

Regional Monitoring of Autism Benefit – Applied Behavioral Analysis Organization-Wide Core Standards

PROVIDER:	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	Reviewer Guidelines	Score	Evidence Found, Notes, Comments
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General Administration/Staff Qualifications (desk or on-site review)						
4.1	The provider has a systematic process (i.e., Compliance Plan) in place to ensure that the organization is performing business functions in a manner in compliance with federal and state laws concerning health care billing practices and fraud detection and/or prevention. Note: These regulations include HIPAA, Stark I and II, Medicare/Medicaid anti-kickback statute, and False Claims Act.	Contract (section 25 – Compliance Program), 42 CFR 438.608	Compliance Plan Policies Procedures		<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	
4.2	The provider has safeguards in place that restrict the use or disclosure of information concerning Consumers.	Contract (section 23 – Consumer Medical Records) Mental Health Code, Sections 748, 748a, and 750	Policy/Procedure		<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	
4.3	Provider has a provision for the disposal of consumer-protected health information (PHI) that will render the documents unreadable, indecipherable, and otherwise cannot be reconstructed.	HITECH Act, Contract (Section 24 - HIPAA)	Policy/Procedure		<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	

	Standard	Source	Evidence may include	Reviewer Guidelines	Score	Evidence Found, Notes, Comments
4.4	The provider maintains a comprehensive individual service record system as required by contract record-keeping requirements.	Contract (section 23 – Consumer Medical Records), MDHHS Medical Services Administration (MSA) Policy Bulletin Chapter 1, the MDTMB Retention General Schedule #20 Community Mental Health Programs	Policy/Procedure related to retention, privacy and confidentiality		<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	
4.5	Provider has evidence of utilizing data to improve processes and services such as surveys, feedback, internal assessment and evaluation, etc.	Contract Section 26 – Quality Improvement Program, Site Reviews, Performance Monitoring	QAPIP, surveys, feedback mechanisms, and internal monitoring processes		<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	
4.6	The provider has a system in place for credentialing and recredentialing licensed healthcare professionals in accordance with MDHHS credentialing and recredentialing processes. Staff file, policies, and procedures meet all requirements.	MDHHS Contract Medicaid Provider Manual	Policy/Procedure and Sample of records	<i>This standard is scored using a review of policies/procedures and results of the staff file reviews. If policies and procedures were compliant but staff files were not (or reverse), this would be "Partial". If policies and procedures were not fully compliant and staff files were not</i>	<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	

	Standard	Source	Evidence may include	Reviewer Guidelines	Score	Evidence Found, Notes, Comments
				<i>fully compliant, this would be fully non-compliant "No".. If policies and procedures and staff files were compliant with this standard the standard is fully met "yes". . See staff qualification review tool.</i>		
4.7	Provider conducts background checks for staff as required. <ul style="list-style-type: none"> • Criminal background (initial and ongoing) • *National Sex Offender registry (initial) • *State Sex Offender registry (initial) • Central registry (initial) • OIG (initial and monthly) • GSA/SAM (initial and monthly) • MDHHS Sanctioned Provider database (initial and monthly). 	Autism regional contract, MDHHS/PIHP Contract, MDHHS Credentialing policy	Policy, procedures and/or Sample record review	<p><i>*New requirement 10/1/23. Staff files prior to this date may not include registry checks.</i></p> <p><i>Reviewers: This standard is scored using review of policies/procedures and results of the staff file reviews. If policies and procedures were compliant but staff files were not (or reverse), this would be "Partial". If policies and procedures were not fully compliant and staff files were not fully compliant, this would be fully non-compliant "No".. If policies and procedures and staff files were compliant with this standard</i></p>	<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	

	Standard	Source	Evidence may include	Reviewer Guidelines	Score	Evidence Found, Notes, Comments
				<i>the standard is fully met "yes". . See staff qualification review tool.</i>		
4.8	Provider has a written system in place to ensure individuals transporting consumers hold a valid driver's license appropriate to the class of vehicle being operated	Medicaid Provider Manual – NEMT; Michigan Vehicle Code Act 300 of 1949	Policy/Procedure		<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	
4.9	The provider has a process in place to ensure that the minimum training requirements for staff are met and that evidence is documented in staff files.	Contract MSHN Regional Training Grid	Policy/Procedure and/or sample records	<i>This standard is scored using review of policies/procedures and results of the staff file reviews. If policies and procedures were compliant but staff files were not (or reverse), this would be "Partial". If policies and procedures were not fully compliant and staff files were not fully compliant, this would be fully non-compliant "No".. If policies and procedures and staff files were compliant with this standard the standard is fully met "yes". . See staff qualification review tool</i>	<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	
			TOTAL SCORE/%:		Points	%

	Standard	Source	Evidence may include	Reviewer Guidelines	Score	Evidence Found, Notes, Comments
Accessibility, Limited English Proficiency & Cultural Competence (desk or on-site review)						
5.1	The provider has an administrative policy and procedure in place for identifying and assessing the language needs of individuals served	42 CFR 438.10 42 CFR 438.400 MI Medicaid Manual MDHHS PIHP Contract MDHHS Customer Service Standards	Policy/procedure		<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	
5.2	The provider has a written policy and/or procedure on accessing oral interpretation services free of charge to consumers and has a process to notify consumers of these services.	MDHHS/PIHP Contract MDHHS Customer Service Standards CMHSP Policy/Procedures	Policy/procedure		<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	
5.3	Written materials are available in an easily understood manner in alternative formats and in an appropriate manner that takes into consideration the special needs of those who are visually limited or have limited reading proficiency, as required by ADA.	MDHHS/PIHP Contract MDHHS Customer Service Standards CMHSP Policy/Procedures Regional ABA Contract	Examples of materials in alternative formats: 6.9 grade reading level Policy, Procedures		<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	
5.4	The provider has a written policy or procedure on cultural diversity to ensure that services are delivered in a culturally diverse manner to all consumers, including those with LEP and diverse cultural and ethnic backgrounds.	MDHHS PIHP Contract Regional ABA Contract	Policy/procedure		<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <input type="checkbox"/> NA	
			TOTAL SCORE/%:		Points	%