



Quality Assurance Review Document Checklist

(Please checkoff what you will be providing and return with supporting documentation)

PCSP Approval Forms	We need the current approval as well as the previous year’s approval to demonstrate that it is reviewed and updated at least yearly.
Current PCSP	The entire plan needs to be sent to us.
Action Plans	We need the last 12 months of staff’s documentation on Action Plans. Also send any documentation demonstrating how you have been monitoring progress on the Action Plans.
Financial Agreement	Needs to show what the individual is being charged by the agency. Individuals in Shared Living we will need to see a fee agreement of what they pay directly to the Shared Living Provider (rent, food, etc.).
Annual Rights Training	Provide documentation demonstrating the individual was trained in rights during the last 12 months.
Psychotropic Medication Consent	Consent dated within the last 12 months outlining each psychotropic medication and dosage.
Behavior Management Committee reviews	Proof that Psychotropic Medications, Behavior Support Plan and all Rights Restrictions have been approved by the agency’s BMC.
PRN Psychotropic Medications	Provide documentation of approval to pass PRN psychotropic medications in the last year.
Side Effects of Psychotropic Meds	Provide documentation demonstrating that side effects of psychotropic medications is being documented by staff. Also provide documentation demonstrating that this side effect tracking is being shared with the prescribing physician.
BSP Behavior Tracking	Documentation of targeted behaviors from the Behavior Support Plan. Provide the last 12 months of documentation. Also need to provide proof that this documentation is being provided to the prescriber of the psychotropic medication so they can monitor the effectiveness of the medication.
Behavior Support Plan	Submit the plan and the consent for the plan.
BMC Approval	Provide documentation demonstrating that the BSP, all Psychotropic medications and all restrictive interventions have been approved by a Behavior Management Committee comprised of at least 1/3 non-provider representatives.
Emergency Preparedness Training	This is training that you have provided to the individual in the last year. It can be documentation of fire and tornado drills or it could be a class that is taught about these things.
ANE Training	Provide documentation demonstrating that the individual has been trained in what Abuse, Neglect and Exploitation is and how to report it.
Physical	Documentation from the doctor’s office or a generic that was signed by the physician stating they performed a physical in the last 2 years.
MCO Integrated Service Plan	The document that the MCO generates stating what services are authorized.
Releases of Information	Releases to other entities that the person/guardian has authorized. Releases should be specific to whom information will be released and they should be time limited (saying when the release expires).



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	Emergency Medical Treatment Authorization	This should be a document that authorizes the agency to consent to emergency medical treatment on behalf of the individual in the event that the person is unable to do so and/or the guardian is not available.
	Staff Training	Passing Medications, Emergency Preparedness, CPR/First Aid, ANE, Rights Training
	Staff Background Checks	KBI/HOC, APS, CPPS, OIG, MVR, KNAR, Sex Offender Registry – all within the last 2 years. Please submit a list of all staff that work with the individual. SDSI QA Manager will randomly select staff to review background checks.