

*Quality Assurance is best conducted through review of documentation combined with regular observation of staff.*

*All information is documented and **legible** in the child record.*

*These prompts could be used in addition to any compliance and management oversight supervision that is already being conducted*

## **IDENTIFYING PATTERNS ACROSS INDIVIDUAL RECORDS:**

- Frequency and intensity of services varies across children and across providers.  Ratio of direct services varies. (For example - One child gets 30 minutes of therapy and 3 hours of SST, another child gets 4 30-minute sessions of SST, another child gets 2 hours of therapy and 4 hours of SST.)
- Monthly total of direct services varies (Some children get 2 hours of direct services a month, some get 5 hours, etc.)
- When repetitive patterns are noted, supervisors ask teams to explain rationale for planning
- Procedures are individualized.
- Reassessments occur at a variety of time intervals.

## **INDIVIDUAL RECORDS - IFSP**

- The outcomes are directly related to needs identified in the needs assessment and evaluation.
  - The connections between the identified needs and the outcomes are self-evident and understandable to the lay person and parent.
  - The connections between the outcomes and procedures are self-evident and understandable to the lay person and parent.
  - Outcomes are SMART
    - Specific
    - Measurable
    - Attainable
    - Relevant
    - Tied to a priority
  - Outcomes reflect the family's priorities and culture.
  - Procedures are individualized and tailored to the family's routine.
- The services planned are directly related to the outcomes and procedures.
  - The connections between the procedures and services are self-evident and understandable to the lay person and parent.
  - Frequency and intensity of services is sustained through staffing transitions and vacancies.
- Child record is free of references to minimum staff productivity measures (For example, there are no statements such as "at least one hour of case management per month.")
- Planning of reassessment varies according to child and family needs

**PERIODIC REVIEW**

- \_\_\_ Documentation of the review has the following qualities:
  - \_\_\_ Individualized,
  - \_\_\_ Functional,
  - \_\_\_ Includes strengths and needs,
  - \_\_\_ Includes IFSP team deliberations, and
  - \_\_\_ Includes needs-based reasons for increases or decreases in services, or for services remaining unchanged.

**REASSESSMENT**

- \_\_\_ Reassessment occurs more frequently than 6 months, if needed.
- \_\_\_ Discipline of professional conducting the reassessment matches the needs of the child.