

Comprehensive SUD Residential Review: Contract Review

Residential Facility Name:
Address:
City / State / Zip:
Home BHO of Residential Facility:
Primary Contact Name:
Dates of Review:
Name of Reviewer:
Name of BHO conducting Review:

Instructions: Please score each item in the Contract Review based on a Three (3) point rating: "0" = Not in Compliance; "1" = Partially in Compliance; "3" = Fully in Compliance. Select N/A if not applicable.

#	Item	Score	Notes / Comments
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All Contracts

1	Is a criminal background check and an excluded provider check through the Office of Inspector General (OIG) conducted for all agency staff members?		Evidence: P & P, sample checks. Once demonstrated, review every other year (or next contract cycle).
2	Are background checks conducted for all agency volunteers, board members, and interns?		Evidence: P & P, sample checks. Once demonstrated, review every other year.
3	Is a background check conducted for all subcontractors?		Evidence: P & P, sample checks. Once demonstrated, review every other year.
4	Does the agency ensure employees are trained in: The skills each employee needs to effectively perform the functions included in their job description and the population in which they directly serve; Safety and violence prevention per RCW 49.19.030; Personnel training consistent with WAC 388-877-0500(6); HIPAA compliance and confidentiality of records and Enrollee information; Utilizing natural supports, building on Individual strengths, and recovery and resiliency; Suicidal risk identification and intervention; Basic Life Support (CPR and first aid) and prevention and control of communicable disease, including HIV/AIDS, blood borne pathogens and tuberculosis (TB); Psychotropic medications (if applicable).		Evidence: Job description review, P&P new employee orientation and staff training, training sign-in sheet, personnel record sample. Once demonstrated, review every other year.
5	Does the agency provide training in treatment methods that address individual age, gender, language, literacy, culture, ethnicity and sexual orientation?		Evidence: P&P, staff training, Sample training
6	Does the agency have established referral relationships with the assessment entities, outpatient individual providers, vocational or employment services, and courts which specify aftercare expectations and services including procedure for involvement of referents in treatment activities?		Evidence: P&P care coordination and ISP. Sample chart review.
7	Does the agency have internal policies and practices to measure and improve the quality of services? Quality Plan elements list		Evidence: P&P quality improvement. QM plan. Sample of initiative. Once demonstrated, review every other year.
8	Does the agency have internal policies and practices to accept and make necessary adjustments to continue treatment for any clinically appropriate individual taking opiate substitution medication?		Evidence: P&P. Once demonstrated, review every other year.
9	Does the agency have policy and provide training for staff to implement person-centered techniques, such as motivational interviewing, to assist the individual in completing recommended level of care?		Evidence: P&P AMAs & Staff Training. Once demonstrated, review every other year.
10	Does the agency have policy and procedure for notifying the responsible BHO and any other required agencies of critical incidents including serious injury requiring medical attention, alleged sexual abuse, serious physical assaults between individuals, alleged abuse of a youth by a staff member, or other instances of suspected individual abuse in accordance with state law?		Evidence: P&P Incident reporting and CPS/APS reporting
11	Does the agency allow individuals to leave the facility for the purposes of obtaining medical treatment not available at the center, conducting personal business, visiting with family members or significant others, and for other reasons that may be beneficial to the individuals treatment program?		Evidence: P&P temporary pass
12	Does the agency have specific criteria for therapeutic and rule violation discharges?		Evidence: P&P Discharges

13	Is the agency in compliance with contract requirements relating to maintenance of records?		Evidence: P&P records maintenance. Site review. Once demonstrated, review every other year.
14	Is the agency following requirements related to the permitted and required uses or disclosures of protected health information?		Evidence : P&P, Review HIPPA tracking sheet of releases
General Contract Requirements - Score			
Possible Score			
Achieved Percent #DIV/0!			
Substance Abuse Block Grant Fund Requirements			
1	Does the agency make continuing education services available to staff?		Evidence: P&P and personnel record review
2	Has the agency ensured that information on the priority populations was publicized?		Evidence: P&P and sample of methods of publication (brochures, website, community presentation, etc.)
3	Did the agency ensure that the following order of priority was followed for admission to treatment: (a) Pregnant injecting drug users; (b) Pregnant substance users; (c) Injecting drug users; (d) Parenting women?		Evidence: Admission P&P
Substance Abuse Block Grant Requirements - Score			
Possible Score			
Achieved Percent #DIV/0!			
Billing / Financial Requirements			
1	Were all potential Medicaid-eligible individuals screened for Medicaid eligibility?		This is only applicable for direct admits. Evidence: P&Ps admission and financial eligibility. Sample of records.
2	Are potential Medicaid-eligible persons referred to the Health Care Navigators to apply for medical coverage?		Evidence: P&Ps admission and financial eligibility. Once demonstrated, review every other year.
3	Once enrolled in the program are all individuals screened for financial eligibility no less than once each month?		Evidence: P&Ps admission and financial eligibility. Once demonstrated, review every other year.
4	Does the agency have policies and procedures on income eligibility for DBHR, Medicaid, and third party insurance individuals?		Evidence: P&Ps admission and financial eligibility. Once demonstrated, review every other year.
5	Is the agency charging any fees to Medicaid-eligible individuals (with the exception of ADIS)?		Evidence: P&P. Once demonstrated, review every other year.
Billing and Financial - Score			
Possible Score			
Achieved Percent #DIV/0!			
Youth Residential Requirements			
1	Do CDPs who are working with youth have 10 hours of their 40 CEU's specific to youth?		Evidence: Personnel record review. Review annually.
2	Does the agency meet "supervised care" requirements for program site and in public places?		Evidence: Site review and P&Ps
3	For level II programs, is the agency providing specialized treatment groups addressing co-existing mental health concerns that may complicate substance use disorder treatment? (hours for these groups may be a part or in addition to the 20 hours required in WAC)		Evidence: Program schedule. Review annually
4	Does the agency provide recreational, leisure, and free time that are appropriate to the ages, abilities, and individual interests of the individual? (Minimum of 7 hours/weekly of supervised recreational activity)?		Evidence: Programming description
5	Is the agency following contract requirements regarding individual age for admission and exceptions for youth under age 13 and for 18, 19, or 20 year old admissions?		Evidence: P&P admission/intake. Chart review. Again, the regional BHO could use its population as a proxy. WAC 388-877B-0280
6	Does the agency ensure compliance with contract restrictions on nicotine products?		Evidence: P&P admission paperwork describing compliance with nicotine products.
7	Does the agency meet the contract requirements for required number of hours and content for treatment modality?		Evidence: Data report- level to hours. Sample record review. WAC 388-877B-0280
8	Does the agency have a policy regarding transportation of individuals to medical appointments or individual outings?		Evidence: P&P transportation internal and Medicaid
Youth Residential - Score			
Possible Score			
Achieved Percent #DIV/0!			
PPW Requirements			

1	Does the agency have specific criteria for therapeutic and rule violation discharges?		Evidence: P&P discharge
2	Is the agency providing the opportunity for the individual's clinical individual and group services to be provided by someone of the same gender?		Evidence: P&P treatment/programming
3	Is the agency currently licensed with the Department of Early Learning?		Evidence: Cuurent license status
4	Does the PPW program staffing include a licensed nurse?		Evidence: Staffing level in P&P. Sample shift staffing.
PPW - Score			
Possible Score			
Achieved Percent			#DIV/0!
Withdrawal Management Requirements			
1	Does the agency ensure the program is open for admission and service availability 24 hours per day, 365 days per year?		Evidence: P&P
2	Does the agency ensure pregnant women unable to access treatment due to lack of capacity and in need of withdrawal management are referred to CUP program within 24 hours of request?		Evidence: P&P
3	Does the agency maintain protocols for MAT patients in need of withdrawal management from other substances?		Evidence: P&P
4	Does the agency ensure access to on-site crisis stabilization, including mental health screening, assessment, intervention, and referral to respond to any immediate or on-going crisis?		Evidence: P&P
Adult Withdrawal Management Requirements - Score			
Possible Score			
Achieved Percent			#DIV/0!
Adult Residential Requirements			
1	Does the agency accept admissions for all eligible individuals authorized from a Behavioral Health Organization unless there are specific documented reasons relative to health, welfare, or safety of individuals?		Evidence: P&P admission
2	Did the agency provide each individual with necessary personal items: i.e. soap, toothpaste, and sanitary items from the funds provided by the BHO and included in the daily bed rate?		Evidence: P&P
3	Does the agency provide access to services for MAT substitution individuals?		Evidence: P&P for coordination or guest dosing. Business arrangement with local facility.
4	Does the agency ensure there are no policies/procedures denying treatment services to any individual solely on the basis that the individual is taking prescribed medications?		Evidence: P&P regarding admission and continuity of medical care or prescriptions.
5	Does the agency ensure treatment services are not denied solely on the basis of the individual's drug of choice?		Evidence: Admission criteria specifically the excluded section.
6	Does the agency accept involuntarily committed individuals by a court pursuant to RCW 70.96A, provided that the individual is deemed to be medically appropriate for the level of care provided?		Evidence: Admission criteria specifically the excluded section.
7	Does the agency have a policy to discharge an individual and notify the assessment agency/referral in writing of such termination if the individual is absent from the facility for more than 24 hours?		Evidence: P&P Discharge
Adult Residential - Score			
Possible Score			
Achieved Percent			#DIV/0!
Total Achieved Score			#REF!
Total Possible Score			#REF!
Achieved Percent			#REF!

