



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

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

RE	OE	Standard	Guidance	Evidenced Presented and Comments
		25.GAM2c.2	Clinic's policies are approved by clinic's GB	
		26.GAM3a.1	Pharmacy database remains updated and Repository is safe	
		27.GAM3a.2	Staff document Prescription effects in medical history	
		28.GAM3a.3	A Clinic has a process to ensure clear, accurate communication	
		29.GAM3a.4	Clinic dispenses medications in accordance with all laws	
		30.GAM3a.5	Document of education methods to help patient understanding	
		31.GAM3a.6	A Clinic routinely assesses therapeutic response to medication therapy	
		32.GAM3b.1	Clinic environmental policy to reduce risk of harm and injury to staff	
		33.GAM3c.1	Clinic will reduce risk of communicable/blood borne pathogen	
		34.GAM3d.1	Clinic has malpractice insurance for volunteer providers	
		35.GAM3d.2	Maintain additional malpractice coverage through "the Fund"	
		36.GAM3d.3	Clinic provides professional and directors and officers liability	
		37.GAM3e.1	Clinic protects identifiable/protected patient health information	
		38.GAM4a.1	Clinic implements quality improvement practices	
		39.GAM4b.1	Clinic collects records data for demographics and clinic perform	
		40.GAM4b.2	Clinic measures patient experience	
		41.GAM4b.3	Clinic records "basic" patient information in medical record	

RE	OE	Standard	Guidance	Evidenced Presented and Comments
		42.OPC1a.1	Clinic identifies the health related needs of the community they serve	
		43.OPC1a.2	Clinic describes target population for whom they provide services	
		44.OPC1a.3	A Clinic designs relevant programs and services	
		45.OPC1a.4	Clinic engages in activities to understand cultural need	
		46.OPC1a.5	Clinic recognizes the opioid addiction/overdose crisis	
		47.OPC1b.1	Clinic provides services to defined pop unable to get other care	
		48.OPC1b.2	Clinic provides care to all who qualify within scope and capacity	
		49.OPC1b.3	Clinic identifies and addresses access needs	
		50.OPC1c.1	Clinic expands access to needed services through referral network	
		51.OPC1c.2	Clinic maintains tracking process for diagnostic tests and referrals	
		52.OPC1d.1	Clinic identifies pts who are uninsured and helps them gain coverage	
		53.OPC1d.2	Clinic assists pts when appropriate to find a perm health care home	
		54.OPC2a.1	Clinic uses a team to provide a range of health care services	
		55.OPC2a.2	Clinic clearly and consistently communicates role as safety net	
		56.OPC2b.1	Clinic uses materials for self-management and shared decisions	
		57.OPC2c.1	Clinic has criteria to identify patients who need care management	
RE	OE	Standard	Guidance	Evidenced Presented and Comments

		58.OPC2d.1	Clinic care team and patient collaborate to develop a care plan	
		59.CR1.1	Clinic maintains an active relationship with local health system (s)	
		60.CR1.2	Clinic seeks out partnerships to ensure access to essential resources	
		61.CR2.1	Clinic communicates role as safety net to community	
		62.CR2.2	Clinic communicates clear understanding of healthcare needs	
		63.CR3a.1	Clinic creates an outreach proves to local health system	
		64.CR3a.2	Clinic tracks their cost of care	
		65.CR3b.1	Clinic educates pts to identify the clinic as PCP, if applicable	
		66.CR3b.2	Clinic is aware of high-utilizers of ED or inpatient hospital care	
		67.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