



LCBDD News & Updates!

Hello, Provider Partners! Sending information on implementation of the new Adult Day Services rules & rates, info. on the Community Integration add-on, plus additional info. While the new Adult Day rates affect mainly Day Service Providers, all team members may be involved in fitting needed services into a person's available funding budget.

Please let me know if you come across information you want to share with your peers.

Together we can help make people's lives even better!

Thanks,

David



**Happy Spring**

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## **New Adult Day Rules take effect 4/1/17!**

From DODD:

DODD received approval in February 2017 for adult day waiver service modifications to be effective April 1, 2017 for Level One, Individual Options, and SELF Waivers.

### **Daily Rate – Adult Day Support and Vocational Habilitation**

Effective 04/01/2017, the daily billing unit may only be submitted under the following circumstances:

- A provider only delivers between 5–7 hours of either Adult Day Support or Vocational Habilitation in a single day; **AND**
- Either the individual served is not eligible for the rate add-ons, or the provider elects not to receive any rate add-ons for an individual who is eligible.

For dates of service 04/01/2017 or later, the daily billing unit may not be submitted whenever a provider delivers a combination of adult day waiver services in the same day.

### **Reminder - Authorization to Exceed Budget Limit**

Budget limitations for adult day waiver services were established based on **260** days of participation for roughly 6.25 hours/day. This equates to 6500 15-minute units of service per year. The Cost Projection Tool (CPT) will not allow finalization of costs that exceed the budget limitation associated with an individual's acuity grouping (A, A-1, B, or C). When the cost of up to 6500 units of any combination of Adult Day Support, Vocational Habilitation, Career



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Planning, Individual Employment Support, and/or Group Employment Support exceeds the budget limitation for the individual's acuity grouping, the county board must request a budget override using the process described below.

[For full details please click to open notice](#)

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## **Billing the Community Integration Add-On starting April 1<sup>st</sup>**

From our friends at OPRA

### **1. IS THIS RIGHT FOR YOUR AGENCY?**

If the individuals in your program spend most or all of their time in the community and you are planning to bill in 15-minute units, this may make sense for your agency.

*The add-on is NOT available when billing the daily rate, only when billing 15-minute units.*

### **2. PICK STAFF**

Decide which staff will take individuals out into the community. All of your staff or only a few? When you want to start billing the add-on, how many individuals will you be taking into the community and how many staff will it take to support that?

### **3. TRAIN STAFF**

To bill the community integration add-on, direct support professionals must complete the DODD community integration training on DODD's website. Staff must complete the training individually and must pass the test at the end of the training.

Staff Training: <https://mylearning.dodd.ohio.gov/>

### **4. CALL YOUR SERVICE COORDINATORS**

Your S.C.s must change the cost projection tools (CPT) for each individual you will be using the community integration add-on for. During this conversation, it may prove beneficial to see if the individual has additional funding for transportation into the community.

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## **Trauma Informed Care- FREE web videos**



LCBDD News & Updates!



## Perspectives on Trauma, Hope for Healing

Through collaboration on the Trauma-Informed Care (TIC) Initiative, the [Ohio Departments of Mental Health and Addiction Services](#) (OhioMHAS) and DODD are pleased to announce the availability of [nine videos](#) on personal stories of lived experience and resiliency.

[More](#)

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## DODD Compliance Tool for Agency Providers

The actual tool that DODD Provider Compliance staff use when conducting reviews for agency providers is attached. This is a great way to perform periodic self-reviews to make sure you are in compliance with DODD rules and regulations, and maybe avoid any unpleasant surprises during your next review! Please contact me if you have questions after you review the form.

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## Transformation Series: Building Innovative Service Models



## LCBDD News & Updates!



Provider agencies working to bolster person-centered planning and employment options for the Ohioans they serve have a new opportunity to exchange ideas and promising practices during the [2017 Transformation Series](#). This two-part series includes agency [site visits](#) and an [interactive one-day summit](#).

[Read More](#)

SECTION 2 – SERVICE PLANNING

Question #	Question	Guidance/Additional Information	Compliant Yes/No	Plan of Correction
2.001	<p>Does the assessment process consider;</p> <ul style="list-style-type: none"> <li>• What is important to the individual</li> <li>• What is important for the individual</li> <li>• Known and likely risk</li> <li>• Place on the path to employment</li> <li>• Desired community employment outcome</li> <li>• What is working and not working</li> </ul> <p>5123:2-1-11; 5123:2-2-05</p>	<ul style="list-style-type: none"> <li>• Assessment considers the individual’s skills</li> <li>• Important to promotes satisfaction</li> <li>• Important for promotes health and welfare</li> <li>• Trends of unusual incidents</li> <li>• Major unusual incident review</li> <li>• Serious chronic medical conditions</li> </ul> <p>There are four places on the path to community employment:</p> <ul style="list-style-type: none"> <li>• Place One: has a job; needs support to maintain or move up</li> <li>• Place Two: would like a job; needs support to find one</li> <li>• Place Three: not sure about employment; needs support to identify career options</li> <li>• Place Four: Does not express a desire to work; needs support to make an informed choice</li> </ul>		
2.002	<p>Using person centered planning, has the plan been developed based on the results of the assessment as it relates to:</p> <ul style="list-style-type: none"> <li>• Ensure health and welfare,</li> <li>• Assist the individual to engage in meaningful activities</li> <li>• Support community connections</li> <li>• Assist in improving self-advocacy skills</li> <li>• Ensure achievement of outcomes</li> <li>• Identify risks include supports to prevent or minimize risks</li> </ul>	<ul style="list-style-type: none"> <li>• ISP promotes:</li> <li>• Rights</li> <li>• Self-determination/Individual Choice</li> <li>• Physical well-being</li> <li>• Emotional well-being</li> <li>• Material well-being</li> <li>• Personal development</li> <li>• Interpersonal relationships</li> <li>• Social inclusion</li> <li>• Provider has communicated unmet/change in wants/needs</li> </ul>		

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant Yes/No	Plan of Correction
	<ul style="list-style-type: none"> <li>Are employment services consistent with the individual's identified employment outcome? 5123:2-1-11; 5123:2-2-05</li> </ul>	<ul style="list-style-type: none"> <li>Identified risks related to a noted trend of unusual incidents and/or major unusual incidents</li> </ul>		
2.003	Was the service plan reviewed annually? 5123:2-1-11			
2.004	Was the service plan revised based on the changes in the individuals needs/wants? 5123:2-1-11	<ul style="list-style-type: none"> <li>Consider life changes such as changing jobs, moving, changing providers, a new medical condition or deleting services the individual doesn't want</li> <li>Provider has communicated unmet/change in needs</li> <li>County Board has revised plan once aware of new needs</li> </ul>		
2.005	Did the individual decide who would participate in the service planning process? 5123:2-1-11; 5123:2-9-40	<ul style="list-style-type: none"> <li>No written documentation required.</li> <li>SELF WAIVER –with the assistance of the Support Broker, if needed</li> </ul>		
2.006	Did the provider receive a copy of the individual service plan at least fifteen calendar days in advance of implementation? 5123:2-1-11	<ul style="list-style-type: none"> <li>This is required unless extenuating circumstances make fifteen-day advance copy impractical and with agreement by the individual and his or her providers.</li> <li>Assessment information is part of the planning package.</li> </ul>		
2.007	Does the <b>ISP</b> specify the provider type, frequency, and funding source for each service and activity? 5123:2-1-11			
2.008	For individuals receiving employment services, did the team review the progress report to determine if services provided are consistent with the individuals' identified employment outcome and the individual has obtained employment or is advancing on the path? 5123:2-2-05			

*SECTION 3 – MEDICATION ADMINISTRATION*

Question #	Question	Guidance/Additional Information	Compliant Yes/No	Plan of Correction
3.001	If it is believed that the individual is unable to self-administer their medications, was a self-medication administration assessment completed? 5123:2-6-02; 5123:2-3-04	<ul style="list-style-type: none"> <li>TDD N/A: Medications are only administered by nurses or natural supports</li> <li>The presumption is that everyone is able to self-administer their medications. Therefore, individuals identified as self-administering may not have an assessment.</li> </ul>		
3.002	If the individual is unable to self-administer medications has the assessment been reviewed annually, and revised as-needed? 5123:2-6-05; 5123:2-3-04	<ul style="list-style-type: none"> <li>A new assessment must be done at least every 3 years or if there has been a change</li> <li>TDD N/A: Medications are only administered by nurses or natural supports</li> </ul>		
3.003	If the individual’s assessment indicates that they are unable to self-medicate, does the Individual service plan address their medication administration needs? 5123:2-1-11; 5123:2-3-04	<ul style="list-style-type: none"> <li>An individual is presumed to be able to self –medicate. Assessment should be completed only if the team believes the individual is unable to safely self-medicate.</li> </ul>		
3.004	If the individual is unable to self-administer their medications, is the medication stored in a secure location based on the needs of the individual and their living environment? 5123:2-6-06; 5123:2-3-04	<ul style="list-style-type: none"> <li>Secured doesn't have to mean locked. It means secured based on the individual's needs</li> <li>TDD N/A: Medications are only administered by nurses or natural supports</li> </ul>		
3.005	If the individual is unable to self-administer their medications, is the medication in a pharmacy labeled container?	<ul style="list-style-type: none"> <li>TDD N/A: Medications are only administered by nurses or natural supports</li> </ul>		

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant Yes/No	Plan of Correction
	5123:2-6-06; 5123:2-3-04			
3.006	<p>If delegated nursing is identified in the plan, is there a statement of delegation, evidence of on-going assessment, and annual staff skills checklist?</p> <p>5123:2-6-01; 5123:2-3-04</p>	<ul style="list-style-type: none"> <li>• REFERENCE DELEGATED NURSING GRID</li> <li>• Day services locations with 17 or more participants must have delegated nursing</li> <li>• Residential facilities with 6 or more beds must have delegated nursing</li> <li>• Delegation is required for G/J tube medication administration, insulin injection or pump and administration of nutrition by G/J tube.</li> <li>• TDD N/A: Delegation does not apply</li> </ul>		

*SECTION 4 – BEHAVIOR SUPPORT*

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
4.001	If the service plan includes restrictive measures, did the Human Rights Committee review and approve the plan prior to implementation? 5123:2-2-06; 5123:2-3-04	<ul style="list-style-type: none"> <li>• <b>County Board responsibility</b></li> </ul>		
4.002	If the service plan includes time out or restraint, are the interventions being implemented only when risk of harm is evidenced? 5123:2-2-06; 5123:2-3-04	<ul style="list-style-type: none"> <li>• <b>County board responsibility</b></li> <li>• There must be a direct and serious risk of physical harm to the individual or another person. The individual must be capable of causing physical harm to self or others and the individual must be causing physical harm or very likely to begin causing physical harm.</li> </ul>		
4.003	If the service plan includes rights restrictions, are the interventions being implemented only when risk of harm or likelihood of legal sanction are evidenced? 5123:2-2-06; 5123:2-3-04	<ul style="list-style-type: none"> <li>• <b>County board responsibility</b></li> <li>• There must be a direct and serious risk of physical harm to the individual or another person. The individual must be capable of causing physical harm to self or others and the individual must be causing physical harm or very likely to begin causing physical harm. Legal sanction is met when the person's actions are very likely to result in eviction, arrest, or incarceration.</li> </ul>		
4.004	If the service plan includes a restrictive measure, are behavioral supports employed with sufficient safeguards? 5123:2-2-06; 5123:2-3-04	<ul style="list-style-type: none"> <li>• Has staff been trained?</li> <li>• Was supervision available that ensured health, welfare, and rights of the individual?</li> </ul>		
4.005	If the plan includes a restrictive measure, is there evidence that the Restrictive Measure Notification was submitted prior to implementation? 5123:2-2-06; 5123:2-3-04	<ul style="list-style-type: none"> <li>• <b>County board responsibility</b></li> <li>• Could be evidenced by copy of email submission, support staff verification, or viewing on the RMN system</li> </ul>		
4.006	If the plan has behavioral strategies that include restrictive measures, is there evidence that the	<ul style="list-style-type: none"> <li>• <b>County board responsibility</b></li> </ul>		

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
	strategy was reviewed by the individual and the team at least every 90 days to determine the effectiveness of the strategy? 5123:2-2-06; 5123:2-3-04	<ul style="list-style-type: none"> <li>• If decision was made to continue did the up to date information indicate risk or harm or likelihood of legal sanction is still present.</li> </ul>		
4.007	If the plan includes restrictive measures, is there evidence of an assessment within the past twelve months that clearly describes risk of harm or likelihood of legal sanction? 5123:2-2-06; 5123:2-3-04	<ul style="list-style-type: none"> <li>• For behavior support strategies to be development, assessment must clearly describe:               <ul style="list-style-type: none"> <li>○ Behavior that poses risk of harm or likelihood of legal sanction</li> <li>○ Level of harm or type of legal sanction that could occur with behavior</li> <li>○ When is behavior likely to occur</li> <li>○ Individual factors (medical, environment etc.) that may be contributing</li> </ul> </li> </ul>		
4.008	Were all restrictive measures addressed in the plan and approved by the Human Rights Committee? 5123:2-2-06; 5123:2-3-04	<ul style="list-style-type: none"> <li>• Examples: house rules, dietary restrictions, imposed bedtimes, locked cabinets, visitor limitations, etc... It is not permissible for these restrictions to be outside of the restrictive measure requirements</li> <li>• Criminal court orders are not required to be approved by the HRC</li> <li>• Restrictive Measures include rights restrictions</li> </ul>		
4.009	Is there evidence that the person conducting assessments and developing behavioral strategies that include restrictive measures have required credentials? 5123:2-2-06; 5123:2-3-04	<ul style="list-style-type: none"> <li>• Hold a professional license or certification issued by Ohio board of psychology; the state medical board of Ohio; or the Ohio counselor, social worker, and marriage and therapist OR</li> <li>• Hold a certificate to practice as a certified Ohio behavior analyst pursuant to section 4783.04 of Revised code OR</li> <li>• Hold minimum of bachelor's degree and 3 years paid full time experience developing and/or implementing behavior support strategies</li> </ul>		

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
4.010	Are restrictive strategies person-centered and interwoven into a single plan? 5123:2-2-06; 5123:2-3-04	<ul style="list-style-type: none"> <li>County Board responsibility</li> <li>There should be no separate behavior support plans. Restrictive strategies should be included in a manner similar to all other support strategies.</li> </ul>		
4.011	Is there evidence that informed consent was received from the individual or guardian prior to the restrictive strategies being submitted to the HRC for approval? 5123:2-2-06; 5123:2-3-04	<ul style="list-style-type: none"> <li>County Board responsibility. Informed consent must be written. A scanned signature submitted electronically is acceptable</li> </ul>		
4.012	Does the provider/county board have a human rights committee that includes the following? <ul style="list-style-type: none"> <li>At least 4 people</li> <li>At least 1 individual who receives or is eligible to receive specialized services</li> <li>Qualified persons with training or experience in contemporary practices of Behavior Support</li> </ul> Reflect a balance of: <ul style="list-style-type: none"> <li>Individuals who receive or are eligible to receive specialized services or family members or guardians of individuals who receive or are eligible to receive services</li> <li>County boards or providers</li> </ul> 5123:2-2-06; 5123:2-3-04	<ul style="list-style-type: none"> <li>N/A if the provider does not have their own committee A committee can serve more than one county board or provider</li> <li>Community representatives do not account on either side of the balance.</li> <li>Ensure that authors of restrictive measures who sit on the HRC do not “vote” on the measures they wrote.</li> </ul>		
4.013	Does the provider have a policy which reflect requirements of the rule? 5123:2-2-06; 5123:2-3-04	County Board requirement <ul style="list-style-type: none"> <li>The Policy and Procedure should not contain any standards not permissible per the rule</li> <li>The Policy and Procedure may additionally address: HRC quorums, age</li> </ul>		

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
		appropriateness, crisis program usage, etc...		
4.014	Is the behavior support strategy directed at: 1. Mitigating risk of harm or legal sanction 2. Reducing and eliminating need for restrictive measures 3. Ensuring the environment includes preferred activities so individuals are less likely to engage in unsafe actions due to behavior 5123:2-2-06; 5123:2-3-04	<ul style="list-style-type: none"> <li>• Is the person's preferences considered? Is there achievable success criteria in the strategies? Is there a plan to reduce or eliminate the restrictive measures?</li> </ul>		
4.015	Is there a provider record of the date, time, duration, and antecedent factors regarding each use of a restrictive measure other than a restrictive measure that is not based on antecedent factors (e.g. Bed alarm or locked cabinet)? 5123:2-2-06; 5123:2-3-04			
4.016	Did all members of the provider/county board Human Rights Committee receive department approved training within three months of appointment to the committee in: rights of individuals with disabilities, person-centered planning, informed consent, confidentiality, and the requirements of 5123:2-2-06? 5123:2-2-06; 5123:2-3-04	<ul style="list-style-type: none"> <li>• N/A for agency providers unless operating on behalf of the county board</li> <li>• County boards are responsible for all committees operating on their behalf</li> <li>• County boards/ICFs can share committees with other entities</li> <li>• The county board or provider can have received approval of their own trainings or utilized the department trainings.</li> <li>• Department online trainings of:               <ul style="list-style-type: none"> <li>○ Behavioral Support Strategies that Include Restrictive Measures,</li> <li>○ Human Rights Committee, and</li> <li>○ Rights of People with Developmental Disabilities meet the 5 required areas above.</li> </ul> </li> </ul>		

*SECTION 5 – MONEY MANAGEMENT*

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
5.001	Does the provider ensure that individuals have access to their funds? 5123:2-2-07	<ul style="list-style-type: none"> <li>• This applies to any provider listed in the service plan as responsible for individual funds.</li> <li>• Deposits must be made within 5 days of receipt of funds.</li> <li>• Monies must be made available within 3 days of request of the individual.</li> <li>• Individuals are able to control personal funds based on their abilities</li> </ul>		
5.002	Did someone other than the staff who handle personal funds, complete reconciliations at the frequencies required? 5123:2-2-07	<ul style="list-style-type: none"> <li>• Bank accounts should be reconciled using the most recent bank statement.</li> <li>• Cash accounts maintained by the provider should be reconciled every 30 days.</li> </ul>		
5.003	If the service plan includes assistance with money management, are the individual’s monies being managed as indicated in the plan? 5123:2-2-07	<ul style="list-style-type: none"> <li>• Bill Paying</li> <li>• Banking</li> <li>• Shopping</li> <li>• Inventories</li> </ul>		
5.004	When the individual receives a paid service for money management does the service plan include parameters for management based on the areas of focus? 5123:2-2-07	<ul style="list-style-type: none"> <li>• As appropriate/needed based on the service need...</li> <li>• The dollar amount anticipated to be available to the individual up request for personal spending.</li> <li>• The specific type of supports to be provided</li> <li>• The maximum dollar amount that the individual may independently manage at one time.</li> <li>• The maximum dollar amount that the provider may spend on behalf of the individual for any one expenditure without guardian, payee, and/or team approval</li> </ul>		

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
		<ul style="list-style-type: none"> <li>• The name of the person or entity responsible for providing payee services.</li> <li>• Receipts</li> </ul>		
5.005	Does the provider ensure that the account transaction records/ledgers include the required elements? 5123:2-2-07	Each type of account includes: <ul style="list-style-type: none"> <li>• The individual’s name</li> <li>• The source, amount, and date of all funds received</li> <li>• The signature of the person depositing funds to the account, unless electronically deposited</li> <li>• The signature of the person withdrawing funds to the account unless electronically deposited.</li> </ul>		
5.006	If the individual lives in a licensed facility does the provider, ensure the individual receives \$75.00 in personal allowance? 5123:2-3-18	<ul style="list-style-type: none"> <li>• This is a requirement in licensed settings only</li> </ul>		
5.007	If the individual lives in a licensed facility does the provider, ensure that the individual is paying his/her room and board costs or receiving excess funds as required by the room and board contract? 5123:2-3-18	<ul style="list-style-type: none"> <li>• This is a requirement in licensed settings only</li> <li>• <b>SEE ROOM &amp; BOARD CALCULATION SHEET</b></li> <li>• If the individual has earned income, the provider shall ensure they receive the first \$100 and 1/2 of any income over \$100</li> </ul>		
5.008	Is there evidence that the individual is able to purchase items, goods, and services of his/her preference?	<ul style="list-style-type: none"> <li>• Based on the individual’s available resources</li> <li>• Licensed waiver facilities are NOT required to purchase individual items unless included in the Room &amp; Board agreement, or covered by the waiver reimbursement</li> </ul>		
5.009	If the individual lives in a setting that is provider owned or controlled, does the	<ul style="list-style-type: none"> <li>• Provider controlled setting means a residence where the landlord is;</li> </ul>		

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
	individual have a lease or other legally enforceable agreement? 5123:2-9	<ul style="list-style-type: none"> <li>• An entity that is owned in whole or part by the individual’s provider or an immediate family member of the provider or the owner or a management employee of the agency provider</li> <li>• Affiliated with the individual’s agency provider</li> <li>• A member of the board of the provider, or has a member of the provider agency serving on the landlord’s board</li> <li>• Not required in AFL settings</li> </ul>		

*SECTION 6- Moved to Section 18 (page intentionally left blank)*

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*SECTION 7- SERVICE DELIVERY & DOCUMENTATION*

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
7.001	<p>Does service delivery documentation include the following elements below?</p> <ul style="list-style-type: none"> <li>• Date of service;</li> <li>• Individual's name;</li> <li>• Individual's Medicaid #;</li> <li>• Provider name;</li> <li>• Provider #; (N/A for TDD)</li> <li>• Signature or initials of person delivering the service</li> <li>• *Signature or initials of the <b>person receiving services or their representative</b> – TDD Only</li> </ul> <p>5123:2-9-06; 5123:2-9-40; 5123:2-9-50</p>	<ul style="list-style-type: none"> <li>• May be maintained on multiple documents/forms</li> <li>• Review service specific rule for documentation requirements</li> </ul>		
7.002	<p>Does the waiver service delivery documentation for all waiver billing codes include the place of service?</p> <p>5123:2-9-06; 5123:2-9-40; 5123:2-9-50</p>	<ul style="list-style-type: none"> <li>• Place of service in NMT is the vehicle license plate number</li> <li>• For Transportation (HPC), this is origination/destination points</li> <li>• Not required for TDD however; services may not be provided in the provider's home under TDD</li> </ul>		
7.003	<p>Does the waiver service delivery documentation for all waiver codes include the type of service?</p> <p>5123:2-9-06; 5123:2-9-40; 5123:2-9-50</p>	<ul style="list-style-type: none"> <li>• Review service specific rule for documentation requirements</li> <li>• Not required for TDD</li> <li>• NMT: requires type of NMT service – per-trip or per-mile</li> </ul>		
7.004	<p>Does the waiver service delivery documentation for all waiver billing codes include the number of units (amount) provided?</p> <p>5123:2-9-06; 5123:2-9-40; 5123:2-9-50</p>	<ul style="list-style-type: none"> <li>• Not required for services billed using a daily rate except adult day services</li> <li>• Documentation may be maintained on multiple documents/forms</li> </ul>		

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
		<ul style="list-style-type: none"> <li>• Review service specific rule for documentation requirements</li> <li>• For Transportation (HPC, NMT, and SELF), this is total number of miles as indicated by the odometer readings</li> <li>• TDD units are typically reflected documentation of time in and time out</li> </ul>		
7.005	Does the waiver service delivery documentation for all waiver billing codes include scope? 5123:2-9-06; 5123:2-9-40; 5123:2-9-50	<ul style="list-style-type: none"> <li>• Scope- the definition of each waiver service must describe in concrete terms the goods and services that will be provided to waiver participants, including any conditions that apply to the provision of the service</li> <li>• N/A for NMT, Transportation</li> </ul>		
7.006	Does the waiver service delivery documentation for all waiver billing codes include frequency? 5123:2-9-06; 5123:2-9-40; 5123:2-9-50	<ul style="list-style-type: none"> <li>• How often a service will be furnished. The number of times the service is offered</li> <li>• N/A for NMT, Transportation</li> </ul>		
7.007	Does the waiver service delivery documentation for all waiver billing codes include duration? 5123:2-9-06; 5123:2-9-40; 5123:2-9-50	<ul style="list-style-type: none"> <li>• The length of time that a service will be provided</li> <li>• A limit on the duration of services means that the service will no longer be provided after a specified period of time or, after a specified period of time, the necessity for the service is subject to review and reauthorization</li> <li>• N/A for NMT, Transportation</li> </ul>		
7.008	If applicable, does the waiver service delivery documentation include the name of the individual's employer, the number of hours worked and the hourly wage? 5123:2-9-06; 5123:2-9-44	<ul style="list-style-type: none"> <li>• Applies to SELF Integrated Employment and IO/L1 Supported Employment-Community and Enclave only</li> </ul>		
7.009	Does the waiver service delivery documentation for non-medical transportation include the names of all other passengers/riders including paid staff and volunteers who were in the	<ul style="list-style-type: none"> <li>• NMT ONLY</li> </ul>		

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Question #	Question	Guidance/Additional Information	Compliant Yes/No	Plan of Correction (If not compliant)
	vehicle during any portion of the trip and/or commute? 5123:2-9-18			
7.010	Are medication, treatments and dietary orders being followed? 5123:2-2-01; 5123:2-1-11	<ul style="list-style-type: none"> <li>• Info may come from the medication administration record (MAR), doctor's orders, OT/PT and speech plans and unusual incidents</li> </ul>		
7.011	Is the service plan and/or plan of care being implemented as written?  5123:2-2-01; 5123:2-9-50; 5123:2-9-54; 5123:2-9-57	<ul style="list-style-type: none"> <li>• Info may come from service documentation and review of the frequency/duration of services delivered and/or observation. Documentation should match services in the plan.</li> <li>• Includes access to adaptive equipment/modifications important to/for the individual</li> </ul>		
7.012	Is the provider/facility following all applicable local, state and federal rules and regulations?	<ul style="list-style-type: none"> <li>• Must include rule cite</li> </ul>		
7.013	Does the individual's record include: <ul style="list-style-type: none"> <li>• A copy of any existing advance directives including but not limited to a DNR</li> <li>• A medical power of attorney</li> <li>• Drug and food interactions,</li> <li>• Allergies and dietary restrictions</li> <li>• Physician's written orders</li> <li>• Plan of Care</li> </ul> 5123:2-9-50; 5123:2-9-57	<ul style="list-style-type: none"> <li>• TDD ONLY</li> <li>• Required for agency nursing services</li> <li>• Required for agency PCA services</li> <li>• Must be signed and dated by the treating physician every 60 days</li> <li>• Verbal orders on the plan of care can be worked under for two weeks</li> <li>• Referred to as the 485</li> </ul>		
7.014	Does the nursing documentation include clinical notes or progress notes and documentation of the face to face visits? 5123:2-9-59	<ul style="list-style-type: none"> <li>• TDD ONLY</li> <li>• Agency RN: initial face to face with personal care aid to explain services</li> <li>• Agency RN: (or LPN under supervision) face to face PCA and individual every 60 days</li> </ul>		
7.015	For providers of employment services (including prevocational services), was a written progress	<ul style="list-style-type: none"> <li>• Ensure the employment outcome is outlined in progress report.</li> </ul>		

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Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
	report submitted to the individual’s team at least once every twelve months to show progress towards desired employment outcome? 5123:2-2-05	<ul style="list-style-type: none"> <li>• If Employment outcome was not met, does it explain barriers identified and steps to address barriers or revise employment outcome?</li> </ul>		
7.016	Did the provider submit employment outcome data for individuals who receive employment services through the web-based data collection system maintained by the Department? 5123:2-2-05	<ul style="list-style-type: none"> <li>• Was employment outcome data submitted at least once per year or more frequently as status changes occur?</li> <li>• Provider should have the data they submitted disseminated in a confidential manner based on services provided, how individuals obtained employment, hours worked, wages earned, and occupations. This is information you could request to see.</li> </ul>		
7.017	Were records maintained in a confidential manner and available upon request? 5123:2-2-01; 5123:2-9-06 and 5123:2-3-13			
7.018	Does the waiver provider ensure that records related to the provision of services are maintained by the provider for a minimum of six years? 5123:2-9-06	<ul style="list-style-type: none"> <li>• These records can be stored electronically.</li> </ul>		

SECTION 8 – MUI/UI

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
8.001	<p>Upon identification of a MUI, is there evidence that the provider took the following immediate actions as appropriate:</p> <ul style="list-style-type: none"> <li>• Immediate and on-going medical attention</li> <li>• Removal of an employee from direct contact with any at-risk individual when the employee is alleged to have been involved in abuse or neglect until such time as the provider has reasonably determined that such removal is no longer necessary</li> <li>• Other necessary measures to protect the health and welfare of at-risk individuals</li> </ul> <p>5123:2-17-02</p>	<ul style="list-style-type: none"> <li>• Providers are not required to remove staff from all direct contact with individuals</li> <li>• Providers are responsible for making sure that immediate actions are appropriate and adequately protect any “at risk” individuals.</li> <li>• The provider is responsible for notifying the county board or department when there are changes in protective actions (i.e. returning employee to duty, change in supervision levels, etc.)</li> </ul>		
8.002	<p>Is there evidence that the provider notified the County Board about the below listed incidents within 4 hours of discovery?</p> <ul style="list-style-type: none"> <li>• Abuse (Physical, Sexual and Verbal)</li> <li>• Exploitation</li> <li>• Misappropriation</li> <li>• Neglect</li> <li>• Suspicious/Accidental Death</li> <li>• Media Inquiry</li> <li>• Peer to peer acts</li> </ul> <p>5123:2-17-02</p>			
8.003	<p>Is there evidence that the provider has submitted a written incident report to the county board contact or designee no later than three p.m. the next working day following</p>			

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Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
	initial knowledge of a potential or determined major unusual incident? 5123:2-17-02			
8.004	Is there evidence that notifications were made on the same day of the incident to the following as applicable: <ul style="list-style-type: none"> <li>• Guardian or other person whom the individual has identified</li> <li>• Residential Provider (licensed or certified)</li> <li>• SSA</li> <li>• Staff or Family living at the individual’s residence who have responsibility for individual’s care</li> <li>• Support Broker</li> </ul> 5123:2-17-02	<ul style="list-style-type: none"> <li>• Applies to notifications for MUIs only, not UIs</li> <li>• Notification to the Residential Provider only applies when the incident happens at a location operated by an agency provider that is not the residential provider</li> <li>• Notifications or efforts to notify those listed above were documented</li> <li>• Notifications were made to the individuals’ guardians and other person whom the individuals have identified in a peer to peer act unless such notifications could jeopardize the health and welfare of an involved individual.</li> </ul>		
8.005	If applicable, were appropriate notifications made to other agencies? <ul style="list-style-type: none"> <li>• Children’s Services</li> <li>• Law Enforcement (for allegations of a crime)</li> </ul> 5123:2-17-02	<ul style="list-style-type: none"> <li>• Children under 21 years</li> <li>• Any allegation of exploitation, failure to report, misappropriation, neglect, peer to peer acts, physical abuse, sexual abuse, verbal abuse which may constitute a crime must be immediately reported to LE</li> <li>• Notifications or efforts to notify those listed above were documented</li> </ul>		
8.006	Is there evidence the provider cooperated with the investigation of MUIs? Timely submission of requested information? 5123:2-17-02	<ul style="list-style-type: none"> <li>• For County Boards: Timely submission also Includes replies past due (Replies past due will only be reviewed by DODD MUI STAFF)</li> </ul>		
8.007	Is there evidence that the individual’s team including the provider, collaborated on the development of a prevention plan to address the			

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Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
	causes and contributing factors identified in the investigation? 5123:2-17-02			
8.010	<p><b>This begins UI Section</b></p> <p>Is there evidence that the unusual incident was investigated by the Provider? 5123:2-17-02</p>	<p>UI INVESTIGATIONS should include what happened including immediate actions, identify cause and contributing Factors and what was done (prevention plan).</p> <ul style="list-style-type: none"> <li>• Examples of Immediate Actions: assessing for injuries, First Aid, separating individual, calling 911, Notifying Law Enforcement.</li> <li>• The cause and contributing factors should try to identify why or what caused the incident</li> <li>• Prevention Plan addresses the cause of the incident and be specific</li> </ul>		
8.011	<p>Is there evidence that the Incident Report contains the following required elements?</p> <ul style="list-style-type: none"> <li>• Individual's name;</li> <li>• Individual's address;</li> <li>• Date of incident;</li> <li>• Location of incident;</li> <li>• Description of incident;</li> <li>• Type and location of injuries;</li> <li>• Immediate actions taken to ensure health and welfare of individual involved and any at-risk individuals;</li> <li>• Name of primary person involved and his or her relationship to the individual;</li> <li>• Names of witnesses;</li> <li>• Statements completed by persons who witnessed or have personal knowledge of the incident;</li> <li>• Notifications with name, title, and time and date of notice;</li> </ul>	<ul style="list-style-type: none"> <li>• Sample Incident Report in Health and Safety Tool Kit</li> </ul>		

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Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
	<ul style="list-style-type: none"> <li>• Further medical follow-up; and</li> <li>• Name of signature of person completing the incident report.</li> </ul> 5123:2-17-02			
8.012	Is there evidence that the provider reviewed all unusual incidents as necessary but no less than monthly to ensure appropriate preventative measure have been implemented and trends and patterns identified and addressed? 5123:2-17-02			
8.013	Did the provider make the unusual incident report, documentation of patterns and trends and corrective actions available to the CB and Department upon request? 5123:2-17-02			
8.014	Did the provider/County Board maintain a log of unusual incidents which includes: <ul style="list-style-type: none"> <li>• Name of Individual</li> <li>• Description of Incident</li> <li>• Identification of Injuries</li> <li>• Time/Date of Incident</li> <li>• Location of Incident</li> <li>• Preventative Measures</li> </ul> 5123:2-17-02	<ul style="list-style-type: none"> <li>• Sample UI Log Available on Health and Safety Toolkit</li> <li>• Best practice would include Immediate Actions, Cause and Contributing Factors</li> </ul>		
8.015	Upon identification of an unusual incident, is there evidence that the provider took the following immediate actions as appropriate: <ul style="list-style-type: none"> <li>• Report was made to the designated person</li> <li>• The UI report was made within 24 hours of the incident</li> <li>• Investigate unusual incidents, identify the cause and contributing factors when applicable, and develop preventive measures to protect the</li> </ul>	<ul style="list-style-type: none"> <li>• If the provider is non-compliant with this question, ask to see their procedures.</li> </ul>		

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Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
	health and welfare of any at-risk individuals. 5123:2-17-02			
8.016	During the review, was there evidence of any unreported incidents that should have been reported as either an Unusual Incident or a Major Unusual Incident? 5123:2-17-02	<ul style="list-style-type: none"> <li>Ensure that the incident meets the definition of a UI or MUI in the rule before issuing citation</li> </ul>		
8.017	<p><b>COUNTY BOARDS ONLY:</b> Did the CB immediately upon notification or receipt of a report an allegation.</p> <ul style="list-style-type: none"> <li>Ensured that all reasonable measures necessary to protect the health and welfare of at-risk individuals have been taken;</li> <li>Determined if additional measures are needed;</li> <li>Notified the department if the circumstances in paragraph (I) (1) of this rule that require a department-directed administrative investigation are present. Such notification shall take place on the first working day the county board becomes aware of the incident.</li> </ul> <p>5123:2-17-02</p>	<ul style="list-style-type: none"> <li><b>THIS QUESTION WILL ONLY BE ASKED BY DODD MUI STAFF</b></li> </ul>		
8.018	<p><b>COUNTY BOARDS ONLY:</b> Is there evidence that the county board entered preliminary information regarding the incident in ITS and in the manner prescribed by the department by three p.m. on the working day following notification by the provider or of becoming aware of the major unusual incident. 5123:2-17-02</p>	<ul style="list-style-type: none"> <li><b>THIS QUESTION WILL ONLY BE ASKED BY DODD MUI STAFF</b></li> </ul>		

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8.019	<p><b>COUNTY BOARDS ONLY:</b> Is there evidence that the agency provider developed and implemented a written unusual incident policy and procedure that:</p> <ul style="list-style-type: none"> <li>• Identifies what is to be reported as an unusual incident which shall include unusual incidents as defined in this rule;</li> <li>• Requires an employee who becomes aware of an unusual incident to report it to the person designated by the agency provider who can</li> <li>• Initiate proper action;</li> <li>• Requires the report to be made no later than twenty-four hours after the occurrence of the unusual incident; and</li> <li>• Requires the agency provider to investigate unusual incidents, identify the cause and contributing factors when applicable, and develop preventive measures to protect the health and welfare of any at-risk individuals.</li> </ul> <p>5123:2-17-02</p>	THIS QUESTION WILL ONLY BE ASKED BY DODD MUI STAFF		
8.020	<p><b>COUNTY BOARDS ONLY:</b> Is there evidence that investigative agent completed a report of the administrative investigation and submitted it for closure in the incident tracking system within thirty working days unless the county board requested and the department granted an extension for good cause.</p> <p>5123:2-17-02</p>	<ul style="list-style-type: none"> <li>• THIS QUESTION WILL ONLY BE ASKED BY DODD MUI STAFF</li> </ul>		

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8.021	<p><b>COUNTY BOARDS ONLY:</b> Does the investigation report follow the format prescribed by the Department and include:</p> <ul style="list-style-type: none"> <li>• Initial Allegation</li> <li>• A list of persons interviewed and documents reviewed</li> <li>• A summary of each interview and documents reviewed</li> <li>• A Findings and Conclusion section which includes the causes and contributing factors to the incident that support the findings and conclusions</li> </ul> <p>5123:2-17-02</p>	<ul style="list-style-type: none"> <li>• THIS QUESTION WILL ONLY BE ASKED BY DODD MUI STAFF</li> </ul>		
8.022	<p><b>COUNTY BOARDS ONLY:</b> Is there evidence that no later than five working days following the county boards, developmental centers, or department's recommendation via the incident tracking system that the report be closed, the county board, developmental center, or department shall provide a written summary of the administrative investigation of each category A or category B major unusual incident, including the allegations, the facts and findings, including as applicable, whether the case was substantiated or unsubstantiated, and preventive measures implemented in response to the major unusual incident to the following unless the information in the written summary has already been communicated:</p> <ul style="list-style-type: none"> <li>• The individual, individual's guardian, or other person whom the individual has identified, as applicable; in the case of a peer-to-peer act, both</li> </ul>	<ul style="list-style-type: none"> <li>• THIS QUESTION WILL ONLY BE ASKED BY DODD MUI STAFF</li> <li>• In the case of an individual's death, the written summary shall be provided to the individual's family only upon request by the individual's family.</li> <li>• The county board shall provide a copy of its full report of the administrative investigation to the intermediate care facility. The department shall resolve any conflicts that arise.</li> </ul>		

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Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
	<p>individuals, individuals' guardians, or other persons whom the individuals have identified, as applicable, shall receive the written summary;</p> <ul style="list-style-type: none"> <li>• The licensed or certified provider and provider at the time of the major unusual incident; and</li> <li>• The individual's SSA and Support Broker</li> </ul> <p>5123:2-17-02</p>			
8.023	<p><b>COUNTY BOARDS ONLY:</b> Was there evidence that the County Board made a reasonable attempt to notify the primary person involved as to whether the major unusual incident has been substantiated, unsubstantiated/insufficient evidence, or unsubstantiated/unfounded no later than five working days following the closure of a case. 5123:2-17-02</p>	<ul style="list-style-type: none"> <li>• THIS QUESTION WILL ONLY BE ASKED BY DODD MUI STAFF</li> <li>• The written summary shall not be provided to the primary person involved, the spouse of the primary person involved, or the significant other of the primary person involved.</li> </ul>		
8.024	<p><b>COUNTY BOARDS ONLY:</b> Is there evidence that the County Board:</p> <ul style="list-style-type: none"> <li>• Conducted the analysis and implemented follow up actions for all programs operated by county board such as workshops, and transportation.</li> <li>• Sent their analysis and follow up to the Department by 8/31 (semi-annual) and 2/28 (annual)</li> </ul> <p>5123:2-17-02</p>	<ul style="list-style-type: none"> <li>• THIS QUESTION WILL ONLY BE ASKED BY DODD MUI STAFF</li> </ul>		
8.025	<p><b>COUNTY BOARDS ONLY</b> Is there evidence that the county board reviewed provider analysis and ensured that all issues have been reasonably addressed to prevent recurrence? 5123:2-17-02</p>	<ul style="list-style-type: none"> <li>• THIS QUESTION WILL ONLY BE ASKED BY DODD MUI STAFF</li> <li>• Does the County Board have a system for collecting independent and agency providers' analyses?</li> </ul>		

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8.026	<p><b>COUNTY BOARDS ONLY</b> Is there evidence that the agency provider and the county board ensured that trends and patterns of unusual incidents are included and addressed in the individual service plan of each individual affected?</p>	<ul style="list-style-type: none"> <li>THIS QUESTION WILL ONLY BE ASKED BY DODD MUI STAFF</li> </ul>		
8.027	<p><b>COUNTY BOARDS ONLY</b> Is there evidence that each county board or as applicable, each council of governments to which county boards belong, has a committee that reviews trends and patterns of major unusual incidents. The committee is made up of a reasonable representation of the county board(s), providers, individuals who receive services and their families, and other stakeholders deemed appropriate by the committee. 5123:2-17-02</p>	<ul style="list-style-type: none"> <li>THIS QUESTION WILL ONLY BE ASKED BY DODD MUI STAFF</li> </ul>		
8.028	<p><b>COUNTY BOARDS ONLY:</b> Is there evidence that:</p> <ul style="list-style-type: none"> <li>The role of the committee shall be to review and share the county or council of government’s aggregate data prepared by the county board or council of governments to identify trends, patterns, or areas for improving the quality of life for individuals served in the county or counties.</li> <li>The committee met each September to review and analyze data for the first six months of the calendar year and each March to review and analyze data for the preceding calendar year.</li> <li>The county board or council of governments shall send the aggregate data prepared for the meeting to all participants</li> </ul>	<ul style="list-style-type: none"> <li>THIS QUESTION WILL ONLY BE ASKED BY DODD MUI STAFF</li> </ul>		

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	<p>at least ten calendar days in advance of the meeting.</p> <ul style="list-style-type: none"> <li>• The county board or council of governments maintained minutes of each meeting, distribute the minutes to members of the committee, and make the minutes available to any person upon request.</li> <li>• The CB implemented follow-up actions identified by the committee</li> </ul> <p>5123:2-17-02</p>			
8.029	<p><b>COUNTY BOARD ONLY:</b> Is there evidence the County Board developed a policy and procedure relative to unusual incidents? 5123:2-17-02</p>	<ul style="list-style-type: none"> <li>• THIS QUESTION WILL ONLY BE ASKED BY DODD MUI STAFF</li> </ul>		
8.030	<p><b>COUNTY BOARD ONLY:</b> Is there evidence that the county board reviewed, on at least a quarterly basis, a representative sample of provider logs, including logs where the county board is a provider, to ensure that:</p> <ul style="list-style-type: none"> <li>•major unusual incidents have been reported,</li> <li>•preventive measures have been implemented, and</li> <li>•trends and patterns have been identified and addressed in accordance with this rule. The sample shall be made available to the department for review upon request.</li> </ul> <p>5123:2-17-02</p>	<ul style="list-style-type: none"> <li>• THIS QUESTION WILL ONLY BE ASKED BY DODD MUI STAFF</li> </ul>		
8.031	<p><b>COUNTY BOARD ONLY: INVESTIGATION INTAKE:</b></p>	<ul style="list-style-type: none"> <li>• THIS QUESTION WILL ONLY BE ASKED BY DODD MUI STAFF</li> </ul>		

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	<ol style="list-style-type: none"> <li>1. Is there evidence that the MUI was incorrectly coded?</li> <li>2. Does the MUI contain adequate information for appropriately categorizing it under Appendix A, B, or C?</li> <li>3. Is there evidence that a separate investigation should have occurred?</li> <li>4. Is there evidence of law enforcement notification and follow up?</li> <li>5. Is there documentation of a scene assessment?</li> <li>6. Is there evidence of timely initiation of investigation?</li> </ol> <p>5123:2-17-02</p>			
8.032	<p><b>COUNTY BOARD ONLY: INTERVIEWS:</b></p> <ol style="list-style-type: none"> <li>1. Is there evidence of the individual being interviewed no later than 3 days for Appendix A MUIs?</li> <li>2. Is there evidence of the PPI being interviewed?</li> <li>3. Did the IA identify and interview the reporter, witnesses, and all relevant others based upon information collected from incident reports, documentation, and investigation interviews?</li> <li>4. Is there evidence of written statements?</li> <li>5. Was there any other documentation of interviews?</li> <li>6. Were follow-up interviews conducted?</li> </ol> <p>5123:2-17-02</p>	<ul style="list-style-type: none"> <li>• THIS QUESTION WILL ONLY BE ASKED BY DODD MUI STAFF</li> </ul>		

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8.033	<p><b>COUNTY BOARD ONLY: DOCUMENTATION:</b></p> <ol style="list-style-type: none"> <li>1. Is there evidence that the incident report and all other documentation from the reporter of the incident was gathered?</li> <li>2. Is there evidence that information regarding the individual (e.g. ISP, bank statements, inventory, medical conditions) was gathered and reviewed?</li> <li>3. Is there evidence that documentation was gathered and reviewed of injuries, medical attention, and the possible cause of injury from a medical professional?</li> <li>4. Were relevant photos taken, audio and/or video recordings gathered, and documented?</li> <li>5. Is there evidence that all relevant documentation (e.g. training records, nursing notes, schedules) was gathered and reviewed?</li> </ol> <p>5123:2-17-02</p>	<ul style="list-style-type: none"> <li>• THIS QUESTION WILL ONLY BE ASKED BY DODD MUI STAFF</li> </ul>		
8.034	<p><b>COUNTY BOARD ONLY: DOCUMENTATION REVIEW AND INCIDENT SPECIFIC QUESTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Does the investigation report provide all documentary evidence in a clear, complete, and non-ambiguous manner?</li> <li>2. Does the investigation report address the incident specific questions of all MUIs: Appendix A, B, or C.</li> </ol> <p>5123:2-17-02</p>	<ul style="list-style-type: none"> <li>• THIS QUESTION WILL ONLY BE ASKED BY DODD MUI STAFF</li> </ul>		

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8.035	<p><b>COUNTY BOARD ONLY:</b> RELEVANT HISTORY / RELATIVE CREDIBILITY:</p> <ol style="list-style-type: none"> <li>1. Was the relevant history of the individual, PPI, reporter, witnesses, and others evaluated?</li> <li>2. Did the investigation report provide evidence that the relative credibility of the individual, PPI, witnesses, and all other relevant parties was evaluated? 5123:2-17-02</li> </ol>	<ul style="list-style-type: none"> <li>• THIS QUESTION WILL ONLY BE ASKED BY DODD MUI STAFF</li> </ul>		
8.036	<p><b>COUNTY BOARD ONLY:</b> ANALYSIS AND CAUSE AND CONTRIBUTING FACTORS:</p> <ol style="list-style-type: none"> <li>1. Does the investigation report include a succinct and well-reasoned analysis of the evidence that clearly indicates the rationale for substantiation or un-substantiation of the allegation(s)?</li> <li>2. Does the investigation report include evidence that the IA collected sufficient information to include a well-reasoned determination of the cause and contributing factors of the incident? 5123:2-17-02</li> </ol>	<p>THIS QUESTION WILL ONLY BE ASKED BY DODD MUI STAFF</p>		
8.037	<p><b>COUNTY BOARDS ONLY</b> Is there evidence that the provider or CB employing a primary person involved notified the department when they are aware that the primary person involved worked for another provider? 5123:2-17-02</p>	<p>THIS QUESTION WILL ONLY BE ASKED BY DODD MUI STAFF</p>		

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Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
8.038	<p><b>COUNTY BOARDS ONLY</b> Is there evidence that when an agency provider (excluding an intermediate care facility) that conducted an internal review of an incident for which a major unusual incident has been filed, has submitted the results of its internal review of the incident, including statements and documents, to the county board within fourteen calendar days of the agency provider becoming aware of the incident. 5123:2-17-02</p>	THIS QUESTION WILL ONLY BE ASKED BY DODD MUI STAFF		
8.039	<p><b>County Board Only</b> Is there evidence that the Provider:</p> <ul style="list-style-type: none"> <li>• Conducted a semi-annual and annual analysis and implemented follow up actions</li> <li>• Sent the analysis and follow up to the County Board for all programs operated in the County by 8/31 (semi-annual) and by 2/28 (annual)</li> </ul> <p>5123:2-17-02</p>	<ul style="list-style-type: none"> <li>• Pattern and Trends Analyses are due: August thirty-first of each year for the semi-annual review and by February twenty-eighth of each year for the annual review</li> <li>• All reviews and analysis shall be completed within 30 calendar days following the end of the review period.</li> </ul>		
8.040	<p><b>County Board Only</b> Is there evidence that the Pattern and Trends Analysis report contains the following required elements:</p> <ul style="list-style-type: none"> <li>• Date of review;</li> <li>• Name of person completing review;</li> <li>• Time period of review;</li> <li>• Comparison of data for previous three years;</li> <li>• Explanation of data;</li> <li>• Data for review by major unusual incident category type;</li> <li>• Specific individuals involved in established trends and patterns (i.e., five major unusual incidents of any</li> </ul>	<ul style="list-style-type: none"> <li>• Sample Analysis Tips are available on the Health and Safety Tool kit</li> <li>• 5 MUI of any kind within 6 months, 10 MUI of any kind within a year, or other pattern identified by the individual’s team); specific trends by residence, region, or program; previously identified trends and patterns; action plans and preventive measures to address noted trends and patterns</li> <li>• The CB shall ensure that trends &amp; patterns of MUIs are included and addressed in the ISP of each individual affected</li> </ul>		

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
	<p>kind within six months, ten major unusual incidents of any kind within a year, or other pattern identified by the individual's team);</p> <ul style="list-style-type: none"> <li>• Specific trends by residence, region, or program;</li> <li>• Previously identified trends and patterns; and</li> <li>• Action plans and preventive measures to address noted trends and patterns</li> </ul> <p>5123:2-17-02</p>			

*SECTION 9 – PERSONNEL*

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
9.001	Is the CEO listed in PCW and approved by DODD Certification? 5123:2-2-01	<ul style="list-style-type: none"> <li>• Have the name of the CEO listed in PCW before going onsite</li> <li>• Refer the provider to the 1-800 call center</li> <li>• Notify DODD Review Manager</li> </ul>		
9.002	Did the provider complete the following <u>initial</u> database checks for employees?  <ul style="list-style-type: none"> <li>• Inspector General’s Exclusion List</li> <li>• Sex Offender and Child Victim Offenders Database</li> <li>• U.S. General Services Administration System for Award Management Database</li> <li>• Database of Incarcerated and Supervised Offenders</li> <li>• Abuser Registry</li> <li>• Nurse Aide Registry</li> </ul> 5123:2-2-02	<ul style="list-style-type: none"> <li>• Mark as non-compliant if checks were <b>not completed at all</b></li> <li>• Applies to employees hired after 1/1/13</li> <li>• Persons on the data base may not be employed to provide services to individuals</li> </ul>		
9.003	Did the provider complete the following database checks every five years for employees?  <ul style="list-style-type: none"> <li>• Inspector General’s Exclusion List</li> <li>• Sex Offender and Child Victim Offenders Database</li> <li>• U.S. General Services Administration System for Award Management Database</li> </ul>	<ul style="list-style-type: none"> <li>• Mark as non-compliant if checks were <b>not completed at all</b></li> <li>• If employees are verified as enrolled in ARCS, the 5 year recheck is not required.</li> </ul>		

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
	<ul style="list-style-type: none"> <li>• Database of Incarcerated and Supervised Offenders</li> <li>• Abuser Registry</li> <li>• Nurse Aide Registry</li> </ul> 5123:2-2-02			
9.004	Did the provider complete the initial and 5 year database checks in a timely manner? <ul style="list-style-type: none"> <li>• Inspector General’s Exclusion List</li> <li>• Sex Offender and Child Victim Offenders Database</li> <li>• U.S. General Services Administration System for Award Management Database</li> <li>• Database of Incarcerated and Supervised Offenders</li> <li>• Abuser Registry</li> <li>• Nurse Aide Registry</li> </ul> 5123:2-2-02	<ul style="list-style-type: none"> <li>• Mark as non-compliant <b>if either the initial or 5 year checks were completed late</b></li> <li>• <b>DO NOT mark non-compliant to this question if the checks were not done at all.</b></li> </ul>		
9.005	Did the provider complete a valid initial BCII/FBI check for direct service employees?  5123:2-2-02; 5160-45-07; ORC109.572	<ul style="list-style-type: none"> <li>• Mark as non-compliant if the initial checks were not completed at all or were completed using the incorrect reason code/reason title</li> <li>• FBI check required if employee hasn't been an Ohio resident for 5 yrs. previous to hire</li> </ul>		
9.006	Did the provider complete a valid BCII/FBI check every 5 years for direct service employees?  5123:2-2-02; 5160-45-07; ORC109.572	<ul style="list-style-type: none"> <li>• Mark as non-compliant if the 5 year checks were not completed at all or the incorrect reason code was used</li> <li>• BCII recheck not required if employee is enrolled in Rapback; Rapback does NOT include the FBI recheck FBI check required if employee hasn't been an Ohio resident for 5 yrs.</li> </ul>		

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant Yes/No	Plan of Correction (If not compliant)
9.007	Did the provider complete the initial and 5 year BCII/FBI checks in a timely manner?  5123:2-2-02; 5160-45-07; ORC109.572	<ul style="list-style-type: none"> <li>Mark as non-compliant if either the initial or 5 year checks were completed late</li> <li><b>DO NOT mark non-compliant to this question if the checks were not done at all.</b></li> </ul>		
9.008	Did the provider ensure that direct services are only provided by employees who do not have a disqualifying offense and who are not included on any of the databases identified in rule?  5123:2-2-02; 5160-45-07	<ul style="list-style-type: none"> <li>Refer to Section G of the background check rule for employees with Tier 4 offenses who were hired prior to 1/1/13</li> </ul>		
9.009	Did the provider staff, while under final consideration for employment, sign a statement attesting that the staff person would notify the provider within 14 days if they are ever charged with, plead guilty to, or are convicted of a disqualifying offense?  5123:2-2-02; 5160-45-07			
9.010	Did the provider staff, while under final consideration for employment, sign a statement attesting that the staff person has never plead guilty to or been convicted of a disqualifying offense?  5123:2-2-02; 5160-45-07			
9.011	Did the provider staff have annual notification explaining conduct for which a DD employee may be included on the Abuser Registry?  5123:2-2-01	<ul style="list-style-type: none"> <li>A staff signature is not required</li> <li>Agency must have a process to implement</li> </ul>		
9.012	Did the agency provider verify that the staff person has a high school diploma, GED or a rule waiver from the department?  5123:2-2-01	<ul style="list-style-type: none"> <li>Review with provider their system to verify a high school diploma or GED</li> <li>Staff enrolled in college are considered to meet this requirement</li> </ul>		

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant Yes/No	Plan of Correction (If not compliant)
		<ul style="list-style-type: none"> <li>TDD: Personal care aides are not required to have a high school diploma or GED</li> </ul>		
9.013	<p>If the staff person administers medication does the person have the appropriate certification for:</p> <ul style="list-style-type: none"> <li>Oral or topical medications (Category 1)</li> <li>G-tube/J-tube (Category 2)</li> <li>Insulin injections (Category 3)</li> </ul> <p>5123:2-6-03</p>	<ul style="list-style-type: none"> <li>Family delegation is not permitted for agency providers</li> <li>N/A TDD</li> </ul>		
9.014	<p>Does the professional staff have required licenses/certifications?</p> <p>5123:2-6-04; 5123:2-6-06; 5123:2-9-25; 5123:2-9-28; 5123:2-9-29; 5123:2-9-36; 5123:2-9-38; 5123:2-9-41; 5123:2-9-43; 5123:2-9-46; 5123:2-9-59; 5123:2-9-54</p>	<ul style="list-style-type: none"> <li>Includes nursing licenses, social work licenses, OT/PT licenses, etc.</li> <li>TDD- Nursing: an expired nursing license will be an immediate citation, the CB and Nursing Board should be advised</li> <li>TDD- Home Modification: Licensure, insurance, and bonding for general contracting services of applicable jurisdictions. Family members who provide home modification services are exempt from this requirement</li> </ul>		
9.015	<p>Did the provider staff have current CPR certification?</p> <p>5123:2-2-01; 5123:2-3-01</p>	<ul style="list-style-type: none"> <li><b>For Licensed Facilities:</b> Must be obtained within 60 days</li> <li>N/A SELF Support Brokers or SELF community inclusion- transportation</li> <li>N/A Remote Monitoring or Emergency Response providers who don't provide backup (direct support) services</li> <li>N/A TDD</li> </ul>		
9.016	<p>Did the provider staff have current first aid certification?</p> <p>5123:2-2-01; 5123:2-3-01</p>	<ul style="list-style-type: none"> <li><b>For Licensed Facilities:</b> Must be obtained within 60 days</li> <li>N/A SELF Support Brokers or SELF community inclusion-transportation</li> </ul>		

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
		<ul style="list-style-type: none"> <li>• N/A Remote Monitoring providers who don't provide backup services</li> <li>• TDD: required for personal care aides, out of home respite providers, transportation drivers and ADHC staff</li> </ul>		
9.017	<p>Did the staff person receive initial training prior to providing services that included:</p> <p>(i) Overview of serving individuals with developmental disabilities including implementation of ISP</p> <p>(ii) The role and responsibilities of direct services staff with regard to services including person-centered planning, community integration, self-determination, and self-advocacy;</p> <p>(iii) Universal precautions</p> <p>(iv) Initial rights training including the health and welfare alerts issued by the department.</p> <p>(v) Initial MUI training</p> <p>5123:2-2-01; 5123:2-3-01</p>	<ul style="list-style-type: none"> <li>• Effective 10/1/15 for new hires.</li> </ul>		
9.018	<p>Did the staff person receive training prior to providing services that included person specific training:</p> <p>(i) on what is important to and important for the individual</p> <p>(ii) as it applies to behavioral supports</p> <p>(iii) as it applies to money management</p> <p>(iv) as it applies to medication administration / delegated nursing</p> <p>5123:2-2-01; 5123:2-3-01</p>	<ul style="list-style-type: none"> <li>• The requirement for person specific training begins with the new certification rule on 10/1/2015. Look for this requirement to be met when there is a new staff person and for staff persons that are serving different individuals.</li> <li>• Refers to the ISP training prior to implementation</li> </ul>		
9.019	<p>Did the supervisory staff for direct services positions complete the following training within 90 days of becoming a supervisor? Service documentation; billing for services, management of individuals' funds</p>	<ul style="list-style-type: none"> <li>• New supervisory staff hired after 10/1/2016.</li> </ul>		

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant Yes/No	Plan of Correction (If not compliant)
	5123:2-2-01; 5123:2-3-01			
9.020	Did all direct service staff have initial training on actions to take in the event of a fire or other emergencies? 5123:2-3-01	<ul style="list-style-type: none"> <li>Licensed Facility Only</li> <li>Must be completed within 30 days</li> </ul>		
9.021	Did the provider staff have annual training on the MUI/UI requirements and health and welfare alerts from the previous year? 5123:2-17-02; 5123:2-3-01	<ul style="list-style-type: none"> <li>Once during each calendar year</li> <li>Not required to be within 365 days</li> <li>Required for CEO and/or Administrators annually</li> </ul>		
9.022	Did the provider staff have annual training on the Rights of Individuals with DD? ORC 5123.63; 5123:2-2-01; 5123:2-3-01	<ul style="list-style-type: none"> <li>Once during each calendar year</li> <li>Not required to be within 365 days</li> <li>Required for CEO and/or Administrators annually</li> </ul>		
9.023	Beginning in the second year of employment and annually did direct services staff receive training related to person-centered planning, community integration, self-determination, and self-advocacy? 5123:2-2-01; 5123:2-3-01	<ul style="list-style-type: none"> <li>Once during each calendar year</li> <li>Not required to be within 365 days</li> </ul>		
9.024	Did the provider/staff person providing <b>HPC OR Adult Foster Care</b> waiver services receive annual training in their role in providing behavior supports? 5123:2-9-30; 5123:2-9-33	<ul style="list-style-type: none"> <li>Once during each calendar year</li> <li>Not required to be within 365 days</li> <li>Could be included as a component of principles of positive intervention culture</li> <li>Required regardless of whether there is a behavior support plan</li> </ul>		
9.025	Did the Support Broker successfully complete the Support Broker training established by DODD? 5123:2-9-47	<ul style="list-style-type: none"> <li>SELF Support Broker only</li> </ul>		
9.026	For day waiver services, did the provider ensure that within the first 90 days of employment, new employees completed either PATHS "Certificate of Initial Proficiency" program OR	<ul style="list-style-type: none"> <li>Also applies to SELF Integrated Employment</li> <li></li> </ul>		

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
	an 8-hour orientation program that includes topics identified in rule? 5123:2-9-14; 5123:2-9-15; 5123:2-9-16; 5123:2-9-17; 5123:2-9-44			
9.027	For day waiver services, did the provider ensure that during the first year of employment, direct service staff members are provided with: 1) a mentor 2) on-the-job training specific to each individual served and 3) eight hours of training specific to the provision of the day waiver service? 5123:2-9-14; 5123:2-9-15; 5123:2-9-16; 5123:2-9-17; 5123:2-9-44	<ul style="list-style-type: none"> <li>• Also applies to SELF Integrated Employment</li> </ul>		
9.028	For day waiver services, did the provider ensure that all direct service staff, beginning in the second year of employment, completed 8 hours of training annually that includes Rights; MUI/UI; the employee's role in providing behavior support; and best practices related to the provision of the day waiver service? 5123:2-9-14; 5123:2-9-15; 5123:2-9-16; 5123:2-9-17; 5123:2-9-44	<ul style="list-style-type: none"> <li>• Also applies to SELF Integrated Employment</li> </ul>		
9.029	Did the <b>TDD provider</b> meet all training requirements for the services provided including the following? <ul style="list-style-type: none"> <li>• Initial and annual rights training - All</li> <li>• Initial and annual MUI training - All</li> <li>• Training on individual's ISP services - All</li> <li>• First Aid – ADHC, drivers, PCAs, out of home respite providers</li> <li>• Task based instruction to provide ADL and IADL - ADHC</li> <li>• Annual Training                             <ul style="list-style-type: none"> <li>○ 12 hours annual training – ADHC, PCAs</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>TDD Only</b></li> </ul>		

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant Yes/No	Plan of Correction (If not compliant)
	<ul style="list-style-type: none"> <li>○ 8 hours annual training - Out of Home Respite –</li> </ul> <p>5123:2-1-11, 5123:2-9-50, 5123:2-9-51, 5123:2-9-53, 5123:2-9-55, 5123:2-9-56, 5123:2-9-58, 5123:2-9-59</p>			
9.030	<p>For provider staff members who are responsible for transporting individuals, did the provider ensure that a driver’s abstract was completed prior to transporting individuals? 5123:2-2-02; 5123:2-9-58</p>	<ul style="list-style-type: none"> <li>• Unofficial abstract from BMV is acceptable</li> <li>• Driver is ineligible to drive if they have six points or more on their abstract</li> <li>• Abstract should come from the state where the employee lives</li> </ul>		
9.031	<p>For provider staff members who are responsible for transporting individuals, does the staff person have a valid driver's license? 5123:2-9-18; 5123:2-9-24; 5123:2-9-42; 5123:2-9-58; 5123:2-9-57</p>			
9.032	<p>Did the provider ensure that only staff with fewer than 6 points on their driver's abstract provided transportation services? 5123:2-2-02; 5123:2-9-58</p>			
9.033	<p>Did staff providing transportation obtain a new driver's abstract every 3 years? 5123:2-9-18; 5123:2-9-24; 5123:2-9-42; 5123:2-9-58</p>			
9.034	<p>Are all vehicles used to transport individuals covered by a current insurance policy that meets the requirements of the service provided? 5123:2-9-18; 5123:2-9-24; 5123:2-9-42; 5123:2-9-58; 5123:2-9-57</p>			
9.035	<p>If the provider is responsible for providing Per Trip non-medical transportation, does the staff person have a signed form establishing the driver's physical qualification to provide non-medical transportation?</p>	<ul style="list-style-type: none"> <li>• This form must be completed and signed by a person who is licensed, certified, and/or registered in accordance with Ohio law to perform physical examinations</li> </ul>		

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
	5123:2-9-18			
9.036	If the provider is responsible for providing Non-Medical Transportation, did the staff person receive testing for controlled substances and was the staff person found to be drug free prior to providing transportation services? 5123:2-9-18	<ul style="list-style-type: none"> <li>• Per trip and per mile Non-medical transportation</li> <li>• Drug testing must be from a lab, cannot be self-administered. Reviewer must see the results of the testing, not just receipts</li> </ul>		
9.037	Has the agency obtained and maintained general liability insurance for at least \$500,000?	<ul style="list-style-type: none"> <li>• Effective 1/1/16</li> </ul>		
9.038	Are all staff enrolled in RAPBACK within 30 days of the initial and/or the 5-year criminal records check by the bureau of criminal investigation 5123:2-2-01, 5123:2-3-01	<ul style="list-style-type: none"> <li>• Effective October 1, 2016</li> <li>• If an employee is not able to get a BCII via fingerprints they cannot be enrolled in Rapback. The provider agency must continue to complete the 5 year BCII/FBI</li> </ul>		

*SECTION 10 – TRANSPORTATION*

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
10.001	If the provider is responsible for providing any type of transportation do all vehicles used to transport individuals appear safe? 5123:2-2-01			
10.002	If the provider is responsible for providing Non-Medical Transportation, does the vehicle have a fire extinguisher? 5123:2-9-18			
10.003	If the provider is responsible for providing Non-Medical Transportation, does the vehicle have a first aid kit? 5123:2-9-18			
10.004	If the provider is responsible for providing non-medical transportation, do all vehicles used to transport individuals have all required inspections? <ul style="list-style-type: none"> <li>• Daily vehicle inspections</li> <li>• Annual vehicle inspection by the state highway patrol or certified mechanic.</li> </ul> 5123:2-9-18; 5123:2-9-57	<ul style="list-style-type: none"> <li>• Wheelchair ramp/ties; windshield wipers/washer; mirrors; horns; brakes; emergency equipment; and tires</li> </ul>		
10.005	If the provider is responsible for providing non-medical transportation, are they using the correct type of vehicle for the service they are billing? 5123:2-9-18	<ul style="list-style-type: none"> <li>• Per-Trip Billing: Type of Vehicle 1) A non-medical vehicle with a capacity of 9 or more OR 2) A modified vehicle designed to transport individuals using wheelchairs (with safety restraints for wheelchairs, stable ramp or lift and daily inspection of lift, ramp and restraints</li> </ul>		

*SECTION 11 – PHYSICAL ENVIRONMENT*

Question #	Question	Guidance/Additional Information	Compliant Yes/No	Plan of Correction (If not compliant)
11.001	Has the provider completed emergency drills (tornado and fire), and completed a written record of each drill which address individual specific needs based on the outcome of these drills? 5123:2-3-02	<b>Licensed settings only.</b> <ul style="list-style-type: none"> <li>• Fire drills:                             <ul style="list-style-type: none"> <li>○ Licensed Facility=3w/in 12 mos.(@ least 1 in a.m., 1 in p.m., 1 sleep drill)</li> <li>○ CB=12 per year (1 each mo)</li> </ul> </li> <li>• Tornado:                             <ul style="list-style-type: none"> <li>○ Licensed Facility=1 w/I 12 mo</li> <li>○ CB=4 per year (during April-July)</li> <li>○ PC=fire and emergency response based on needs in IP</li> </ul> </li> </ul>		
11.002	Does the provider have an emergency response/fire plan? 5123:2-3-02	<ul style="list-style-type: none"> <li>• <b>Licensed setting only</b></li> </ul>		
11.003	When there is a swimming pool on the grounds, is the pool only used in the presence of staff with a; <ul style="list-style-type: none"> <li>• American Red Cross or equivalent lifeguarding certificate</li> <li>• Shallow water lifeguarding certificate for pools less than 5 feet deep</li> </ul> 5123:2-3-01	<b>Licensed Setting/County Board only</b> <ul style="list-style-type: none"> <li>• <b>Check for rule waivers</b></li> </ul>		
11.004	Are the interior, exterior and grounds of the building maintained in good repair and in a clean and sanitary manner? 5123:2-3-02	<ul style="list-style-type: none"> <li>• <b>Licensed Setting Only</b></li> </ul>		
11.005	Are there appropriate and comfortable equipment, furniture and appliances in good condition except for normal wear and tear adequate to meet the needs and preferences of the individual? 5123:2-3-02	<ul style="list-style-type: none"> <li>• <b>Licensed Setting Only</b> <ul style="list-style-type: none"> <li>• Furniture and equipment should be safe.</li> <li>• Equipment also includes working smoke detectors and fire extinguishers on each floor and at least one carbon monoxide detector for homes with gas heat, dryers or stoves.</li> </ul> </li> </ul>		

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant Yes/No	Plan of Correction (If not compliant)
		<ul style="list-style-type: none"> <li>The home should have equipment necessary based on the needs of the individuals served (i.e.: grab bars, ramps, visual fire alarms, etc.)</li> </ul>		
11.006	Are the entrances, hallways, corridors and ramps clear and unobstructed? 5123:2-3-02	<ul style="list-style-type: none"> <li>Licensed settings and CBs only</li> </ul>		
11.007	Does the program/facility have suitable first aid facilities, equipment and supplies and is there access to emergency services? 5123:2-3-02	<ul style="list-style-type: none"> <li>Licensed settings and CBs only</li> </ul>		
11.008	Where power equipment is used, does the equipment have appropriate safeguards? <ul style="list-style-type: none"> <li>Safety Guards</li> <li>Kill Button</li> </ul> 5123:2-1-02	<ul style="list-style-type: none"> <li>County Board Only</li> <li>Required where power equipment is in use</li> </ul>		
11.009	If a time out room is used: <ul style="list-style-type: none"> <li>The door does not have a key lock, but may be held shut by a staff person or mechanism that requires constant physical pressure to keep the mechanism engaged</li> <li>The room has adequate lighting and ventilation</li> <li>The room is safe from hazardous conditions including, but not limited to, the presence of sharp corners or objects, uncovered light fixtures or uncovered electrical outlets</li> <li>The individual is under constant visual supervision</li> </ul> 5123:2-2-06			
11.010	Are the waiver services provided in a community setting? CMS-2296-F	<ul style="list-style-type: none"> <li>Residential respite is the only waiver service that may be provided in an ICF</li> <li>Notify DODD Review Manager</li> </ul>		

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
11.011	Are Day waiver services provided in a non-residential setting? 5123:2-9-14; 5123:2-9-16; 5123:2-9-17; 5123:2-9-19; 5123:2-9-51	<ul style="list-style-type: none"> <li>• Exception is SE-Community when assisting the individual to be self-employed</li> <li>• TDD: adult day health center should be in a freestanding building or space within another building that is not used for any other purpose during the provision of ADHC services</li> </ul>		
11.012	Are community respite services provided in an appropriate location? 5123:2-9-22	<ul style="list-style-type: none"> <li>• (4) Community respite shall not be simultaneously provided to an individual at the same location where homemaker/personal care or community inclusion is being provided to that individual. (5) Community respite shall not be provided in any residence. (6) Community respite shall not be simultaneously provided at the same location where adult day services are being provided. Community respite shall only be provided outside of an individual's home in a camp, recreation center, or other place where an organized community program or activity occurs.</li> </ul>		
11.013	Each individual shall participate in documented training of the residential facility's fire safety plan and emergency response plan within thirty calendar days of residency and at least once during every twelve-month period thereafter. 5123:2-3-02	Licensed Facilities Only		

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
11.014	If the individual lives in a setting that is provider owned or controlled, does the individual have a lease or other legally enforceable agreement? 5123:2-9-02	<ul style="list-style-type: none"> <li>• Provider controlled setting means a residence where the landlord is;               <ul style="list-style-type: none"> <li>• An entity that is owned in whole or part by the individual’s provider or an immediate family member of the provider or the owner or a management employee of the agency provider</li> <li>• Affiliated with the individual’s agency provider</li> <li>• A member of the board of the provider, or has a member of the provider agency serving on the landlord’s board</li> </ul> </li> </ul>		

OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL

SECTION 12 – TITLE XX

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
12.001	Does the ISP identify individual services, supports, goals, and/or objectives related to Title XX services? Title XX Contract	<ul style="list-style-type: none"> <li>• Some individuals may be children with an IFSP</li> </ul>		
12.002	Does the unit of service log (1017) contain the following items? <ul style="list-style-type: none"> <li>• Client name</li> <li>• Service code/service type</li> <li>• Duration (amount of time service provided)</li> <li>• Date and time of service</li> <li>• Initials of staff providing service</li> </ul> Title XX Contract	Providers are not required to use the 1017 form however content must be the same. <ul style="list-style-type: none"> <li>• 3.1 <u>Units of Service</u>. Grantee agrees to prepare and maintain documentation that supports the units of service billed to Title XX. The Grantee may develop a different form or report but documentation must include all of the following required elements and two levels of review, signed and dated to indicate the data is accurate:</li> <li>• Individual Identifying Information:                             <ol style="list-style-type: none"> <li>(1) Individual name; +</li> <li>(2) Individual Social Security Number (or Identification Number if the service is provided to a child receiving Early Intervention Services and the Social Security Number is temporarily not available); *</li> <li>(3) Individual date of birth; *                                     <ul style="list-style-type: none"> <li>Service Information:</li> <li>(4) Provider Name and Location; +</li> <li>(5) Service date; +</li> <li>(6) Service start and end times (excluding Transportation); +</li> <li>Billing Preparation*</li> <li>(7) Calculated service duration (per individual, per service, per day); *</li> </ul> </li> </ol> </li> </ul>		

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
		<p>(8) Number of units invoiced; *</p> <p>(9) 5-digit Title XX Service Billing Code; *</p> <p>+ Signatures must be provided by the service provider and the supervisor or program coordinator.</p> <p>*These items may be recognized as reviewed and accurate through the Title XX Application user and signoff roles if this method is in alignment with business policies and procedures.</p>		

*SECTION 13 – EARLY INTERVENTION*

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
13.001	Does the CB provide any EI services through the HMG EI system? 5123:2-1-02	<ul style="list-style-type: none"> <li>• EI services include service coordination, special instruction, physical, and speech and occupational therapy services.</li> <li>• Reference federal regulations or HMG Rule 3701-8-01 (U) to see a list of other EI services.</li> </ul>		
13.002	Does the CB participate in the Evaluation/Assessment for children referred with a suspected delay? 5123:2-1-04	<ul style="list-style-type: none"> <li>• If so, must be completed within the 45-day timeline from the date of program referral (DOR) to the HMG system to the signing of the initial IFSP.</li> <li>• This includes a child assessment and the *family directed assessment.</li> <li>• *Families may decline to participate in the Family Directed Assessment.</li> </ul>		
13.003	Does the CB participate in the assessment for children referred with a diagnosed physical or mental condition or who are eligible for Part C in Ohio? 5123:2-1-02	<ul style="list-style-type: none"> <li>• Initial assessment only</li> <li>• If so, must be completed within the 45-day timeline from DOR to initial IFSP.</li> </ul>		
13.004	Does the CB use one of the ODH approved tools to evaluate/assess children? 5123:2-1-02	<ul style="list-style-type: none"> <li>• Approved tools for evaluation: Bayley or Battelle</li> <li>• Approve tools for child assessment: Any tool is accepted for child assessment as long as it addresses all 5 domains.</li> <li>• Multiple child assessment tools or NO child assessment tool may be used for assessment purposes; as long as all five developmental domains are assessed by the combined use of tools and/or</li> </ul>		

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
		methods. Refer to Attachment A, Child Assessment section to verify assessment methods.		
13.005	Does the CB funded evaluator/assessor make recommendations that focus on the child’s active participation within family preferred routines and activities? 5123:2-1-02	<ul style="list-style-type: none"> <li>Look at IFSP, Section V to see recommendations that focus on the child’s active participation (i.e. eating meals with the family, going to church) rather than focusing on a developmental skill or deficit.</li> </ul>		
13.006	Does the CB complete the initial evaluation and/or assessment within the 45-day timeline? 5123:2-1-02Evaluations are done for children referred with a suspected delay. Assessments are done for children with a diagnosed medical or physical condition.	<ul style="list-style-type: none"> <li>Evaluations are done for children referred with a suspected delay</li> <li>Assessments are done for children with a diagnosed medical or physical condition</li> </ul>		
13.007	Does the county board staff/contractors participating in evaluations have the appropriate license/ certification per ODH policy? 5123:2-1-02	<ul style="list-style-type: none"> <li>Bottom of Attachment A Name and Discipline</li> <li>This includes redetermination of eligibility EIS/DS, PT, OT, ST, RN, Teaching, SW, Counseling, Psychologist (and others)</li> <li>On the new IFSP form section IV and attachment A is eligibility and section V and attachment A is where assessment is recorded.</li> </ul>		
13.008	Do the county board staff /contractors participating in assessments have the appropriate license/certification per ODH policy? 5123:2-1-02	<ul style="list-style-type: none"> <li>This includes determination of need for services</li> <li>EIS/DS, PT, OT, ST, RN, Teaching, SW, Counseling, Psychologist (and others)</li> </ul>		
13.009	Does the county board ensure that there are 2 different disciplines for the evaluation and assessment? 5123:2-1-02	<ul style="list-style-type: none"> <li>This includes redetermination of eligibility and need for services</li> </ul>		

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant Yes/No	Plan of Correction (If not compliant)
		<ul style="list-style-type: none"> <li>Evaluation and assessment information has been included in the IFSP starting 1.15.15, required use at annual meeting.</li> </ul>		
13.010	Did the CB staff/contractors participate in the development of the IFSP? 5123:2-1-02	<ul style="list-style-type: none"> <li>IFSP reflects a team process; including participation of the E and A team and service providers, facilitated by the SC.</li> </ul>		
13.011	Did the County Board assure that the provision of CB specialized services (e.g. Special Instruction, therapies, nursing, transportation) were provided as documented on the IFSP? 5123:2-1-02	<ul style="list-style-type: none"> <li>Check documentation that services are delivered according to frequency, intensity and duration as stated on Section VI of IFSP.</li> </ul>		
13.012	Did the county board service providers ensure that “Prior Written Notice” is given to parents when services specified in the IFSP are changed? 5123:2-1-02	<ul style="list-style-type: none"> <li>If changes were made to any EI service on an existing IFSP the provider proposing the change is required to provide the family and SC with PWN. (HEA 8022).</li> </ul>		
13.013	Did the County Board ensure that the parent(s) provided consent on the IFSP before any services started that are listed on the IFSP? 5123:2-1-02	<ul style="list-style-type: none"> <li>Was the signature obtained before the delivery of services started?</li> <li>Consent is parent signature on the IFSP.</li> </ul>		
13.014	Did the specialized services begin within 30 days of the date the IFSP was signed by the parents? 5123:2-1-02	<ul style="list-style-type: none"> <li>First case note verifying that the family had access to the EI service is used for verification</li> </ul>		
13.015	Is the following information compiled and kept on file in the child's record? - Documents used to determine eligibility -Other records related to services provided such as: Copy of current IFSP, consent forms and case notes - Documentation verifying the date of request for or program referral to services in HMG-EI system			

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
	-Documentation confirming the interventions provided to the family - Any ongoing assessments and summaries of the child and family			
13.016	Does the County Board assist families with understanding and accessing their rights in HMG-EI? 5123:2-1-02	<ul style="list-style-type: none"> <li>Documentation that parents are informed of their rights and know how to access their rights in HMG.</li> </ul>		
13.017	Do the CB interventionists implement the IFSP as written? 5123:2-1-02	<ul style="list-style-type: none"> <li>Check documentation to see if notes correspond to frequency, duration and intensity on Section VI of the IFSP.</li> <li>If not are there valid reasons for why not?</li> </ul>		
13.018	If the CB provides EI services to support IFSP outcomes are they offered in natural learning environments? 5123:2-1-02	<ul style="list-style-type: none"> <li>If not, is a justification listed on the IFSP and the steps that are being taken to move the service?</li> </ul>		
13.019	Does the CB ensure that interventionists and families have access to a core team that meets regularly to discuss families and provide professional to professional consultation/support? (SC, OT, PT, ST, EIS) 5123:2-1-02	<ul style="list-style-type: none"> <li>Look for this documentation in Section VIII</li> </ul>		
13.020	Does the CB ensure that all families have access to a primary service provider that the IFSP team determines is the best interventionist to support the IFPS outcomes with the support of the IFSP team? 5123:2-1-02			
13.021	Does the CB ensure that all interventions provided by their staff are based on best available research, support how children learn, and use a communication style that supports adult learning and address the three global outcomes? 5123:2-1-02	<ul style="list-style-type: none"> <li>Can the CB explain their rationale for their service delivery and how they interact with families; including the purpose of EI services?</li> <li>Outcomes are now embedded into the IFSP process – the team should be participating.</li> </ul>		

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
13.022	Does the CB ensure that all staff provide family centered practices; includes relational and participatory practices. 5123:2-1-02	<ul style="list-style-type: none"> <li>• Look at case notes to verify joint planning and opportunities for parent practice.</li> <li>• During parent interview ask parents if they are joint decision makers.</li> </ul>		
13.023	Are early intervention services and supports available to families on a year-round basis? 5123:2-1-02	<ul style="list-style-type: none"> <li>• All supports must be available at a minimum of 240 days.</li> <li>• Look for year round programming.</li> </ul>		
13.024	Does the CB ensure that the IFSP outcomes are functional, meaningful, and relevant to the family? 5123:2-1-02	<ul style="list-style-type: none"> <li>• Use the 6-step criteria</li> </ul>		
13.025	Does the CB have a Written Policy which explains specifically what they contribute to the EI system? 5123:2-1-02	Request EI Policy		

*SECTION 14 – REMOTE MONITORING AGENCY*

Question #	Question	Guidance/Additional Information	Compliant Yes/No	Plan of Correction (If not compliant)
14.001	Do the needs of the individual appear to be met by remote monitoring? 5123:2-9-35	<ul style="list-style-type: none"> <li>Team assures that remote monitoring will meet individual's health and welfare</li> <li>Information could be obtained through MUIs, complaints, etc.</li> </ul>		
14.002	Is remote monitoring done in real time by awake staff at a remote monitoring base? 5123:2-9-35	<ul style="list-style-type: none"> <li>Must be done in real time and monitored remotely by awake staff</li> <li>The monitoring base cannot be located at the residence of an individual receiving the remote monitoring service</li> </ul>		
14.003	Is remote monitoring provided by staff with no other duties during the time they are providing the remote monitoring service? 5123:2-9-35	<ul style="list-style-type: none"> <li>Staff cannot perform any other duties during the time they are responsible for remote monitoring.</li> </ul>		
14.004	If audio and/or video equipment is used, did everyone in the home give written informed consent? 5123:2-9-35	<ul style="list-style-type: none"> <li>Applies to monitoring that involves viewing or listening to activities or conversations in the home</li> <li>SSA has to keep a copy of the consent with the ISP</li> </ul>		
14.005	Is there a notice prominently displayed in the home informing people that audio/video equipment is in use? 5123:2-9-35	<ul style="list-style-type: none"> <li>A notice that says audio and/or video equipment is in use that allows others to view activities and/or listen to conversations must be prominently displayed in the home</li> </ul>		
14.006	Did the provider train its staff on the use of the remote monitoring system? 5123:2-9-35	<ul style="list-style-type: none"> <li>Provider is required to provide initial and ongoing training to its staff on the use of the remote monitoring system</li> </ul>		
14.007	Does the provider have a back-up system in place? 5123:2-9-35	<ul style="list-style-type: none"> <li>Provider is required to have a back-up power system (battery or generator)</li> <li>The provider also has to have other back-up systems and additional safeguards in place that include</li> </ul>		

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
		contacting the backup support person in the event the remote monitoring system stops working		
14.008	Does the remote monitoring provider have an effective system for notifying emergency personnel? 5123:2-9-35	<ul style="list-style-type: none"> <li>This includes police, fire, emergency medical services and psychiatric crisis response entities</li> </ul>		
14.009	Does the ISP address the following: training to be provided to the individual on the remote monitoring system, acceptable timeframe for back up support person to arrive at individual's home? 5123:2-9-35	<ul style="list-style-type: none"> <li>This is not a citation for the provider, please follow up with the SSA</li> </ul>		

*SECTION 15 – REMOTE MONITORING EQUIPMENT (removed)*

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*SECTION 16 – TDD: OUT OF HOME RESPITE (removed)*

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*SECTION 17 – TDD: HOME DELIVERED MEALS (removed)*

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**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

*SECTION 18- WAIVER ADMINISTRATION ACTIVITIES*

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
18.001	Was the ODDP revised when significant changes occurred? 5123:2-9-06	<ul style="list-style-type: none"> <li>• County Board Only</li> <li>• Examples: changes in living situation, natural supports, behavior, medical or mobility needs, etc.</li> <li>• Not all changes require ODDP revision</li> </ul>		
18.002	Were needs identified in nursing quality assurance reviews addressed? 5123:2-1-11	<ul style="list-style-type: none"> <li>• County Board Only</li> </ul>		
18.003	Was the individual's PLOC/LOC reviewed at least annually and/or based on changes in the individual's needs? 5123:2-1-11	<ul style="list-style-type: none"> <li>• Determine through documents, interview and observation</li> <li>• Issue citations only to the county board</li> <li>• If major changes occur, the LOC should be revised</li> </ul>		
18.004	Was the "Freedom of Choice" form for this individual reviewed on an annual basis? 5123:2-1-11	<ul style="list-style-type: none"> <li>• Determine through document, interview and observation. Issue citations only to the county board</li> <li>• Signed by the individual and the guardian annually</li> </ul>		
18.005	Were due process rights provided? 5123:2-1-11	<ul style="list-style-type: none"> <li>• Determine through documents, interview and observation. Issue citations only to the county board</li> <li>• CB is required to provide the individual and the guardian their due process rights each time a waiver service is approved, denied, reduced or terminated</li> </ul>		
18.006	Did the county board implement a continuous review process (monitoring) tailored to the individual?  5123:2-1-11	<ul style="list-style-type: none"> <li>• Determine through documents, interview and observation. Issue citations only to the county board</li> <li>• No specific frequency is required</li> <li>• The level of monitoring should be based on the individual's needs and circumstances</li> </ul>		

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant Yes/No	Plan of Correction (If not compliant)
		<ul style="list-style-type: none"> <li>Look closely here if significant negative outcomes for the individual are found during the review</li> </ul>		
18.007	<p>Did the county board comply with Free Choice of Provider requirements?</p> <p>5123:2-1-11; 5123:2-9-11</p>	<ul style="list-style-type: none"> <li>Determine through documents, interview and observation. Issue citations only to the county board</li> <li>SSA should objectively facilitate assisting the individual in choosing providers</li> </ul>		
18.008	<p>Did the county board comply with the outcome/results of the Medicaid due process hearing?</p> <p>5123:2-1-17</p>	<ul style="list-style-type: none"> <li>County Board Only</li> <li>Look for evidence that specific recommendations from the hearing report were implemented</li> </ul>		
18.009	<p>Were all waiting list requirements met?</p> <p>5123:2-1-08</p>	<ul style="list-style-type: none"> <li>County Board Only                             <ul style="list-style-type: none"> <li>Annual notification</li> <li>Date and time of request</li> <li>Alternative services</li> <li>Annual reassessment of needs</li> </ul> </li> </ul>		
18.010	<p>Were all administrative resolution of complaint requirements met?</p> <p>5123:2-1-17</p>	<ul style="list-style-type: none"> <li>County Board Only</li> <li>Cite here only after consulting with a manager</li> </ul>		
18.011	<p>Does the county board maintain an on-call system that is available 24 hours a day and 7 days a week?</p> <p>5123:2-1-11; 5123:2-17-02</p>	<ul style="list-style-type: none"> <li>Determine through documents, interview and observation</li> <li>Issue citations only to the county board</li> <li>Training requirements for on-call person</li> <li>Skills to identify problems                             <ul style="list-style-type: none"> <li>Assure health and welfare</li> <li>Determine what immediate response is needed</li> <li>Identify contact persons to take immediate action</li> </ul> </li> <li>County board responsibility</li> </ul>		
18.012	<p>Does the CB have a local Employment First policy which clearly identifies community employment as the desired outcome?</p> <p>5123:2-2-05</p>			

**OPSR PROVIDER COMPLIANCE AGENCY REVIEW TOOL**

Question #	Question	Guidance/Additional Information	Compliant <i>Yes/No</i>	Plan of Correction <i>(If not compliant)</i>
18.013	Does the CB's strategic plan outline strategies/benchmarks to increase individuals of working age in community employment services? 5123:2-2-05	<ul style="list-style-type: none"> <li>• Did you see evidence of CB's collaboration with workforce development agencies, vocational rehabilitation, mental health and schools to improve employment outcomes?</li> <li>• Does the CB share information with families and community partners about work incentives programs? (ex: Medicaid Buy-In)</li> <li>• Did the CB submit employment outcome data for individuals who receive non-Medicaid employment services or who are employed with no paid employment supports through the web-based data collection system maintained by the Department?</li> </ul>		
18.014	Did all board members have the required trainings? 5123:2-1-13	<ul style="list-style-type: none"> <li>• Within 3 months of initial appointment: orientation addressing: Duties of CB, roles and requirements of board members, confidentiality and ethics laws of Ohio. Each calendar year of a board member's term: minimum of 4 hours of in-service training. If appointed after annual organizational meeting: On or before March 31: 4 hours. After March 31 but prior to July 1: 3 hours. After June 30 but prior to October 1: 2 hours. After September 30 but prior to succeeding January 1: 1 hour.</li> </ul>		
18.015	Is the facility operating over its licensed capacity without a rule waiver? 5123:2-3-01	Licensed Facility Only		

*SECTION 19 – TDD: SUPPLEMENTAL ADAPTIVE AND ASSISTIVE DEVICE SERVICES (removed)*

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*SECTION 20 – TDD HOME MODIFICATIONS (removed)*

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