

Developmental Services
Non-Residential Support Services
 Monitoring Checklist

Provider Number: _____

Provider Name: _____

Review Date: _____


Provider Address: _____

Reviewer Name: _____

District: _____

Location: _____

Agency Provider Solo Provider Onsite Review Desk

Cite		Met	Not Met	N/A
Explanation of Monitoring Tool Symbols/Codes  Alert: Denotes a critical standard or cite relating to health, safety and rights. A deficiency requires a more intense corrective action and follow-up cycle. “W” Weighted Element: A “W” followed by 2.0 or 4.0 in the Cite column denotes elements that have a greater impact on the monitoring score. “R” Recoupment: An “R” in the Cite column denotes an element that is subject to recoupment of funds by the State if the element is “Not Met.”				
Standard: The provider successfully supports individuals’ participation in community life.				
1 W2.0	The provider develops an individualized implementation plan (IP) and/or a Behavior Analysis Service Plan (BASP) for all consumers.			
2 W2.0	An individualized implementation plan (IP) is developed under the direction of the consumer.			
3	The IP identifies goals and needs from the individual’s support plan and other pertinent sources appropriate to the individual.			
4	The IP identifies strategies and methods to assist the individual in meeting goal(s), as well as the data collection system to be used to assess success and achievement.			
5 W2.0	The IP is reviewed periodically to determine whether progress is being made and is updated to reflect new interests, goals, needs, or strategies to promote meaningful progress.			
6	Progress or the lack there of, is noted in the daily progress notes, monthly summary and annual report.			

Cite		Met	Not Met	N/A
7	The provider has taken action on the results reported through the person centered review process. <i>[Note: If there have been no person-centered reviews conducted with individuals for which this provider renders services and supports, score this element as "Not Applicable."]</i>			
As appropriate to individuals' goals, needs and interests:				
8 W2.0	Training activities are provided in integrated, non-residential settings.			
9 W2.0	Training activities are meaningful to the individual and consistent with support plan goals and the approved cost plan.			
10	Services support the development of individuals' communication and social skills.			
11	Services are age and culturally appropriate.			
12	Services support the development of skills needed to increase independent living in the community setting.			
13	Services encourage the development of friendships with people who reside in the community.			
14 W2.0	Services support the development of skills to assist the individual in maintaining a living environment, use of community resources, and conduct activities of daily living.			
Standard: The provider and all employees of the provider are qualified to provide NRSS services.				
15	Independent vendors have at least a high school diploma or equivalent, are 18 years of age and one year experience in medical, psychiatric, nursing, or child-care setting, or working with individuals with developmental disabilities.			
16	Agency employees who perform services meet the independent vendor qualifications.			
17🔔 W4.0	Level two background screenings are complete for all direct service employees.			
18🔔 W4.0	All employees undergo background re-screening every 5 years.			
Standard: The provider and the provider's staff meet training requirements for delivery of Non-Residential Support services.				
19	Proof of current training and certification services is available for all independent vendors or agency staff in Cardiopulmonary Resuscitation (CPR).			
20	Proof of current training is available for all independent vendors and agency staff in AIDS and infection control.			

Cite		Met	Not Met	N/A
21	The provider attends mandatory meetings and training scheduled by the Area Office and/or Agency.			
22 NEW	Direct service staff has received training in the Agency's Direct Care Core Competencies Training.			
23 W2.0	Independent providers and agency staff receive training on responsibilities and procedures for maintaining health, safety and well-being of individuals served.			
24	Independent providers and agency staff receive training on medication administration and supervision of self-administration.			
25	Independent providers and agency staff receive training on required documentation for service(s) rendered.			
26	Independent provider and agency staff receive training on responsibilities under the Core Assurances.			
27	Independent providers and agency staff receive training on responsibilities under the requirements of specific services offered.			
28	Independent providers and agency staff receive training on use of personal outcomes to establish a person-centered approach to service delivery.			
29 W2.0	Independent providers and agency staff receive other training specific to the needs or characteristics of the individual as required to successfully provide services and supports.			
30	Proof of required training in recognition of abuse and neglect, to include domestic violence and sexual assault, and the required reporting procedures is available for all independent vendors and agency staff.			
Standard: Services are provided at an intensity and duration necessary for successful support of the individuals served.				
31 W2.0	Services are rendered at a time mutually agreed to by the individual and provider.			
32	Services are not provided in the individual's or provider's place of residence.			
33	Individuals are not allowed to pay for any provider costs.			
34	If a provider is transporting individuals in his or her private vehicle, the provider has a valid driver's license, car registration and insurance.			
35	Provider immediately notifies the Area Office of any changes in driver license, car registration or insurance status, or of all traffic violations, excluding parking tickets.			

Cite		Met	Not Met	N/A
36 W2.0	Training activities provided in groups do not exceed three (3) individuals.			
Standard: The provider maintains sufficient reimbursement and monitoring documentation to verify service delivery and to evaluate each individual's services and supports.				
<i>Note: Score based on the presence or absence of the required documentation.</i>				
37 R	Provider has at a minimum an individual implementation plan and or behavior analysis services plan.			
38 R	The IP is developed, at a minimum, within 30 days of new service initiation, or within 30 calendar days of service authorization effective date when services are being continued.			
39	Provider has at a minimum supporting data (notes) to the implementation plan.			
40	Provider has at a minimum daily progress notes for each day services were provided.			
41 R	Provider has at a minimum a monthly summary, including the training location, for the days services were provided of individual's progress and activities toward achieving support plan goal(s) for the period being reviewed.			
42	Provider has at a minimum an annual report.			
43	Provider has at a minimum results of the annual satisfaction survey.			
44 R NEW	Provider has at a minimum copies of service logs for each month services were rendered.			
45	Provider has at a minimum performance data on the Projected Service Outcomes.			
Standard: Provider bills for services as authorized.				
46 R	Services are limited to the amount, duration and scope of the services described on the individual's support plan and current approved cost plan.			
47 R	Provider does not bill separately for transportation and travel cost that are inclusive of the service.			
48	Providers that bill by the unit prepare bills that reflect actual dates of service.			
49 R	The provider bills for NRSS as defined and specified in the DS Waiver Services Medicaid Coverage and Limitations handbook.			

Cite		Met	Not Met	N/A
Standard: The provider meets Projected Service Outcomes established for service delivery.				
50	The provider has established a systematic method of data collection for projected service outcome data.			
51	There is evidence that the data are reviewed periodically and that corrective measures are put in place if the data indicates that the goal is not being achieved.			
52 W2.0	Individuals achieve goals on their support plan during the year.			
53 W2.0	All individuals served, who have responded to their annual satisfaction survey are satisfied with the services based on the results or that the provider has addressed any concerns raised during the survey.			
54 W2.0	Individuals who use the supports and services of the provider demonstrate an increase in abilities, consistent with their support plan.			
55 W2.0	Individuals who use the supports and services of the provider are supported in integrated community sessions of their choice to increase their level of participation or independence.			
<p>If the provider is not rendering services to individuals that have problems with behavior such as those that follow, score the elements in this section Not Applicable.</p> <p><u>Types of Problems with Behavior:</u></p> <p>Actions of the individual which, without behavioral, physical, or chemical intervention</p> <ol style="list-style-type: none"> 1. Have resulted in self-inflicted, detectable, external or internal damage requiring medical attention or are expected to increase in frequency, duration, or intensity resulting in self-inflicted, external or internal damage requiring medical attention. 2. Have occurred or are expected to occur with sufficient frequency, duration or magnitude that a life-threatening situation might result, including excessive eating or drinking, vomiting, ruminating, eating non-nutritive substances, refusing to eat, holding one's breath, or swallowing excessive amounts of air. 3. Have resulted in external or internal damage to other people that require medical attention or are expected to increase in frequency, duration or intensity resulting in external or internal damage to other persons that requires medical attention. 4. Have resulted or are expected to result in major property damage or destruction. 5. Have resulted or are expected to result in arrest and confinement by law enforcement personnel 				
Standard: Behavioral Services result in objective and measurable improvements in behavior that are consistent with the individual's outcomes.				
56	When rendering services and supports to individuals identified as having problems with behavior, the provider is assisted by a qualified professional or professionals who meet the requirements in the Medicaid Handbook for the type of service the professional is providing.			
57	Behavior Service goal(s) are consistent with and relate directly to the individual's personal outcomes/goals.			

Cite		Met	Not Met	N/A
58	The individual has a written, individual plan developed by a certified or licensed professional that clearly identifies what will change as a result of intervention, the intervention(s) to be used and how progress will be measured.			
59 W2.0	Written consent to use the plan was obtained from the individual or guardian.			
60	Implementers (provider staff) of the plan are able to carry out the plan as written.			
61 W2.0	A system is in place to assure that procedures are carried out as designed.			
62 W2.0	There is evidence of progress or lack thereof in reducing the problem with behavior.			
63	Emergency procedures (e.g., reactive strategies, crisis management procedures) used by the provider for problems with behavior are developed and implemented under the guidance of certified or licensed behavioral services professionals.			
64	Staff are able to use the procedure when and as designed			
65	Records are kept on the use of the emergency procedure and occurrences of the problem behavior.			

NRSS Checklist 11-27-05.doc

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