



## Memorandum

Date: 8/4/22

To: Direct Support Provider Network

From: Terry Pezent, ADMH-DDD Associate Commissioner

RE: Checklist for Monitoring Reviews of Provider Owned Residential Setting

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In light of continuous conversations relating to ADMH-DDD on-site Monitoring visits and the associated documentation review requirements, find attached the “**ADMH-DDD Monitoring Review Checklist for Providers – Residential Settings**” that we hope will be useful for Residential providers across the HCBS Waiver service delivery system. All residential providers should ensure these documents are available for review during an on-site visit of a provider owned residential setting. Also included is the OG 5.5 that further describes the process for an ADMH-DDD Monitoring review.

This checklist was developed from a review of HCBS Regulatory requirements, Provider Transition to Compliance Plan information and data/feedback collected from on-site monitoring reviews. Through the data/feedback review, the consistent findings indicate the following:

- The information is not readily accessible or available for review
- The Residential Staff are not knowledgeable about HCBS regulatory requirements
- The Residential Staff are not knowledgeable about assigned Person-Centered Planning goals
- The Residential Staff do not have access to Person Centered Plans or Behavior Support Plans
- The Residential Staff do not understand their role and responsibilities to support an individual’s goals in the PCP and/or Behavior Support Plans
- The Residential Staff do not have access to Life Safety (fire and weather drills) documents
- The Residential Staff do not have access to Infectious Disease protocols.

The information listed in the checklist should be readily accessible to ADMH-DDD Staff performing oversight responsibilities. The Staff at the residential setting should be adequately trained and knowledgeable about these documents, know how to access the documents, and be able to answer questions about them.

If you have questions, please reach out to your Community Services Director for clarification.