

Regional Monitoring of Autism Benefit – Applied Behavioral Analysis

Site Specific Standards

PROVIDER SITE:	DATE OF REVIEW: <i>Click or tap to enter a date.</i>
NAMES OF REVIEWERS:	DATE REPORT SENT TO PROVIDER: <i>Click or tap to enter a date.</i>
CORRECTIVE ACTION REQUIRED: <input type="checkbox"/> Yes <input type="checkbox"/> No	CORRECTIVE ACTION DUE DATE: <i>Click or tap to enter a date.</i>
CORRECTIVE ACTION ACCEPTED: <input type="checkbox"/> Yes <input type="checkbox"/> No	DATE CORRECTIVE ACTION ACCEPTED: <i>Click or tap to enter a date.</i>

	Standard	Source	Evidence may include	Score	Evidence Found, Notes, Comments
--	----------	--------	----------------------	-------	---------------------------------

Recipient Rights (on-site)					
3.1	Were rights books provided to consumers and readily available for review?	Contract, section 21– Recipient Rights	Visual inspection that the latest version of booklets are available to consumers; not store in the office or other location.	<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	
3.2	Did the rights books provide the correct information for contacting the appropriate Rights Office?	Contract, section 21– Recipient Rights	Visual inspection; If the consumers are from more than one CMH each should have the appropriate information.	<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	
3.3	Are posters providing contact information for the Rights Office conspicuously posted and visible to consumers and staff? (not applicable to SIP sites)	Contract, section 21– Recipient Rights	Visual inspection; Poster identifying the appropriate Rights Office must be posted in conspicuous areas	<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	
3.4	Did the posters provide the correct information for contacting the appropriate Rights Office?	Contract, section 21 – Recipient Rights	Visual inspection; Poster identifying the appropriate Rights Office must be posted in conspicuous areas	<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	

	Standard	Source	Evidence may include	Score	Evidence Found, Notes, Comments
3.5	The most current version of the Abuse and Neglect Reporting Posters are posted where staff can see them.	Contract, section 21 – Recipient Rights	Visual inspection;	<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	
3.6	Were complaint forms readily available?	Contract, section 21– Recipient Rights	Visual inspection; Complaint forms must be available in common areas; consumers should not have to ask staff for complaint forms.	<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	
3.7	Were recipients aware of how to file a complaint?	Contract, section 21– Recipient Rights	Reviewer should ask at least 2 consumers	<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	
3.8	Were staff aware of how to file a complaint?	Contract, section 21– Recipient Rights	Staff interview; Reviewer should ask at least 2 staff	<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	
3.9	Were copies of Chapter 7 and 7A available?	Contract, section 21– Recipient Rights	Visual inspection; Printed copies of Chapters 7 and 7A of the Mental Health Code should be available in a common area.	<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	
3.10	Were any exclusions to items able to be brought into the site (contraband) posted and visible to consumers and visitors?	Contract, section 21– Recipient Rights	Visual inspection	<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	
3.11	Were records and other confidential information secured and not open for public inspection?	Contract, section 21– Recipient Rights	Record retention and/pr privacy Policy/ Procedure; Visual inspection	<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	

	Standard	Source	Evidence may include	Score	Evidence Found, Notes, Comments
3.12	Site review results <u>did not result</u> in identified health or safety concerns.	Contract, section 21– Recipient Rights		<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	
3.13	Were appropriate accommodations made for persons with physical disabilities?	Contract, section 21– Recipient Rights		<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	
3.14	Documentation that staff received RR training within 30 days of hire was reviewed?	Contract Attachment G	Policy/ Procedure; training logs	<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	
			TOTAL SCORE/%:	Points	%
Findings:					
Strength:					
Recommendations (does not require corrective action):					
Corrective Action Plan (PROVIDER COMPLETES):					
Reviewer Response:					

PROVIDER QUALIFICATIONS/CREDENTIALING				
---------------------------------------	--	--	--	--

	Standard	Source	Evidence may include	Score	Evidence Found, Notes, Comments
4.1	<p>Provider follows a documented process consistent with State requirements for credentialing and re-credentialing of providers.</p> <p>Note: only evaluating provider qualifications (e.g. license) and does not include training requirements (refer to 4.4)</p>	<p>Medicaid Provider Manual MHSA Section 18</p> <p>MDHHS Code and Qualifications Chart</p>	Sample of employee credentialing records to confirm credentials and PSV. Staff at all levels (BCBA, BCaBA, QBHP, LP-LLP, QLP, BT, etc.) must meet the standards for to mark “yes” for each case sample.	<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	
4.2	<p>Credentials are verified, by primary source, prior to employment. This includes criminal background and central registry checks (CR if working with minors/children) for any staff having direct access to consumers served.</p> <p>Note: central registry checks for childcare staff working with <i>minor children</i> (per ABA contract).</p>	<p>Public Act 218 of 1979, MCL 400.734 (b) MSHN AFP response Section 2.4.5</p> <p>PIHP Contract</p> <p>MDHHS Provider Credentialing Policy</p>	Sample of records	<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	
4.3	<p>Prior to employment, the Provider verifies that the individual is not included in any excluded or sanctioned provider lists. The Provider shall search the OIG, GSA/SAM and Michigan Sanction Provider database monthly to capture exclusions and reinstatements that have occurred since the last search</p>	<p>MDHHS Credentialing Policy MDHHS Contract MCL 400.734b MCL 333.18263</p>	Sample of records; OIG, SAM, MI sanctioned provider lists (or subscription service)	<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	
4.4	<p>Minimum training standards are met based on the MSHN regional training requirements and is documented in the staff file.</p> <p>Note: all employee records must be in compliance, otherwise indicate No (i.e., no partial compliance)</p>	<p>Contract Attachment Training Requirements</p>	<p>Training logs or transcripts; Sample of employee training records</p>	<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	
4.5	<p>Individuals transporting consumers hold a valid driver’s license appropriate to the class of vehicle being operated</p>	<p>Medicaid Provider Manual – NEMT;</p>	Evaluate transportation logs; Personnel records – copy of driver’s license	<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0)	

	Standard	Source	Evidence may include	Score	Evidence Found, Notes, Comments
--	----------	--------	----------------------	-------	------------------------------------

		Michigan Vehicle Code Act 300 of 1949		<input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	
--	--	--	--	---	--

			TOTAL SCORE/%:	Points	%
--	--	--	----------------	--------	---

Findings:

Strength:

Recommendations (does not require corrective action):

Corrective Action Plan (PROVIDER COMPLETES):

Reviewer Response: