



OMH HCBS Waiver Program Site Visit Review

Review Year:	Date Of Review:	Agency:	Region:
County :	County :	County :	County :
# Slots: Enrolled #	# Slots: Enrolled#	# Slots: Enrolled #	# Slots: Enrolled #

Reviewers:

Field Coordinator: Please send a copy of the completed summary to Deborah Waymer within 30 days of the date of the site visit. Thank you.

ICC Agency: Please Note: Remediation will be required for all identified deficiencies. A Performance Improvement Plan (PIP) will be required of any item on this tool that has been noted as a programmatic trend and/or areas from past reviews that continue to lack any significant improvement. In addition, areas in which additional staff training is needed may be identified. Your response to identified areas must be submitted to your Field Coordinator within 30 days of the agency's receipt of the Site Visit Summary.

Part I: Provider Requirements and Qualifications Section 300.1A

Total Records Reviewed: (At Least 10% Of Slot Capacity)	# Active:	# Discharged
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Policies	Y or N	Comments
Worker's Safety		
Respite		
Family/Youth Complaints and Grievances		
Incident Reporting and Investigating (including timelines, reporting and investigating procedures, notification of concerned parties, etc.)		
***Language Access		

Qualified Service Providers

	ICC	CR	IIH	FSS	RS	SB	
Agency Full-time active							
County:							
County:							
County:							
Agency Part-time active							
County:							
County:							
County:							
Agency Inactive (on leave)							
County:							
County:							
County:							
Subcontractors used during review year							
County:							
County:							
County:							

ICC Agency Staff

	Y or N	Comments
Meet OMH approved hiring qualifications e.g. education/experience		
Have completed all required training as per OMH HCBS Guidance		
Have been cleared through the Justice Center Staff Exclusion list (SEL). (optional)		
Have completed Child Abuse Registry clearance		
Have completed Criminal History Background Checks via fingerprinting		



Has the ICC agency received FANS training ?		
Has the FANS been implemented?		
Sub-Contractors Staff	Y or N	Comments
Agreements with subcontractors are present and current		
***Is there a current attestation on file for each Subcontractor staff providing a HCBS waiver service? (eff 2015 ISP review)		
Number of Family Interviews:		Family Support
	Y or N	Comments
Families are aware of the complaint/grievance procedures		
Families are aware of the incident reporting procedures		
Families are aware of the contact information for the parent advisor and the OMH field office		
Family interviews reflect overall satisfaction with Waiver services and service delivery		
Family interviews indicate that families feel their child's needs are identified and addressed		
Is there a goal/objective in the services plan where the method or intervention is carried out by family support service?		
Incident Reporting	Y or N	Comments
Incident Reports are present and completed per OMH guidelines		
Incident reporting procedures are made available to participants family/caregiver		
Incidents are reported within required time frames as per OMH Guidance Document		
Incident reviews and investigations are initiated within require time frames		
Comments (include strengths, challenges, recommendations):		
Quality Assurance		
Comments (include strengths, challenges, recommendations):		
All five services are being provided		
Choice of service provider is adequate		
Plans of Corrective Actions from the previous year have been implemented		
<p>*** Expectations for Provider's Language Access Policy and subcontractor's Attestation form are effective for the 2015 ISP reviews. 2014 ISP review requires review of subcontractors qualifications/experience.</p>		