

## 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> |

**Review Team:** This tool is to be completed only if the provider has a site and a site review is conducted. If the provider has multiple sites, this tool must be completed for each site.

|                                   | Standard                                                                                                                                               | Source                                    | Evidence may include                                                                                                                   | Reviewer Guidelines | Score                                                                                                                                      | Evidence Found, Notes, Comments |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>Recipient Rights (on-site)</b> |                                                                                                                                                        |                                           |                                                                                                                                        |                     |                                                                                                                                            |                                 |
| 3.1                               | Were rights books provided to consumers and readily available for review?                                                                              | Contract, section 21–<br>Recipient Rights | Visual inspection to ensure that the latest version of booklets is available to consumers; not stored in the office or other location. |                     | <input type="checkbox"/> Yes (2)<br><input type="checkbox"/> No (0)<br><input type="checkbox"/> Partial (1)<br><input type="checkbox"/> NA |                                 |
| 3.2                               | Did the rights books provide the correct information for contacting the appropriate Rights Office?                                                     | Contract, section 21–<br>Recipient Rights | Visual inspection: If the consumers are from more than one CMH, each should have the appropriate information.                          |                     | <input type="checkbox"/> Yes (2)<br><input type="checkbox"/> No (0)<br><input type="checkbox"/> Partial (1)<br><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–<br>Recipient Rights | Visual inspection: A Poster identifying the appropriate Rights Office must be posted in conspicuous areas.                             |                     | <input type="checkbox"/> Yes (2)<br><input type="checkbox"/> No (0)<br><input type="checkbox"/> Partial (1)<br><input type="checkbox"/> NA |                                 |

|      | Standard                                                                                                                 | Source                                  | Evidence may include                                                                                                                    | Reviewer Guidelines | Score                                                                                                                                      | Evidence Found, Notes, Comments |
|------|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 3.4  | Did the posters provide the correct information for contacting the appropriate Rights Office?                            | Contract, section 21 – Recipient Rights | Visual inspection;<br>Poster identifying the appropriate Rights Office must be posted in conspicuous areas.                             |                     | <input type="checkbox"/> Yes (2)<br><input type="checkbox"/> No (0)<br><input type="checkbox"/> Partial (1)<br><input type="checkbox"/> NA |                                 |
| 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)<br><input type="checkbox"/> No (0)<br><input type="checkbox"/> Partial (1)<br><input type="checkbox"/> NA |                                 |
| 3.6  | Were complaint forms readily available?                                                                                  | Contract, section 21– Recipient Rights  | Visual inspection;<br>Complaint forms must be available in common areas;<br>consumers should not have to ask staff for complaint forms. |                     | <input type="checkbox"/> Yes (2)<br><input type="checkbox"/> No (0)<br><input type="checkbox"/> Partial (1)<br><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)<br><input type="checkbox"/> No (0)<br><input type="checkbox"/> Partial (1)<br><input type="checkbox"/> NA |                                 |
| 3.8  | Were staff aware of how to file a complaint?                                                                             | Contract, section 21– Recipient Rights  | Staff interview;<br>Reviewer should ask at least 2 staff                                                                                |                     | <input type="checkbox"/> Yes (2)<br><input type="checkbox"/> No (0)<br><input type="checkbox"/> Partial (1)<br><input type="checkbox"/> NA |                                 |
| 3.9  | 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)<br><input type="checkbox"/> No (0)<br><input type="checkbox"/> Partial (1)<br><input type="checkbox"/> NA |                                 |
| 3.10 | 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;<br>Visual inspection                                                                 |                     | <input type="checkbox"/> Yes (2)<br><input type="checkbox"/> No (0)<br><input type="checkbox"/> Partial (1)<br><input type="checkbox"/> NA |                                 |

|      | Standard                                                                           | Source                                    | Evidence may include | Reviewer Guidelines | Score                                                                                                                                      | Evidence Found, Notes, Comments |
|------|------------------------------------------------------------------------------------|-------------------------------------------|----------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 3.11 | Site review results <u>did not result</u> in identified health or safety concerns. | Contract, section 21–<br>Recipient Rights |                      |                     | <input type="checkbox"/> Yes (2)<br><input type="checkbox"/> No (0)<br><input type="checkbox"/> Partial (1)<br><input type="checkbox"/> NA |                                 |
| 3.12 | Were appropriate accommodations made for persons with physical disabilities?       | Contract, section 21–<br>Recipient Rights |                      |                     | <input type="checkbox"/> Yes (2)<br><input type="checkbox"/> No (0)<br><input type="checkbox"/> Partial (1)<br><input type="checkbox"/> NA |                                 |
|      |                                                                                    |                                           |                      | TOTAL SCORE/%:      | Points                                                                                                                                     | %                               |