

Home Office Audit Tool

Effective Date: October 1, 2024



Home Office

Question

- 01 Does the therapy office use less than 55% of the dwelling space? This is a non-scored question
- 02 Is the therapy office separate from the common areas of the residence?
- 03 Is the therapy office able to be closed off from the rest of the household while therapy is in session?
- 04 Is the therapy office designed so that family members, friends, or other clients cannot enter the office while therapy is in session?
- 05 Is there a waiting area for clients? If no, answer Q6. This is a non-scored question
- 06 Are clients informed in advance that there is no waiting area? (Answer N/A only if Q5 is Y)
- 07 If the office does not have a waiting area, does the clinician have a plan to accommodate the lack of a waiting room? (where are patients told to wait, how does the clinician ensure appointments do not overlap, where do children wait while the clinician meets with parents) (Answer N/A only if Q5 is Y)
- 08 Is the therapy office sound proof?
- 09 Does the clinician have office equipment solely devoted to the office? IE computer, phone line, fax machine, and file cabinets.
- 10 Are there safeguards in place to ensure that family members do not have access to the office equipment? Specify in the comments section what the safeguards are.
- 11 If the computer is utilized by multiple family members, are any Personal Health Information (PHI) portions of the computer accessible only through a separate log-in?
- 12 Is the clinician's office setting free from personal effects IE medications, personal papers, intimate pictures?
- 13 Are clients informed in advance that the therapy office is located in a home?
- 14 Is there a separate bathroom for client use only? This is a non-scored question
- 15 Is the bathroom that is utilized by clients free from personal effects? IE medications and intimate pictures/items.
- 16 Are medications and samples stored in a locked cabinet in a secure area? (MD and ARPN's Only)
- 17 If the clinician has any animals, are the clients told in advance that there is/are an animal(s) in the house? (N/A means the clinician has no animals in the home; If Q17 is N/A, then Q18, Q19, & Q20 will be N/A)
- 18 Does/do the animal(s) have access to the therapy office area? This is a non-scored question. If the answer is Y, then Q19 & Q20 will be Y or N. If the answer is N, then Q19 & Q20 will be N/A.
- 19 Is/are the animal(s) certified pet therapy animal(s)?
- 20 Is/are the animal(s) used as part of the therapeutic process?
- 21 Are the office furnishings permanent and professional? (Answer no if card table chairs, plastic chairs, or any plastic/unstable furniture are in use.)
- 22 Is there off street or separate parking for clients? This is a non-scored question
- 23 Is the home clearly identified with a house number or sign?
- 24 Does the entrance to the home have adequate lighting?
- 25 Are exits and entrances clearly identified?
- 26 Does the clinician screen for high risk and/or potentially violent clients prior to first session?
- 27 Does the clinician have an alternative non-home office setting to see high risk and/or potentially violent clients? This is a non-scored question. Answer Y or N Only
- 28 If the clinician does not have an alternative non-home office setting, does the clinician provide referrals to clients he/she is unable to see in the home office setting? (If Q27 is Y, then Q28 is N/A; If Q27 is N then Q28 will be Y or N)

- 29 If the city requires a business license, does the clinician have one? This is a non-scored question.
- 30 If required, does the clinician carry additional insurance to cover liability for running a business in a home? This is a non-scored question.