

Please upload into respective subfolders in Box -->2019 -->Provider Supporting Documentation		Uploaded to Box
When saving to Box, please label attachment to reflect the file being uploaded		
At least one week prior to the review: **Sections 1 and 5 of Review Tool		
1	FI Monitoring Tool- For Sections 1 and 5 of the tool, Please complete the evidence column of the tool upload documentation to Box in the corresponding folders. 2020->Provider Supporting Documentation	
Once you receive the case selection (21 days prior): **Sections 2,3,4 of Review Tool		
1	Pull participant charts as listed in the case selection	
2	SD Participant Case Selection Document- Once MSHN case completed the Participant column and contract CMHSP column, FI must complete the Employee Name (max 3) for each participant chart chosen and service they provide at least 2 weeks prior to the site review dates. MSHN will review staff files associated with the participant files. (min 10/max 20 files)	
3	MSHN will highlight the staff names of files that will be reviewed. Please pull selected staff files for on site review. If review is desk review, please upload evidence to corresponding folder in Box. 2020->Provider Supporting Documents	
4	Upload participant/Consumer file documentation relevant to standards on the review tool. 2020->Provider Supporting Documents	