

ABA/Autism Site Review Preparation Checklist

Please upload into respective subfolders in Box-->20XX-->Provider Supporting Documents		Uploaded
<p>1 Organization Wide - complete the <i>Organization Wide Audit tool</i> by referencing name of document provided as evidence in the 'evidence found' column and upload source documentation to respective sub-folder. 20XX - > 2. Provider Supporting Documentation -> 5.0 General Admin and 6.0 LEP and Cultural Competency</p> <p><i>NOTE: This tool is complete only 1 time for the entire organization</i></p>		<input type="checkbox"/>
<p>2 Site Specific - complete the <i>Site Specific Review Tool</i> for <u>each site</u> being reviewed. Reference the name of the document and page number provided as evidence in the 'evidence found' column and upload source document to the respective sub-folder 20XX -> 2. Provider Supporting Documents -> 1.0 Autism Benefit_ABA, 2.0 Documentation Reporting Requirements, and 3.0 Recipient Rights</p> <p><i>NOTE: This tool is completed for each provider site being audited by CMHSPs in the MSHN region</i></p>		<input type="checkbox"/>
<p>3 Complete and upload the <i>Provider Credentials Verification document</i> for each staff member being reviewed and upload evidence to the respective sub-folder 20XX -> 2. Provider Supporting Documents -> 4.0 Provider Qualifications and Training.</p> <p><i>NOTE: This tool is completed for each provider site being audited by CMHSPs in the MSHN region</i></p>		<input type="checkbox"/>
<p>4 Notify your CMHSP auditing lead once complete. For questions about preparing for your audit, contact your CMHSP auditing lead.</p>		<input type="checkbox"/>