

## SCL CERTIFICATION RECORD REVIEW – NON- CASE MANAGEMENT

<b>Individual:</b>	<b>Date:</b> Click or tap to enter a date.	<b>DOB:</b>
<b>Provider:</b>	<b>CM Agency:</b>	
<b>Reviewer:</b>	<b>Guardianship:</b> Choose an item.	

Y/N	RECORD ITEMS FOR ALL PROVIDERS
	Accessibility: All settings are physically accessible to the individual
	Allergy alerts with history of allergies (make sure allergies are consistent throughout record)
	Consents – legally adequate, updated annually
	Dental exam results, annually
	Emergency Contact numbers
	Financial records (if applicable)
	Goals and Objectives
	Grievance and appeals system – description of
	HRST results (scoring summary) updated at least annually and as needed.
	Individual Education Plan (IEP) or Individual Family Service Plan (IFSP), if applicable
	Incident Reports (available in MWMA)
	Lease or other legally enforceable agreement providing similar protections is present (for participants in residential setting)
	Life History, updated at least annually
	Medication records, including copies of prescriptions
	Physician protocols present, current, implemented as ordered (Ex: Seizures, Blood Sugar, Blood Pressure, Bowels, PRNs)
	Name, Social Security number, MAID # of Participant
	Notes: Monthly <input type="checkbox"/> Contact <input type="checkbox"/> (Name or Medicaid # on each page)
	Participant education on abuse, neglect, exploitation, isolation, and punishment.
	Participant training on emergency disaster drills (may be documented in DT or residential record)
	Participant Summary (if no summary present, is the agency using the MWMA crisis prevention/risk mitigation, individual narrative, and medical information sections)
	Photograph of the individual -recognizable
	Physical examination results, annually
	Person Centered Service Plan (PCSP)
	Sign-in sheets verifying that representatives of all agencies involved in implementing the PCSP were present at team meetings
	PCSP: Services and supports align with assessed needs
	PCSP: Plan of care reflects individual's goals and preferences
	PCSP: Plan of care includes appropriate risk mitigation
	PCSP: Compliance with waiver service plan requirements
	PCSP: Plan of care is based on what is important to and for the person
	PCSP: Appropriate change in service related to change in needs w/in the year
	PCSP: Choice has been offered between waiver services and institutional care and between/among services and providers
	Positive Behavior Support Plan based on Functional Assessment (if applicable)
	Positive Behavior Support Plan is not restrictive
	Prior Authorization Notifications (available in MWMA)
	Psychological Evaluation
	Rights – participants (and guardian, if applicable) have received a description participant rights
	<div style="display: flex; justify-content: space-between;"> <span>Rights Restrictions:</span> <span>Due Process: <input type="checkbox"/></span> </div>
	<p>Rights Restrictions (Modifications) include all Settings Rule components:</p> <p><i>(1) Identify a specific and individualized assessed need.</i></p> <p><i>(2) Document the positive interventions and supports used prior to any modifications to the person-centered service plan.</i></p> <p><i>(3) Document less intrusive methods of meeting the need that have been tried but did not work.</i></p> <p><i>(4) Include a clear description of the condition that is directly proportionate to the specific assessed need.</i></p> <p><i>(5) Include regular collection and review of data to measure the ongoing effectiveness of the modification.</i></p> <p><i>(6) Include established time limits for periodic reviews to determine if the modification is still necessary or can be terminated.</i></p> <p><i>(7) Include the informed consent of the individual *</i></p> <p><i>(8) Include an assurance that interventions and supports will cause no harm to the individual.</i></p>

	Safety Plan, if applicable for “unsupervised time” in a residential level 1 or level 2 setting
	SIS Assessment Profile every three years/ annual review protocol
	Staff trained on Individualized Needs

SUPPORTS provided by this agency:

SUPPORTS provided by different agency: