New Mexico HCA / DHI / QMB: CCS / CIES Delivery Site - Individual Record Review Survey Tool

Standard of Care (TAG)	Surveyor Notes	MET	NOT MET	NA

Agency/Region:
Surveyor: **Date/Time**

Individual Name and Identifier:

CCS / CIES Service Delivery Site ***(For provider owned and operated onsite service delivery only. DSP do not need to carry these to off-site locations per Client File Matrix, unless otherwise noted)***

Community Inclusion: **Customized Community Supports – Community Integrated Employment Services**
Other Services: **PT - OT - SLP - BSC - Adult Nursing Services – Other:**_____

Surveyor Instruction: *Item(s) which are required in THERAP system, will be accessed via Therap, unless specified to be a printed copy. Other items that are required, may be accessed via the Agency's electronic system or hardcopy file. Agency personnel will be responsible for accessing Therap or other electronic system during the service delivery site visit.*

Standard of Care Questions	(Tag #) Surveyor Notes / Deficiency Description	MET	NOT MET	NA
Nursing & Medical				
Progress Notes & Data Tracking				
1) Community Inclusion *(CCS)*: Progress Notes/Daily Contact Logs: ***Surveyor Instruction:*** *You must review Community Inclusion daily notes for the current month of your visit (1st day of the month to the day prior to your visit). This cannot be met if there is no documentation found for the period reviewed or if documentation found is completed in advance, e.g. you conduct a visit on the 5th of the month, yet documentation has already been completed for the entire month.*	*Tag #1A08.1* *List dates if any are not found*			

Standard of Care (TAG)	Surveyor Notes	MET	NOT MET	NA
2) Community Inclusion *(CCS)*: Data Collection/Data Tracking: *(i.e. Outcomes / Action Steps Implementation Tracking)* ***Surveyor Instruction:*** *You are to review data tracking for the current month of your visit to determine if outcomes / action steps are being completed as called for in the ISP. This includes:* *1. frequency of outcome and action step being completed as called for in the ISP* *2. Presence of outcome / action step data, i.e. documentation;* *3. Agency outcomes / action steps match the current ISP;* *4. There are outcomes for life area for which the individual receives services funded by the DDW* *This is not met if data tracking is not completed at frequency, not completed, blank document or Outcome / Action Steps do not match current ISP. Surveyors are to determine the frequency at which the outcome is to be completed. You will document from the 1st day of the month to the Friday prior to your visits to determine if they are completed as required frequency (e.g. action step frequency is 1 time weekly, your visit is completed on a Wednesday).*	*Tag #1A32.3 CCS / CIES service delivery site* *List specific outcome/action plan which is not met and list time frame if any are not found / Must document frequency if not completed as required.*			
3) Community Inclusion *(CIES)*: Progress Notes/Daily Contact Logs: ***Surveyor Instruction:*** *You must review Community Inclusion daily notes for the current month of your visit (1st day of the month to the day prior to your visit). This cannot be met if there is no documentation found for the period reviewed or if documentation found is completed in advance, e.g. you conduct a visit on the 5th of the month, yet documentation has already been completed for the entire month.*	*Tag #1A08.1* *List dates if any are not found*			

Standard of Care (TAG)	Surveyor Notes	MET	NOT MET	NA
4) Community Inclusion *(CCS / CIES)*: Data Collection/Data Tracking: *(i.e. Outcomes/Action Steps Implementation Tracking)* ***Surveyor Instruction:*** *You are to review data tracking for the current month of your visit to determine if outcomes / action steps are being completed as called for in the ISP. This includes:* 1. *frequency of outcome and action step being completed as called for in the ISP* 2. *Presence of outcome / action step data, i.e. documentation;* 3. *Agency outcomes / action steps match the current ISP;* 4. *There are outcomes for life area for which the individual receives services funded by the DDW* *This is not met if data tracking is not completed at frequency, not completed, blank document or Outcome / Action Steps do not match current ISP. Surveyors are to determine the frequency at which the outcome is to be completed. You will document from the 1st day of the month to the Friday prior to your visits to determine if they are completed as required frequency (e.g. action step frequency is 1 time weekly, your visit is completed on a Wednesday).*	*Tag #1A32.3 CCS / CIES service delivery site* *List specific outcome/action plan which is not met and list time frame if any are not found / Must document frequency if not completed as required.*			

I affirm that missing documents requested by the QMB Survey Team were not located in the home or could not be found by myself when asked to produce them during the on-site home visit on:

Date: ***Time:***

DSP Name (Print and Signature) and Title:

Surveyor Initials: