MSHN
Mid-State Health Network

## 1. FI Monitoring Tool Section 1- General

**1**

☐ Complete Section 1 of the review tool – far right column "Evidence" column.

☐ Upload completed tool and evidence listed on review tool in Box under 2021->Provider Supporting Documents-1. General Review Documentation

## 2. FI Monitoring Tool Section 2- Staff Training

**2**

☐ Upload documentation of training for the staff selected In on the Case Selection Form.

Case Selection Form: 2021->1. Monitoring Tools and Auditing Documents

2021->Provider Supporting Documentation->2. Employee Training Review Documentation

## 3. FI Monitoring Tool Section 3 – Employment Files

**3**

☐ Upload documentation/staff files for staff selected on the Chart Selection document.

Case Selection Form: 2021->1. Monitoring Tools and Auditing Documents

2021->Provider Supporting Documentation->3. Employee File Review Documentation

## 4. FI Regional Monitoring Tool Section 4- Participant Files

**4**

☐ Upload participant files (with all documentation outlined in standards) to Box under 2021->2. Provider Supporting Documents -> 4. Participant File Review Documentation

## 5. FI Regional Monitoring Tool Section 5 – Quality Improvement

**5**

☐ Upload documentation of evidence for 5.2 in 2021-Provider Supporting Documents->