

Joint Commission Survey Preparation Checklist

This checklist helps behavioral health programs prepare for Joint Commission accreditation surveys.

Leadership and Governance

- Organizational structure documented
- Policies approved by leadership
- Performance improvement program in place
- Leadership oversight documented

Policies and Procedures

- Policies reviewed annually
- Policies accessible to staff
- Clinical policies aligned with practice
- Emergency procedures documented

Staff Qualifications

- Personnel files complete
- Licenses verified and current
- Training records documented
- Background checks completed

Environment of Care

- Safety inspections completed
- Emergency preparedness plans documented
- Incident reporting process in place
- Facility safety risks addressed

Clinical Documentation

- Assessments completed timely
- Treatment plans individualized
- Progress notes consistent and complete
- Discharge documentation present



BHIP
Behavioral
Health Prep