**The Program Monitor will be reviewing the below listed information as part of the DARS’s Compliance Review.**

|  |  |
| --- | --- |
| Administrative/Quality Assurance Review | |
|  | Agency Policies and Procedures Manual for Care Coordination |
|  | Criminal Background Checks on Employees (Mandatory 5/1/2015) |
|  | Written description of Care Coordination Activities for Fiscal Years 2015-2016 |
|  | Written description of the Intake/Screening Procedure for Care Coordination |
|  | Care Coordination Staff position descriptions indicating required Criminal Background Checks for agency personnel entering the clients’ home |
|  | Care Coordination Staff yearly evaluations |
|  | Signed copies of the Client Rights and Responsibilities and Appeals Policies forms |
|  | Completed Client Satisfaction Surveys for Fiscal Years 2015-2016 |
|  | Units of Service Reported in the Appropriate DARS Electronic Data System and Monthly AMR |

|  |  |
| --- | --- |
| Individual Supported Records (client files to be reviewed will be selected by the DARS program monitor)  **Care Coordination** | |
| Area Agencies on Aging must maintain specific program records in the approved DARS electronic data system that include: | |
|  | Full Specific Uniform Assessment Instrument |
|  | Federal Poverty Level |
|  | Care Plan (original and revisions) |
|  | Determine Your Nutritional Health Checklist |
|  | Progress Notes |
|  | Consent to Exchange Information Form |
|  | Care Coordination Outcome Report/Closing Summary |