes for the past 4 quarters** — attendance, data reviewed, actions taken, follow-up on prior actions
- ☐ **Annual program evaluation** — prior year, with governing-body review documented

Indicator Data & Analysis

- ☐ **Quality indicator table** — each measure: definition, goal/threshold, and at least 4 quarters of results
- ☐ **Trending analysis per indicator** — a written interpretation of each trend — not just the numbers
- ☐ **Watch-list items & corrective actions** — what's below goal and what you're doing about it

Performance Improvement

- ☐ **Active and completed PIPs** — problem statement, baseline, interventions, remeasurement results
- ☐ **PIP selection rationale** — high-risk / high-volume / problem-prone justification

Safety, Experience & Compliance

- ☐ **Complaint & grievance log summary** — volumes, themes, resolution timeliness
- ☐ **Incident/adverse event summary** — with follow-up actions
- ☐ **Infection control data & plan** — surveillance results + current IC plan
- ☐ **Patient satisfaction results** — CAHPS scores and/or internal survey trending
- ☐ **Staff education & competency evidence** — as it relates to quality initiatives

Packaging (what reviewers notice)

- ☐ **One organized PDF package** — cover page, table of contents, consistent formatting
- ☐ **Cover letter** — what's enclosed, reporting period, candid notes on anything in progress
- ☐ **Submitted before the deadline** — early + organized reads as program maturity

Every item on this checklist is a byproduct of a functioning QAPI program. QAPI360 produces this entire package automatically from your live data — indicator trending with AI-written analyses, committee minutes, PIPs, and your annual evaluation, all exportable as survey-ready PDFs. If you're facing a payer deadline right now: free 7-day trial at qapi360.com, and priority onboarding exists for exactly this situation.