|  |  |  |
| --- | --- | --- |
|  | What is the individual's ID number from the sample key? |   |
|  | **Answer Key** | **YES** | **NO** | **NOT APPLICABLE****(NOT IMPORTANT TO OR FOR)** | **ACTION TAKEN (**REQUIRED FOR NEGATIVE OUTCOMES)  |
| 3.002 | Is the individual able to make choices about their lives, including food, activities, snacks, etc.? |   |   |   |   |
| 3.003 | Is the individual participating in person centered planning? |   |   |   |   |
| 3.004 | Is the service delivery focused on the desired outcomes that are important to or for the individual? |   |   |   |   |
| 3.005 | Is the person competitively employed (e.g. same or similar benefits and wage as non-disabled co-workers) in an integrated community job? |   |   |   |   |
| 3.006 | Is the individual given opportunities for meaningful and productive activities in the community with individuals with and without disabilities (e.g. shopping, religious services, vacations, dating)? |   |   |   |   |
| 3.007 | Is the individual involved in relationships with individuals outside of service delivery? |   |   |   |   |
| 3.008 | The individual indicated that they are not mistreated. |   |   |   |   |
| 3.009 | The individual indicated that they were not hit or hurt by anyone. |  |  |  |  |
| 3.010 | Did you know you can change your provider/support staff if you want? |  |  |  |  |
| 3.011 | Is the individual satisfied with services (e.g. what is working for the individual and what is not working)? |  |  |  |  |
| 3.012 | Do you feel healthy and know what to do or who to talk to if you don’t feel well or want to go to the doctor? |  |  |  |  |
| 3.013 | Does the person have their own room? |  |  |  |  |
| 3.014 | Is the person able to get around their home? |  |  |  |  |
| **The following questions are for CMS data collection only and will come from the records review. Non-compliance in these answers should be reflected as non-compliance in the provider review tool.**(Data is being kept per person.) |
|  | **Answer Key** | **YES** | **NO** | **N/A** |  |
| 4.001 | Using person centered planning, has the plan been developed based on the results of the assessment as it relates to:* Ensure health and welfare,
* Assist the individual to engage in meaningful activities
* Support community connections
* Assist in improving self-advocacy skills
* Ensure achievement of outcomes
* Identify risks include supports to prevent or minimize risks

Are employment services consistent with the individual’s identified employment outcome? |  |  |  |  |
| 4.002 | Does the ISP specify the provider type, frequency, and funding source for each service and activity? |  |  |  |  |
| 4.003 | Was the individual’s PLOC/LOC reviewed at least annually and/or based on changes in the individual’s needs? |  |  |  |  |
| 4.004 | Does the waiver service delivery documentation for all waiver codes include the type of service? |  |  |  |  |
| 4.005 | Does the waiver service delivery documentation for all waiver billing codes include scope? |  |  |  |  |
| 4.006 | Does the waiver service delivery documentation for all waiver billing codes include the number of units (amount) provided?  |  |  |  |  |
| 4.007 | Does the waiver service delivery documentation for all waiver billing codes include frequency? |  |  |  |  |
| 4.008 | Does the waiver service delivery documentation for all waiver billing codes include duration? |  |  |  |  |
| 4.009 | Was the service plan reviewed annually? |  |  |  |  |
| 4.010 | Was the service plan revised based on the changes in the individuals needs/wants? |  |  |  |  |
| 4.011 | Was the “Freedom of Choice” form for this individual reviewed on an annual basis? |  |  |  |  |
| 4.012 | Did the county board comply with Free Choice of Provider requirements? |  |  |  |  |
| 4.013 | If the staff person administers medication does the person have the appropriate certification for:* Oral or topical medications (Category 1)
* G-tube/J-tube (Category 2)
* Insulin injections (Category 3)
 |  |  |  |  |
| 4.014 | If there was an assessed need for Medication Administration, did the individual receive the service as specified in the ISP? |  |  |  |  |
| **The following questions are for HCBS data collection only and will come from the observations and interview.**(Data is being kept per person.) |
|  | **Answer Key** | **YES** | **NO** | **N/A** |  |
| ~~4.015~~ | ~~Is the setting free from institutional qualities?~~ |  |  |  |  |
| ~~4.016~~ | ~~Does the setting not require improvement?~~ |  |  |  |  |
| ~~4.017~~ | ~~Does the individual reside in a setting which is not physically isolated from the community?~~ |  |  |  |  |
| ~~4.018~~ | ~~Does the individual reside in a setting that is not a disability-specific congregate setting?~~ |  |  |  |  |
| ~~4.019~~ | ~~Day services are not provided on or adjacent to this individual’s residential setting.~~ |  |  |  |  |
| ~~4.020~~ | ~~Does the setting promote community access?~~ |  |  |  |  |