



STANDARDS SELF-ASSESSMENT SUMMARY TOOL FOR CLINIC USE

Part 1. General Information

Clinic Name: _____
 Contact Name and Title: _____
 Clinic Address: _____ City: _____ State: _____ Zip/Postal Code: _____
 WAFCC Evaluator name: _____

Part 2. Self-Assessment Tool Summary

KEY: RE-Required Evidence OE-Optimal Evidence

Record your review of the Standards using the following: √: Fully Met X: Not Met /: Partially Me N/A: Not Applicable

RE	OE	Standard	Guidance	Evidenced Presented and Comments
		GAM1a.1	Mission statement approved by the clinic's governing body	
		GAM1a.2	Mission statement reflect most recent CHNA	
		GAM1a.3	Goal statements are S.M.A.R.T. goals	
		GAM1b.1	Clinic complies with all applicable federal, state, and local laws	
		GAM1c.1	Clinic is governed by an elected body	
		GAM1c.2	Clinic has a conflict of interest policy	
		GAM1d.1	Clinic maintains accurate financial records	

RE	OE	Standard	Guidance	Evidenced Presented and Comments
		GAM1d.2	Clinic establishes an annual budget approved by governing body	
		GAM1d.3	Clinic's GB establishes financial policies and practices	
		GAM1d.4	Clinic as a fundraising policy such as a code of ethics	
		GAM1d.5	Finances are used to further mission and charitable purposes	
		GAM2a.1	Maintain employee records in compliance with applicable laws	
		GAM2a.2	Clinic's employees know their job descriptions and clinic mission	
		GAM2a.3	Clinic has a current employee handbook	
		GAM2a.4	Clinic posts current employment posters	
		GAM2a.5	Clinic conducts annual employee review of licensure to practice	
		GAM2a.6	Clinic conducts background checks on all employees	
		GAM2a.7	Clinic withholds payroll taxes in accordance with regulations	
		GAM2b.1	Clinic reviews all volunteers to assure licenses are up to date	
		GAM2b.2	Clinic conducts extensive background checks on all volunteers	
		GAM2b.3	Clinic has a volunteer manual	
		GAM2b.4	Clinic tracks volunteer hours	
		GAM2b.5	Clinic has volunteer recognition/retention strategies	
		GAM2c.1	Clinic maintains a policy and procedure manual	

RE	OE	Standard	Guidance	Evidenced Presented and Comments
		GAM2c.2	Clinic's policies are approved by clinic's GB	
		GAM3a.1	Pharmacy database remains updated and Repository is safe	
		GAM3a.2	Staff document Prescription effects in medical history	
		GAM3a.3	Oral orders are only given in an emergency	
		GAM3a.4	Clinic dispenses medications in accordance with all laws	
		GAM3a.5	Document of education methods to help patient understanding	
		GAM3a.6	Documentation in medical record of patient adherence	
		GAM3b.1	Clinic environmental policy to reduce risk of harm and injury to staff	
		GAM3c.1	Clinic will reduce risk of communicable/blood borne pathogen	
		GAM3d. 1	Clinic has malpractice insurance for volunteer providers	
		GAM3d.2	Maintain additional malpractice coverage through "the Fund"	
		GAM3d.3	Clinic provides professional and directors and officers liability	
		GAM3e.1	Clinic protects identifiable/protected patient health information	
		GAM4a.1	Clinic implements quality improvement practices	
		GAM4b.1	Clinic collects records data for demographics and clinic perform	
		GAM4b.2	Clinic measures patient experience	
		GAM4b.3	Clinic records "basic" patient information in medical record	
		GAM4b.4	Clinic manages patient data in compliance with HIPAA	

RE	OE	Standard	Guidance	Evidenced Presented and Comments
		OPC1a.1	Clinic identifies the health related needs of the community they serve	
		OPC1a.2	Clinic describes target population for whom they provide services	
		OPC1a.3	Assessment/evaluation of community needs using available tools	
		OPC1a.4	Clinic engages in activities to understand cultural need	
		OPC1a.5	Clinic recognizes the opioid addiction/overdose crisis	
		OPC1b.1	Clinic provides services to defined pop unable to get other care	
		OPC1b.2	Clinic provides care to all who qualify within scope and capacity	
		OPC1b.3	Clinic identifies and addresses access needs	
		OPC1c.1	Clinic expands access to needed services through referral network	
		OPC1c.2	Clinic maintains tracking process for diagnostic tests and referrals	
		OPC1d.1	Clinic identifies pts who are uninsured and helps them gain coverage	
		OPC1d.2	Clinic assists pts when appropriate to find a perm health care home	
		OPC2a.1	Clinic uses a team to provide a range of health care services	
		OPC2a.2	Clinic clearly and consistently communicates role as safety net	
		OPC2b.1	Clinic uses materials for self-management and shared decisions	
		OPC2c.1	Clinic has criteria to identify patients who need care management	
		OPC2d.1	Clinic care team and patient collaborate to develop a care plan	
		CR1.1	Clinic maintains an active relationship with local health system (s)	

RE	OE	Standard	Guidance	Evidenced Presented and Comments
		CR1.2	Clinic seeks out partnerships to ensure access to essential resources	
		CR2.1	Clinic communicates role as safety net to community	
		CR2.2	Clinic communicates clear understanding of healthcare needs	
		CR3a.1	Clinic creates an outreach proves to local health system	
		CR3a.2	Clinic tracks their cost of care	
		CR3b.1	Clinic educates pts to identify the clinic as PCP, if applicable	
		CR3b.2	Clinic is aware of high-utilizers of ED or inpatient hospital care	
		CR3b.3	Clinic educates patients regarding appropriate use of ED	

IDENTIFICATION OF INCOMPLETE STANDARDS (if applicable)

List Standards not achieved below with an action plan to achieve and select a due date. This information can then be used by WAFCC to create an MOU (Memorandum of Understanding) for the clinic to use when applying for the Provisional Seal.

INCOMPLETE STANDARD	PLAN TO ACHIEVE	DUE DATE