



Policy Review Tracker

Every policy, its last review, its next one, and who owes it.

A CareCompli resource for skilled nursing and assisted living facilities

Why this tracker exists

Policies age silently. A policy written three years ago and never revisited may cite a repealed rule, an outdated penalty figure, or a process the facility abandoned, and a reviewer who spots one stale policy will start checking all of them. A facility running dozens of policies has no realistic way to keep them current without a tracking discipline. This tracker is that discipline.

The tracker fields

Policy name / number	As it appears in your manual.
Element	Which of the seven elements it supports.
Owner	The person responsible for its accuracy, by name.
Last reviewed	Date, and by whom.
Last revised	Date and a one-line reason: regulatory change, incident, audit finding, routine.
Next review due	Annual at minimum; sooner where the underlying rules move fast.
Regulatory triggers	The rules this policy depends on, so a change to them flags this policy.
Acknowledgment status	Is the current version acknowledged by all applicable roles, and as of when.
Status	Current, review due, overdue, in revision.

Field guide: Two failure patterns dominate. First, review without evidence: policies reviewed annually with nothing documenting who reviewed them or what they checked. Second, revision without re-acknowledgment: the policy was updated but staff still hold acknowledgments of the old version, which means, evidentially, nobody was told the rules changed.

State note: Which policies are mandatory, and how often certain policies must be reviewed, varies by state and provider type. Some states require specific policies by name. The tracker structure is universal; the required contents of your policy set are not.

How CareCompli answers this

This entire document is a screen in the portal that maintains itself.

What this document asks of you	In the CareCompli portal
Version history and review dates	Every policy carries its versions, review dates, and reviewers automatically.
Regulatory triggers	Our regulatory monitoring flags developments and our team reviews what they touch, so policies dependent on a changed rule surface themselves.
Re-acknowledgment after revision	New versions generate new acknowledgment tracking; who has and has not seen the change is a live report.
An always-current tracker	No one maintains it. It is simply true.

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