

## LIGHTHOUSE PROGRAM MONITORING TOOL CHART REVIEW

Agency:		Service Recipient:			
Date of Review:		Review Period:			
	N/A	Yes	No	Comments	
Has the Service Recipient had a LED completed within the past 12 months?					
Does the Service Recipient qualify medically per findings on the LED?					
Is the LED signed and dated by a Registered Nurse to assure eligibility?					
What is the Service Recipient's monthly income?					
Is there evidence that the Service Recipient was billed based on the appropriate Cost Share rate? What should they pay? How much are they paying?					
If the Service Recipient is not paying the correct cost share rate, is there a hardship waiver on file?					
Is the Service Recipient 60 years of age or older? If the Service Recipient is less than 60 years old, is there an age acceptance in the chart?					
Is Lighthouse the only program that the Service Recipient appears to qualify for? If no, is there any documentation that they were referred to another program or why they were not referred?					
Is the Service Recipient receiving less than 60 hours per month of Lighthouse services?					
Is the Service Recipient receiving maximum hours? Does the Service Recipient's LED confirm that maximum hours are needed?					
Is there a BIF with all areas marked?					
What town and County does the Service Recipient reside in?					
<b>RN ASSESSMENT</b>					
Has the RN Assessment been completed within the past 12 months? Is the assessment signed and dated by the RN?					
Does the assessment document need for the care as outlined on the POC?					

Is there documentation of continuing needs being addressed for the Service Recipient?				
Is there a 6 month call documented?				
<b>POC</b>				
	N/A	YES	NO	COMMENTS
Is the POC signed and dated by the RN?				
Is the total time approved daily indicated?				
Are times assigned for tasks on POC within reasonable guidelines?				
Are all POC changes documented?				
Is there documentation that POC was discussed with Service Recipient/ family?				
Does the POC meet the 1/3 rule for the environmental services?				
<b>DIRECT CARE WORKER SERVICE LOG</b>				
	N/A	YES	NO	COMMENTS
Are the Direct Care Worker Service Logs complete?				
Does the Direct Care Worker indicate time in and out each day?				
Is the Direct Care Worker initialing tasks performed?				
Is the Direct Care Worker following the care outlined on the POC?				
Are the Direct Care Worker Service Logs signed and dated by the Service Recipient? If any discrepancies are found, are they followed up by the RN?				
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