Review Date (MMDDYY) ☐☐☐☐☐☐

Day Program Monitoring Tool
Administrative Review

Reviewer Initials ☐☐☐

1	ADMINISTRATIVE REVIEW (to be completed at Administration Office)	Standard	Yes	No	N/A	Standard Gained	Weight	Comments
2	Supported Employment Review:							
3	•Does the agency have current CARF or equivalent accreditation?	IV.1.5	☐	☐	☐	☐	c	
4	•If yes, please indicate the length of accreditation	DATA	☐ Pro	☐ 1	☐ 3		d	
5	•Is the agency a DVRS/CBVI contracted SE or Time Limited Job Coach vendor?	III.2	☐	☐	☐	☐	d	
6	Continuous Quality Improvement							
7	Does the program have a Continuous Quality Improvement Plan (CQI Plan) on file?	6.1	☐	☐	☐	☐	s	
8	Does the program have a Outcome Management Report on file?	6.2	☐	☐	☐	☐	s	
9	Is there a Reporting Unusual Incidents Policy & Procedure?	7.6:1	☐	☐	☐	☐	s	
10	*Does this policy and procedure include, at a minimum:*							
11	•The steps required to complete a task or action	7.2:3	☐	☐	☐	☐	m	
12	•Reporting and recording requirements	7.2:4	☐	☐	☐	☐	m	
13	•Assignment of staff responsibilities	7.2:5	☐	☐	☐	☐	m	
14	Is this policy and procedure in compliance with DC #14 "Reporting Unusual Incidents"?	7.6:1	☐	☐	☐	☐	s	
15	Is there a Complaint Investigation in Community Programs Policy & Procedure?	7.6:2	☐	☐	☐	☐	s	
16	*Does this policy and procedure include, at a minimum:*							
17	•The steps required to complete a task or action	7.2:3	☐	☐	☐	☐	m	
18	•Reporting and recording requirements	7.2:4	☐	☐	☐	☐	m	
19	•Assignment of staff responsibilities	7.2:5	☐	☐	☐	☐	m	
20	Is this policy and procedure in compliance with DC #15 "Complaint Investigation in Community Programs"?	7.6.2	☐	☐	☐	☐	m	
21	Is there an abuse, neglect and exploitation Policy & Procedure?	7.6:3	☐	☐	☐	☐	s	
22	*Does this policy and procedure include, at a minimum:*							
23	•The steps required to complete a task or action	7.2:3	☐	☐	☐	☐	m	
24	•Reporting and recording requirements	7.2:4	☐	☐	☐	☐	m	
25	•Assignment of staff responsibilities	7.2:5	☐	☐	☐	☐	m	
26	Is this policy and procedure in compliance with the Day Program and/or SE Manual?	7.6:3	☐	☐	☐	☐	m	

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27	Is there a Complaint/Grievance Policy & Procedure	7.6:4	☐	☐	☐	☐	s	
28	*Does this policy and procedure include, at a minimum:*							
29	•The steps required to complete a task or action	7.2:3	☐	☐	☐	☐	m	
30	•Reporting and recording requirements	7.2:4	☐	☐	☐	☐	m	
31	•Assignment of staff responsibilities	7.2:5	☐	☐	☐	☐	m	
32	Is this policy and procedure in compliance with the Day Program and/or SE Manual?	7.6:4	☐	☐	☐	☐	m	
33	Is there an Emergency Plan Policy & Procedure? (N/A for SE Providers)	7.6:5	☐	☐	☐	☐	s	
34	*Does this policy and procedure include, at a minimum:*							
35	•The steps required to complete a task or action	7.2:3	☐	☐	☐	☐	m	
36	•Reporting and recording requirements	7.2:4	☐	☐	☐	☐	m	
37	•Assignment of staff responsibilities	7.2:5	☐	☐	☐	☐	m	
38	Is this policy and procedure in compliance with DC #14 "Reporting Unusual Incidents"?	7.6:5	☐	☐	☐	☐	m	
39	Is this policy and procedure in compliance with DC #20-A "Life Threatening Emergencies"?	7.6:5	☐	☐	☐	☐	s	
40	Is this policy and procedure in compliance with subchapter 13-A of the DP Manual ?	7.6:5	☐	☐	☐	☐	m	
41	Is there a Health/Medical Policy & Procedure? (N/A for SE Providers)	7.6:7	☐	☐	☐	☐	s	
42	*Does this policy and procedure include, at a minimum:*							
43	•The steps required to complete a task or action	7.2:3	☐	☐	☐	☐	m	
44	•Reporting and recording requirements	7.2:4	☐	☐	☐	☐	m	
45	•Assignment of staff responsibilities	7.2:5	☐	☐	☐	☐	m	
46	•Guidelines for seizure care including staff's response to life-threatening situations	19.20:1	☐	☐	☐	☐	m	
47	Is this policy and procedure in compliance with Chapter 19 of the DP Manual?	7.6:7	☐	☐	☐	☐	m	
48	Is there a Medication Administration Policy & Procedure? (N/A for SE Providers)	7.6:8	☐	☐	☐	☐	s	
49	*Does this policy and procedure include, at a minimum:*							
50	•The steps required to complete a task or action	7.2:3	☐	☐	☐	☐	m	
51	•Reporting and recording requirements	7.2:4	☐	☐	☐	☐	m	
52	•Assignment of staff responsibilities	7.2:5	☐	☐	☐	☐	m	

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53	Does this policy and procedure address the following:							
54	•Prescription Medication	20A	☐	☐	☐	☐	m	
55	•PRN (as needed) Prescription Medication	20B	☐	☐	☐	☐	m	
56	•PRN Over the Counter (OTC) Medication	20C	☐	☐	☐	☐	m	
57	•Medication Administration	20D	☐	☐	☐	☐	m	
58	•Emergency Administration of Prescription Medication	20D.10	☐	☐	☐	☐	m	
59	•Medication Storage	20E	☐	☐	☐	☐	m	
60	Is this policy and procedure in compliance with Chapter 20 of the DP Manual?	7.6:8	☐	☐	☐	☐	m	
61	Is there a Transportation Policy and Procedure? (N/A for SE Providers)	7.6:9	☐	☐	☐	☐	s	
62	*Does this policy and procedure include, at a minimum:*							
63	•The steps required to complete a task or action	7.2:3	☐	☐	☐	☐	m	
64	•Reporting and recording requirements	7.2:4	☐	☐	☐	☐	m	
65	•Assignment of staff responsibilities	7.2:5	☐	☐	☐	☐	m	
66	•A system for verifying licenses and driving records, including obtaining driver abstracts	8.5	☐	☐	☐	☐	m	
67	Is this policy and procedure in compliance with Chapter 12 of the DP Manual?	8	☐	☐	☐	☐	m	
68	Does the agency have a vehicle preventative maintenance system?	12.A.13	☐	☐	☐	☐	s	
69	Is there a Personnel Policy & Procedure?	7.6:10	☐	☐	☐	☐	s	

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