

Service Contract Review Summary Report - DSPD SFY 2010 - Short Form

'Rate Based Contracts - Open Ended' - NEW PROVIDER OR SIGNIFICANT ISSUES

Form Content Updated 10/12/2009

	Sample Size:	
Division: Division of Services for People With Disabilities	Review Date:	

Reviewer(s):		
Provider Name:	Prov #	Contract #(s):
Review Location(s):		Service Type(s):
Compliance Ratings: Y = Yes; N = No; N/A = Not Applicable		ID.RC & ABI

CONTRACT MONITORING PLAN

Program Requirements/Scope of Work	Compliance? (Yes / No / N/A)			Major _____	Comments
1) Assessment requirements (SC)	Yes	No	N/A	Significant _____	1. Long Form
				Minor _____	
2) Clients match program description. (SC) (eligibility / utilization)	Yes	No	N/A	Major _____	2. Long Form
				Significant _____	
				Minor _____	
3) Treatment and service requirements	Yes	No	N/A	Major _____	3. Long Form
				Significant _____	
				Minor _____	
4) Documentation/client record requirements	Yes	No	N/A	Major _____	4. Long Form
				Significant _____	
				Minor _____	
5) Staff Training, Competency & Tracking	Yes	No	N/A	Major _____	5. Long Form
				Significant _____	
				Minor _____	
6) Staff requirements; annual updates	Yes	No	N/A	Major _____	6. Long Form
				Significant _____	
				Minor _____	

Client Centered Outcomes	Compliance? (Yes / No / N/A)			Major _____	Comments
7) Client outcomes are included in all client files.	Yes	No	N/A	Significant _____	8. Long Form
				Minor _____	
8) Data for client outcomes has been collected by the Provider. (i.e. outcomes based on assessment data, progress reports, etc). Ensure Monthly Progress Reports processed	Yes	No	N/A	Major _____	9. Long Form
				Significant _____	
				Minor _____	

Client Wellness	Compliance? (Yes / No / N/A)			Major _____	Comments
9) Methods or system in place to prevent abuse, neglect, or exploitation.	Yes	No	N/A	Significant _____	10. Long Form
				Minor _____	

Rate Based Contracts	Compliance? (Yes / No / N/A)			Major _____	Comments
10) Case management/worker verification of billings prior to fund disbursement? (SC)	Yes	No	N/A	Significant _____	14. Long Form
				Minor _____	