

### ADMH-DDD Monitoring Review Checklist for Providers – Residential Settings

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|                                                                                                                | <p>Behavior Support Plans with HRC and BPRC signature pages with all signatures</p> <ul style="list-style-type: none"> <li>• Data collection for 3 months</li> <li>• In-service sheets signed by staff acknowledging, understanding their support role in the plan</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                                | <p>Psychotropic Medication Plan with signatures</p> <ul style="list-style-type: none"> <li>• In-service sheets signed by staff acknowledging, understanding the role in the plan</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                                                                | <p>Person Centered Service Plan (PCP) completed with signatures</p> <ul style="list-style-type: none"> <li>• Goals/Learning Opportunity Program objectives (LOPs) with Data Collection for 3 months and the most recent quarterly narrative</li> <li>• In-service sheet signed by staff, acknowledging, understanding of their support role in the plan</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                                                                                | <p>Fire Drills/ Severe Weather Drills for last 6 months signed by staff conducting the drills</p> <ul style="list-style-type: none"> <li>• Drills are impromptu, should not be occurring the same time every month</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                                | <p>Leases</p> <ul style="list-style-type: none"> <li>• Should have signatures by the individual, legal guardian/responsible relative, and the representative for the agency</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                                                                | <p>Key Assessments and Due Process for any restrictions</p> <ul style="list-style-type: none"> <li>• Should specify the individual's key access. Ex. Does the individual have a key? If no, is the individual aware of the key's location, (i.e., I choose not to carry a key and leave it in my room in my jewelry box, but I know if I want it, I can get it at any time.) Note** Is this information notated in the PCP?</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                                                                | <p>Safety Assessment and Due Process Plan for any restrictions</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                                                                                | <p>Financial Assessment and Due process Plan for any restrictions</p> <ul style="list-style-type: none"> <li>• Individual should have access to money/funds (Ex. 1: I have a bank account and I keep my debt card with me. Ex. 2: I do not want to keep my debt card in my wallet, I choose to keep it in my secured place. Ex. 3: I want ABC Homes to keep my debt card, because I am afraid, I will lose it, just give me \$75 to spend, and I will ask the Q for more money when I need it.) Note** Is this information detailed in the PCP?</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                                                                                | <p>Functional Assessment</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                                                                | <p>Rights and Grievances Assessment and Due Process Plan for any restrictions</p> <ul style="list-style-type: none"> <li>• All modification to the HCBS regulations are considered a rights restriction. A Due Process Plan is required and must be available for review.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                                                                | <p>Transition to Compliance Plan with in-service sheet signed acknowledging, understanding of the plan</p> <ul style="list-style-type: none"> <li>• DSP staff should be aware of the Plan and the items that they are responsible for completing/implementing, such as documentation re: offering daily activities, volunteer activities, community integration, etc.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                                                                                | <p>Daily Activities Log</p> <ul style="list-style-type: none"> <li>• Offered daily activities, if yes, where did they go. (i.e., Jane went to the movies and mall today, chose to eat at Big Bob Gibson's for Dinner) If no, staff should explain reason individual gave (i.e., I don't want to go anywhere)</li> <li>• Employment/Volunteer activities per the individual participation             <ul style="list-style-type: none"> <li>○ Ex. If employment is a goal verified, please ensure a plan is in place on obtaining/meeting that goal (i.e., ABC homes has scheduled mock job interviews for Jane Doe to participate in, this will aid in the increased knowledge of properly interviewing skills to obtain a job.)</li> <li>○ Ex. If the individual is interested in volunteering, what plan is in place to reach their volunteering goal. (i.e., ABC Homes reached out to Manna House to setup volunteer hours for 3 days/week, Jane will be working in the Food pantry.)</li> </ul> </li> </ul> |
|                                                                                                                | <p>Policy and Procedures and Staff training documents</p> <ul style="list-style-type: none"> <li>• Provider HCBS Compliance Checklist Policies and Procedures and In-service sheets signed by staff acknowledging their role in understanding and implementing the HCBS requirements             <ul style="list-style-type: none"> <li>○ To included but not limited to Due Process, Transportation, Private Dining, Privacy, Choice of staff, Rights, etc. as identified in the TCP</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                                                                | <p>Emergency Infectious Disease Plans updated</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>***Providers must ensure availability of the above documents and staff knowledge of the same ***</b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |