

**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:** For providers that provide in-home services only and do not have a site, this tool must be completed. Evidence that staff have this information available and how they are able to access the information at any time must be provided.

Standard	Source	Evidence may include	Score	Evidence Found, Notes, Comments
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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. If no site, evidence of booklets and how staff freely access them at any time.	<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. If no site, evidence of booklets and how staff freely access them at any time.	<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. If no site, evidence	<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
			that staff have access to posters and how staff freely access them at any time.		
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. If no site, evidence that staff have access to posters and how staff freely access them at any time.	<input type="checkbox"/> Yes (2) <input type="checkbox"/> No (0) <input type="checkbox"/> Partial (1) <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 If no site, evidence staff have access to posters and how staff can access them freely at any time.	<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. If no site, evidence of how staff can access forms freely at any time.	<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)	

	Standard	Source	Evidence may include	Score	Evidence Found, Notes, Comments
				<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. If no site, evidence that staff can access forms freely at any time.	<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	
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	
			<b>TOTAL SCORE/%:</b>	<b>Points</b>	<b>%</b>