## On-Site Scoring Template

Provider:	
Medicaid Provider Number: Location:	
Reviewer:	
Date Template Completed:	

IDAPA CITATION	POLICY/PROCEDURAL REQUIREMENTS	Y/N	Notes	<b>←</b>	ormatted Table
16.03.09.714.06 a	R.1. Physician Contract for Clinic supervision to include: The contract must specifically require that the physician spend as much time in the clinic as is necessary to assure that participants are receiving services in a safe and efficient manner in accordance with accepted standards of medical practice;				
16.03.09 <u>.714</u> .07 a-d	R.2. Physician Contract (or affiliation) for supervision of participants care:    Physician assumes professional responsibility for the services provided   The physician must see the participant at least once annually to determine the medical necessity and appropriateness of clinic services   The physician must review and sign the individualized treatment plan			Fo	rmatted: Font color: Auto
16.03.09.707.0 <u>7</u> 8; 16.03.10.130.01 core issue	<b>R.3</b> . Agency employees 2 staff qualified to deliver services				
16.03.09.7714.14.a 16.03.10.130.12	R.4. The provider must adopt, adhere to and enforce a Code of Ethics on its staff who are providing Medicaid reimbursable services.  □ Please provide a copy of Code of Ethics this agency adopts; □ Policy and Procedure ensuring adherence to and enforcement of the Code of Ethics adopted.				
Medicaid Provider Agreement Part 3. Attachments (WC) clinic & PSR; Medicaid Provider Agreement Appendix A 8.1 (GL); A-8.2 (PL) core issue	R.5. Insurance  Workers compensation insurance General Liability Professional Liability			*{Fc	rrmatted Table
Medicaid Provider Agreement Disclosure of Ownership	R.6. Disclosure of Ownership and Control Interest Statement			•F0	rrmatted Table
	SAFETY			◆	ormatted Table

Medicaid Provider	<b>S.1.</b> Policy and Procedure for sufficient supervision of participants to ensure their safety when	
Agreement Appendix A	services are provided in the community	
7.1 (clinic & PSR)		
Medicaid Provider	S.2. Policy and Procedure ensuring participants served by the Agency are not unduly subjected to risk through exposure to such individuals that appear at the Agency for any reason	
Agreement Appendix A-	to risk through exposure to such individuals that appear at the Agency for any reason	
7.2 (clinic & PSR)		
16.03.09.714.15.e.ii;	<b>S.3.</b> Policy and Procedure ensuring the protection of all persons	Formatted Table
16.03.10.130.12	in event of fire or	
	other emergencies	
16.03.09.714.12.b;	<b>S.4.</b> Policy and Procedure that address the agency's response by staff to emergencies involving:	
16.03.10.130.11.b	assault or	
	aggression or	
	other immediate safety risks.	
	All policies and procedures must be consistent with licensure requirements, federal, state, and	
	local laws, and be in accordance with accepted standards of healthcare practice.	
16.03.09.714.12.a.i-iii;	S.5. Policy and Procedure that address use of restraints including	
16.03.10.130.11.aiiii	The holds (restraints) must be a part of a nationally recognized non-violent crisis	
	intervention model;	
(ife and book by)	The staff member who employs such hold technique(s) must have evidence in his	
(if applicable)	personnel record of current certification in the method.	
16.03.09.714.15.h;	S.6. Policy and Procedure that addresses Firearms:	Formatted: Font color: Auto
<u>16.03.10.130.12</u>	No firearms are permitted in the agency.	Formatted: Font: Not Bold
	(How do they inform participants and individuals coming into the agency).	
	Participant Rights	Formatted Table
Medicaid Provider	P.1. Provider must ensure that there is a policy and procedure in which the provider has	Formatted Table
Agreement: Appendix A-	informed the participant or legal guardian about	- Formatted Table
5.9 (clinic)	participant rights.	
Medicaid Provider	availability of protection.	
Agreement: Appendix E.	advocacy services and	
E 9 (PSR)	legal assistance.	
16.03.09.716.02;	P.2. Policy and procedure addressing participant informed consent to include:	Formatted Table
16.03.10.136.10	agreement with elements on the individualized treatment plan;	
	choice of provider agency;	
	designated services;	
	times;	

Medicaid Provider Agreement Appendix A- 5.2 (clinic) Medicaid Provider Agreement Appendix E- E 2 (PSR)	dates;   frequencies;   objectives;   goals;   exit criteria; (Can be on treatment plan)  P.3. Policy and procedure addressing participant informed consent to include (participant rights)   services to be received;   expected benefits and attendant risk of receiving those services;   right to refuse services;   alternative forms of services available.	4-	(Fo	rmatted Table
	HIPAA & Confidentiality			
Medicaid Provider	H.1. Provider must have a policy & procedure regarding HIPAA Privacy Statement.			
Agreement page 1 of 3. 1. Compliance (clinic &	H.2.Policy available defining a participant's right to their medical record.			
PSR) core issue	H.3. Policy and procedure on agency confidentiality practices.			
	H.4.Standard employee confidentiality agreement policy and procedure.			
	<b>H.5.</b> Policy defining that clinical medical record information is available to employees on a need to know basis.			
	<b>H.6</b> .Policy defining the procedure for violations of confidentiality.			
	H.7.Policy on the procedure for reporting HIPAA violations Policy should include internal investigations & resolution and also ability for anyone in agency participant or employee to report to Federal Government			
	<b>H.8</b> . Policy and procedure on agency security (e.g., double locked clinical files).			
	H.9. Policy and procedure on electronic exchange of PHI.			
	<b>H.10.</b> Policy and procedure on contingency plan for responding to emergency or disaster that damages systems that contained PHI			
	Policy & Procedure regarding Provider Agency Employees	<b>4</b> -	Fo	rmatted Table
16.03.09.714.09.a; 16.03.10.130.02.a	<b>E.1</b> .Policy and Procedure for ensuring all employees (& contractors) have completed a criminal background check			

core issue	How does agency enforce the policy?		
16.03.09.714.14.b;	<b>E.2</b> . Policy and Procedure for developing a schedule for providing ethics training it isto its staff.		
16.03.10.130.12	How does agency enforce the policy?		
16.03.09.714.14.c;	E.3. Policy and Procedure ensuring that the Provider agency will provide that		
16.03.10.130.12	new employees receive ethics training during their first year of employment and		
	that all staff complete four (4) hours every four (4) years of ethics training.		
	How does agency enforce the policy?		
16.03.09.714.13;	<b>E.4.</b> Policy and Procedure ensuring that all staff complete twenty (20) hours of continuing		
16.03.10.130.09	education annually in the field in which they are licensed.		
15.02.515.01	How does agency enforce the policy?		
16.03.715.01;	<b>E.5.</b> Policy and procedure for ensuring that employees (contractors) are qualified (and work		
16.03.10.131.01-03	within their scope of license) to deliver Medicaid reimbursable services.		
160200 51441	{Copy of valid license or transcript or degree}		
16.03.09.714.11.a-c;	<b>E.6.</b> Policy and procedure that ensures all staff are receiving supervision according to the rule.		
16.03.10.130.06 a-b	☐ Weekly case-specific supervision. ☐ Standards and requirements under IBOL		
eare usue	How does agency enforce the policy?		
16.03.09.714.15.e.iii:	E.7.Policy and Procedure that ensures all staff have received	4	Formatted Table
16.03.10.130.12	initial training and	,	Formatted Table
core issue	annual training regarding fire and safety.		
0010 155000	How does agency enforce the policy?		
Medicaid Provider	E.8. Policy and Procedure that ensures all staff providing Medicaid reimbursable services		
Agreement Appendix A.	(benefits) is		
A 1.3 (clinic & PSR)	trained in the benefit it provides and		
	the expectations of Provider employees with respect to the delivery of each benefit.		
	How does agency enforce the policy?		
Medicaid Provider	E.9. Policy and Procedure ensuring that individual employees of the Agency who transport		
Agreement Appendix A	<del>participants:</del>		
7.3 (clinic & PSR)	□obtain and maintain all licenses and certification required by government to operate		
	the types of vehicles used to transport participants  Carry at least liability insurance		
	Adhere to all laws, rules and regulations applicable to drivers and vehicles of the		
	type used.		
	Service Delivery	<b>4</b>	Formatted Table
Medicaid Provider	<del>D. 1</del>	4	Formatted Table
1	Policy and procedure regarding services the agency provides to participants		

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1.3	(adult, children, clinic, PSR, partial care, psychotherapy, pharmacological management)		
	□ Policy and Procedure for PSR □ Skill building □ Community Reintegration □ Group skill building		
	Policy and Procedure for Partial Care		
	Policy and Procedure for psychotherapy		
	Policy and Procedure for pharmacological management		
	Policy and procedure regarding criteria surrounding the assessment(s) process    Intake		
16.03.09.714.03.a-c;	<b>D.2.</b> Policy and procedure ensuring that IDAPA rule is met regarding group staff ratio  Under 4 -1:1	◆Fo	rmatted Table
16.03.10.130.08.a-c	4-12 yrs 1:6- not to exceed 12 participants 12 and older 1:10- not to exceed 12 participants		
16.03.09.714.04.a-e; 16.03.10.08.a-e	D.3. Policy and procedure ensuring that IDAPA rule is met regarding Family Participation  ☐ under 4-parent/guardian on premises  ☐ 4-12 yrs − parent/guardian involved or why not  ☐ documentation of why parent/legal guardian does not participate in services		
	PSR SPECIFIC RULES		

16.03.10.140.01	PS.1.Policy and Procedure for PSR services provided to a participant must not duplicate		
1	services provided under other program authorities for the same purpose.		
16.03.10.130.10	PS.2.Policy and Procedure for PSR agencies have available services 24 hours per day		
'	documented how participants can access such.		
16.03.10.124.09 a-b	<b>PS.3</b> . Policy and procedure for services to be provided in the community to address		
	home or community		
	in a RALF and no duplication of services		
16.03.10.131.03.c	PS.4.Policy and Procedure ensuring that all PSR Specialists become		
	USPRA certified (by their date of hire) and		
	if needed are supervised(unlicensed workers)		
Davised 5/20/11	<u> </u>	1	

Revised 5/20/11

Medicaid Licensing & Certification

Revised 8/21/2009

Medicaid L & C: Mental Health Credentialing