

Items	Met?			Reviewer Comments
	Yes	No	N/A	
Part I: Essential Information				
1. Individual's contact information current and available to persons supporting the individual? 12 VAC 35-105-890. Individual's service record. 12 VAC 35-105-650. Assessment policy.	X			
2. Emergency and provider contact lists completed and available? 12 VAC 35-105-750. Emergency medical information. 12 VAC 35-105-650. Assessment policy. 12 VAC 35-105-890. Individual's service record.	X			
3. Communication and adaptive supports identified and in plan, if needed. 12 VAC 35-105-750. Emergency medical information. 12 VAC 35-105-650. Assessment policy. 12 VAC30-120-221. Assistive technology. 12 VAC 35-105-760. Medical equipment.		X		Essential information indicates the need for a speech evaluation, which is not included in the ISP.
4. Diagnostic information reflects current status and has supporting documentation in record. 12 VAC 35-105-730. Medical information. 12 VAC 35-105-650. Assessment policy.	X			
5. Information on medications and routine medical treatments is current. 12 VAC 35-105-750. Emergency medical information. 12 VAC 35-105-770. Medication management. 12 VAC 35-105-650. Assessment policy.	X			
6. Health information completed and current. 12 VAC 35-105-750. Emergency medical information. 12 VAC 35-105-650. Assessment policy.	X			
7. Historical information present 12 VAC 35-105-730. Medical information. 12 VAC 35-105-650. Assessment policy.	X			History complete and well written.
8. Safety support needs as identified in the risk assessment (and/or other assessments) are included in the plan. 12 VAC 35-105-810. Behavioral treatment plan. 12 VAC 35-105-520. Risk management. 12 VAC 35-105-710. Documenting crisis intervention and		X		Individual identified as at risk of falling, which is not included in the ISP or support instructions.

clinical emergency services. 12VAC35-105-660. Individualized services plan (ISP)				
9. Ability to access supports determined and addressed as needed in the plan 12 VAC 35-105-650. Assessment policy.	X			
10. Guardian or representative recorded as applicable 12 VAC 35-105-890. Individual's service record. 12 VAC 35-105-650. Assessment policy.	X			
11. Financial information documented. 12 VAC 35-105-650. Assessment policy.			X	Not available at time of this review.
12. Legal issues identified and addressed in plan 12 VAC 35-105-650. Assessment policy.	X			
13. Voting support provided as needed or requested 12VAC35-115-20. Policy.	X			
14. Back-up plan included for CD services 12VAC30-120-225. Consumer-directed model of service delivery.			X	
15. Discharge plan described for short-term services or when discharge expected 12 VAC 35-105-860. Discharge.			X	
16. Revision date is indicated and previous revisions are available for review 12VAC30-120-215. Individual eligibility requirements. D. Reevaluation of service need	X			
Part II: Personal Profile				
17. Description of a good life is present and based on individual's personal desires or stated as team impression from knowing and learning about the individual 12 VAC 30-120-215. Individual eligibility requirements. B. Assessment and enrollment. 12 VAC 35-105-650. Assessment policy.	X			Home category describes person's discomfort with current living arrangements, preferences for a desired arrangement not reflected in Good Life description.
18. Talents and contributions are described 12 VAC 35-105-660. Individualized services plan (ISP) 12 VAC 35-105-650. Assessment policy.	X			Good listing of talents and contributions.
19. Profile answers are descriptive of the individual's current life and identifies what	X			

<p>to maintain, change or improve in each of 8 life areas</p> <p>12VAC30-120-215. Individual eligibility requirements. B. Assessment and enrollment. 12 VAC 35-105-650. Assessment policy.</p>				
Part III: Shared Planning				
<p>20. Includes desired outcomes with timeframes indicated if less than the plan year.</p> <p>12VAC35-105-670. Individualized services plan requirements.</p>		X		<p>Risk of falling and speech evaluation not addressed per essential information.</p> <p>Desired outcome # 7: Person “receives residential services” is not an outcome. SC should confirm with individual/team as needed to write an outcome that reflects the reason that the person receives residential services.</p>
<p>21. “Important to” and “important for” items present and reflect items identified in the assessment and personal profile</p> <p>12VAC35-105-660. Individualized services plan (ISP)</p>		X		<p>Music interest mentioned several times in the profile, but not reflected in the ISP nor described as omitted for a reason in Part IV.</p>
<p>22. Outcomes are shared by partners indicating informal supports as needed in the “Who’s going to support me?” column</p> <p>12VAC30-120-215. Individual eligibility requirements.</p>	X			
<p>23. Target dates are indicated for each outcome by either providing the annual target date on each page or by providing an earlier date when less than 12 months</p> <p>12VAC35-105-660. Individualized services plan (ISP)</p>	X			
<p>24. The 60-day Assessment plan for supports indicates the outcomes for which supports will be assessed prior to beginning services.</p> <p>12VAC35-105-660. Individualized services plan (ISP). 12VAC35-105-670. Individualized services plan requirements.</p>			X	

Part IV: Agreements				
<p>25. All Medicaid providers have provided a signature</p> <p>12VAC35-105-670. Individualized services plan requirements (B)</p>	X			
<p>26. Contributor names completed as applicable</p> <p>12VAC35-105-660. Individualized services plan (ISP) (E)</p>	X			
Part V: Plan for Supports				
<p>27. Plan for Supports includes the outcomes from Shared Planning or additional/revised outcomes that are documented and approved by the individual, representative (if applicable), provider and support coordinator when developed after shared planning.</p> <p>12VAC30-120-215. Individual eligibility requirements. C. Waiver approval process: authorizing and accessing services. 12VAC30-120-223. Companion services. 7. Required documentation in the individual's record. 12VAC30-120-227. Crisis stabilization services. 3. Required documentation in the individual's record. 12VAC30-120-229. Day support services. 3. Required documentation in the individual's record. 12VAC30-120-233. Personal assistance and respite services. 10. Required documentation in the individual's record. 12VAC30-120-237. Prevocational services. 3. Required documentation in the individual's record. 12VAC30-120-241. Residential support services. 4. Required documentation in the individual's record. 12VAC30-120-245. Skilled nursing services. 4. Required documentation. 12VAC30-120-247. Supported employment services. 2. Required documentation in the individual's record. 12VAC30-120-249. Therapeutic consultation. D. Provider requirements.</p>		X		<p>Plan for Supports does not contain supports for outcome 3: Person “locates, joins and attends a local club in order to meet new people.”</p>
<p>28. Ongoing documentation completed and current; includes all support activities agreed upon to achieve desired outcomes, the identity of persons responsible for providing support and confirmation that</p>	X			

<p>supports are provided as agreed (verified by signatures and initials).</p> <p>12VAC35-105-620. Monitoring and evaluating service quality.</p>			
<p>29. General schedule of supports available and current.</p> <p>12VAC30-120-223. Companion services. 7. Required documentation in the individual's record. 12VAC30-120-227. Crisis stabilization services. 3. Required documentation in the individual's record. 12VAC30-120-229. Day support services. 3. Required documentation in the individual's record. 12VAC30-120-233. Personal assistance and respite services. 10. Required documentation in the individual's record. 12VAC30-120-237. Prevocational services. 3. Required documentation in the individual's record. 12VAC30-120-241. Residential support services. 4. Required documentation in the individual's record. 12VAC30-120-245. Skilled nursing services. 4. Required documentation. 12VAC30-120-247. Supported employment services. 2. Required documentation in the individual's record. 12VAC30-120-249. Therapeutic consultation. D. Provider requirements</p>	<p>X</p>		<p>Schedule reflects the preferences of the person.</p>
<p>30. Instructions for supporting the individual are based upon the individual's preferences and have a frequency and time frame for completion.</p> <p>12VAC35-105-660. Individualized services plan (ISP) 12VAC30-120-223. Companion services. 7. Required documentation in the individual's record. 12VAC30-120-227. Crisis stabilization services. 3. Required documentation in the individual's record. 12VAC30-120-229. Day support services. 3. Required documentation in the individual's record. 12VAC30-120-233. Personal assistance and respite services. 10. Required documentation in the individual's record. 12VAC30-120-237. Prevocational services. 3. Required documentation in the individual's record. 12VAC30-120-241. Residential support services. 4. Required documentation in the individual's record. 12VAC30-120-245. Skilled nursing services. 4. Required documentation. 12VAC30-120-247. Supported employment services. 2. Required documentation in the individual's record. 12VAC30-120-249. Therapeutic consultation. D. Provider requirements.</p>	<p>X</p>		<p>Instructions for support activities related to bathing do not contain necessary information for supporters to help the person be successful. "Help (person) bathe" is insufficient and does not reflect what he can do and the type of support needed (i.e. washing areas he can't reach and reminding him to rinse the shampoo).</p> <p>Instructions for outcome 4 are excellent.</p>
<p>31. Notations indicate when supports are not provided, as well as record observable progress toward or current status of</p>	<p>X</p>		

<p>outcomes each day, week or month; each entry is signed and dated.</p> <p>12VAC30-120-223. Companion services. 7. Required documentation in the individual's record. 12VAC30-120-227. Crisis stabilization services. 3. Required documentation in the individual's record. 12VAC30-120-229. Day support services. 3. Required documentation in the individual's record. 12VAC30-120-233. Personal assistance and respite services.10. Required documentation in the individual's record. 12VAC30-120-237. Prevocational services. 3. Required documentation in the individual's record. 12VAC30-120-241. Residential support services. 4. Required documentation in the individual's record. 12VAC30-120-245. Skilled nursing services. 4. Required documentation. 12VAC30-120-247. Supported employment services. 2. Required documentation in the individual's record. 12VAC30-120-249. Therapeutic consultation. D. Provider requirements.</p>				
<p>32. Person-Centered Reviews are current and provide a description of progress toward and/or status of each outcome as agreed to be addressed by provider</p> <p>12VAC35-105-660. Individualized services plan (ISP) 12VAC30-120-223. Companion services. 7. Required documentation in the individual's record. 12VAC30-120-227. Crisis stabilization services. 3. Required documentation in the individual's record. 12VAC30-120-229. Day support services. 3. Required documentation in the individual's record. 12VAC30-120-233. Personal assistance and respite services.10. Required documentation in the individual's record. 12VAC30-120-237. Prevocational services. 3. Required documentation in the individual's record. 12VAC30-120-241. Residential support services. 4. Required documentation in the individual's record. 12VAC30-120-245. Skilled nursing services. 4. Required documentation. 12VAC30-120-247. Supported employment services. 2. Required documentation in the individual's record. 12VAC30-120-249. Therapeutic consultation. D. Provider requirements.</p>		X		<p>Evidence of progress for outcome 1 is lacking and there is no documented effort to change the supports or the outcome.</p>
<p>33. Updates to the Plan for Supports are documented and signed by the provider, individual, and representative</p> <p>12VAC35-105-660. Individualized services plan (ISP) 12VAC30-120-223. Companion services. 7. Required documentation in the individual's record. 12VAC30-120-227. Crisis stabilization services. 3.</p>	X			

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