

# West Virginia Medicaid Aged and Disabled Waiver Program

## SITE MONITORING TOOL

AGENCY:			PROVIDER #:		
	Y	N	N/A	COMMENTS	Manual Reference
Is office site identifiable to the public?					501.2.B.f 501.2.B.d
Is office site open to public per policy?					501.2.B.5.d
Is office site handicapped accessible?					501.2.B.5.b
Does site serve within eight contiguous counties?					501.2.B.5
Were records made readily available upon request?					501.2.2
Does site have an individual telephone number?					501.2.B.5.c
Is there a 24 hour contact method if applicable?			N/A	CM Agency	501.2.B.5.c
Is there adequate, safe, and confidential space for members' clinical records?					501.2.B.5.e
Are all charts from counties served available?					501.2.B.5.e
Does the agency's internal Quality Assurance focus on the individual and the needs of the individual? Such as: 1. Agency satisfaction survey. 2. Documentation of reviews and remediation results. 3. Analysis of reportable events. 4. Analysis of effectiveness and appropriateness of supports and instructional techniques.					501.2. B.4
Are there adequate and trained staff to offer safe services to members?					501.2.B.1
I. Professional?					501.7..3.1 501.B.1
II. Non-Professional?					501.B.1 501.7.3.1 501.7.8

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Are adequate steps taken to avoid conflict of interest?					501.7.1.4 501.3.3.2
Are the Incident Reports maintained in an Administrative file for review?					501.2.2.4 Attachment 17