

Audit Checklist

ORR Site Visit

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Accommodations

ORR-Accessibility

The building/program site is accessible to all consumers who receive services. There are not items that impede the consumers from moving freely in common areas of the facility.

Chart Review

ORR-Consumer Fund Sheets

Consumer Fund sheets are kept up to date and available in the home. Consumers have immediate access to their personal money if they choose. How do consumers have access to money after hours? Access to funds is given to consumers as written and addressed in PCP (Provider adheres to their role as specified in the PCP) Personal funds are documented and provider takes necessary steps to prevent mishandling.

Competencies

PCP Training

Staff have had annual Person Centered Planning Training.

Documentation & Records

ORR-Guardianship Papers

Guardianship papers are in the file and match stated consumer status.

Health & Safety

ORR-Facility site

The facility is safe, clean, odor free, habitable and provides a humane environment for consumers. The interior is maintained, including furnishings being safe, clean, and usable and in good repair. For CLS providers should be monitoring for possible health and safety issues and then contacting case manager/support coordinator.

PCP

ORR-Advance Notice of Adverse Action

There is evidence of Advance Notice when consumer services are going to be reduced or discontinued. Services are continued for at least 10 days to allow consumer right to appeal and are continued if consumer chooses to appeal.

ORR-PCP Current

The PCP is current, on file, modified when indicated, and used by staff (PCP should be renewed at minimum of 1time a year--done as needed which means adendums are completed when significant changes occur in consumer life, consumer needs more or less supports, consumer has attained goals).

Program Specific

ORR-Individuality/Lifestyle

Personal lifestyles are maintained while respecting others in the home. Consumers are allowed to personalize their living quarters within reason. Independent decision making is allowed and providers promote growth and individuality.

PCP Objectives for Treatment

Evidence is documented that services are delivered according to the PCP.

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Recipient Rights

ORR-Access to Incident Report Forms	Staff have unrestricted access to Incident Report Forms and staff know when and how to fill them out.
ORR-Access to Recipient Rights Booklets	Consumers or visitors have unrestricted access to the "Your Rights" Booklets with the correct contact information on the back of the booklet.
ORR-Access to Recipient Rights Complaint Forms	Consumers or visitors have unrestricted access to Recipient "Rights Complaint Forms"
ORR-Adequate Action Notice	There is a copy of Adequate Action Notice to appeal the Person/Family Centered Plan in the consumer record.
ORR-Facility Initiates Contact with CM/SC When Appropria	There is evidence of provider initiating contact with CM/SC when there are concerns or issues that need to be brought to the attention of CM/SC to make changes in consumer plan or referrals to other team members.
ORR-House/Program Rules	House/Program Rules are posted, given to the consumers, reflect consumer input, and do not include any restrictions that would violate consumer rights. Questions regarding restrictiveness should be directed to recipient rights office.
ORR-Other Counties Postings	There are other County or agency Recipient Rights postings other than Saginaw. Please list these for future reference by SCCMHA Office of Recipient Rights
ORR-Policies and Procedures	Provider has a copy of SCCMHA Recipient Rights Policies and Procedures and knows were to locate.
ORR-Postage Available	There is postage available for residents to use and a way for residents to use mail services on a daily basis. Postage shall be provided in reasonable amounts to residents who are unable to procure such items.
ORR-Recipient Rights Annual Training	Staff have had approved Recipient Rights Training within the last year.
ORR-Recipient Rights Notification	There is evidence in the chart that consumers have been notified of rights. Upon start of service and periodically during the time services are provided to the recipient. SCCMHA has defined periodically to be annually.
ORR-Recipient Rights Posted	Recipient Rights Poster is posted with contact names and brochures/forms are available. Your Rights Summary Poster, Summary of Abuse and Neglect Reporting Requirements, Whistle Blowers Protection Act, Bullard Plawecki Act.
ORR-Recipient Rights Training	Staff have been trained in Recipient Rights within 30 days of hire by an approved training curriculum.
ORR-Telephone Access	Consumers have access to a telephone to use at reasonable times. Telephone use/restrictions are posted in a conspicuous area.
ORR-Use of Restraint or seclusion	From interviews with staff, Lead worker and consumers, consumers are not restrained, held down, or placed in seclusion.