

Developmental Services
Specialized Mental Health Services
 Monitoring Checklist

Provider Number: _____

Provider Name: _____

Review Date: _____



Provider Address: _____

Reviewer Name: _____

District: _____

Location: _____

Agency Provider Solo Provider Onsite Review Desk

Cite	Standard	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.”				
A. Service Tasks and Locations				
1	Specialized mental health services include information gathering, development of a plan of care in coordination with the individual’s support plan, mental health interventions designed to help the individuals meet the goals identified on the support plan, medication management and discharge planning.			
B. Provider Qualifications and Requirements				
2 	Providers of specialized mental health services are licensed psychiatrists, psychologists, clinical social workers, marriage and family therapists or mental health counselors with two years experience working with individuals who are dually diagnosed with mental illness and developmental disabilities.			
W4.0				
3	The provider attends mandatory meetings and training scheduled by the Area Office and/or Agency.			
4	Independent providers and agency staff receive training on responsibilities and procedures for maintaining health, safety and well-being of individuals served.			
W2.0				
5	Independent providers and agency staff receive training on required documentation for service(s) rendered.			

Cite	Standard	Met	Not Met	N/A
6	Independent providers and agency staff receive training on responsibilities under the Core Assurances.			
7	Independent providers and agency staff receive training on responsibilities under the requirements of specific services offered.			
8	Independent providers and agency staff receive training on use of personal outcomes to establish a person-centered approach to service delivery.			
9 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.			
10	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.			
C. Service Limits and Times				
11	Providers limit specialized mental health services to one to two one-hour sessions per week and one assessment per year.			
12	Provider is authorized to render specialized mental health services.			
13	Provider renders services and supports at a frequency and intensity as defined in the service authorization.			
14 NEW	If a provider is transporting individuals in his or her private vehicle, the provider has a valid driver's license, car registration and insurance.			
D. Documentation				
15 R	Provider has at a minimum copies of the assessment.			
16 R	Provider has at a minimum copies of the treatment plan and updates.			
17 R NEW	Provider has at a minimum copies of the service logs for the period being reviewed.			
18 R	Provider has at a minimum copies of the monthly summary notes for the period being reviewed.			

Specialized Mental Health Checklist 11-27-05.doc
REV 10-29-01; 10-30-01,11-13-01; 01.03; 02.04.03; 02-10-03; 11-27-05