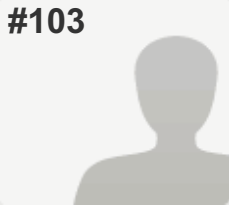


#103

**INCOMPLETE****Collector:** Web Link 1 (Web Link)**Started:** Wednesday, April 20, 2016 3:34:55 PM**Last Modified:** Wednesday, April 20, 2016 3:53:50 PM**Time Spent:** 00:18:55**IP Address:** 76.221.167.113

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Q1: Review date

Date 04/20/2016

Q2: Review Period

	Fiscal Year	Quarter
Review Period	16	4

Q3: Program Number

TEST

Q4: Client's Name

John Doe

Q5: Case Status

Open

Q6: Open/Closed Date

Date 04/20/2016

Q7: (1) Is there a Case Action Form in the record documenting date of opening, transitions (address change, case manager change, etc) and closing (OHU400)? For Foster Care - IL FC 906 (Open and Close)?

Yes

Q8: (2) Is there documentation in the record of written correspondence with the funding/referral source indicating the actual date of case opening and/or case closing? (Cases opened after 6/04) For Foster Care - IL FC 906 (Open and Close) For Intact -1425

Yes

Q9: (3) Is the Family Face Sheet in the record? (OHU 400)

Yes

Q10: (4) Are the Client's Rights and Responsibilities in the record & signed by all relevant parties (youth age 12 & older must sign in addition to their legal guardian)?

Yes

Q11: (5) Are the Release of Information Forms current (within 1 year) for correspondence with ALL entities outside of the agency? (Note: Please be sure the staff are still sharing info w/ the outside entity before marking "no" or "inc") For Intact Family cases, a DCFS Release of Information form needs to be used (CFS 600-3) effective 7/1/13.

Yes

Q12: (6) Is a copy of the Initial Assessment Report in the record?	Yes
Q13: (7) Was the Initial Assessment Report completed within the required timeframe of the program contract? (Completed means signature and a date on both the Case Manager/therapist and supervisor signature lines/blocks) (For SACWIS cases, approval date on document is considered date of completion))	Yes
Q14: (8) Is a copy of the Updated Assessment Report, per program contract requirements, in the file? (Based upon due date of the initial assessment and the period under review includes the past 12 months)	Yes
Q15: (9) Was the updated assessment report completed within the required timeframe of the program contract? (Signature and a date on both the Case Manager/therapist and supervisor signature lines/blocks) (For SACWIS cases, approval date on document is considered date of completion)This is based upon the REQUIRED due date NOT date when Initial Assessment Completed.	Yes
Q16: (10) Is the current copy of the service plan/treatment plan/case plan in the file (Per Program Contract/Plan)?	Yes
Q17: (11) Was the current service plan/treatment plan/case plan written, signed and dated by the Case Manager/therapist and supervisor within the required timeframe of the program contract? Completed means signature and a date on both the Case Manager/therapist and supervisor signature lines/blocks. (For SACWIS cases, approval date on document is considered date of completion)	Yes
Q18: (12) Is the current service/treatment/case plan signed and dated by the client and parent/guardian? (Children 12 and above sign only tasks specific to their services/treatment)	Yes
Q19: (13) Case note documentation reflects the level of client contact per program requirements? (Review the case documentation from four months prior to the date of review to the month prior to the date of review)	Yes
Q20: (14) Is there required documentation of current client progress (or lack there of) towards their service goals in the case record? (Per program contract within the past three months. Evidence of progress can be through case notes, service plan review, court reports and/or a required progress report.12	Yes
Q21: Is the file being reviewed a "CLOSED" file?	No

Q22: (15) Is the Closing Summary in the record?)	<i>Respondent skipped this question</i>
Q23: (16) Was the Closing Summary completed within 30 days of the case closing date?	<i>Respondent skipped this question</i>
Q24: (17) Does the record contain documentation of an aftercare plan completed with and signed by the client or a reason why an aftercare plan was not needed? (the reason could be documented in a case note or closing summary)	<i>Respondent skipped this question</i>
Q25: (18) Is there evidence of quarterly case supervision in which the case is reviewed at least quarterly and includes an evaluation of the client's progress toward achieving his/her service goals? (Such as evidence in the record that the Supervisor has reviewed & signed off on the quarterly reports and/or a case note reflecting review of the case in the past 3 months.)	Yes
Q26: Does this review require a "QUALITY" review? (ask CQIR staff if uncertain)	Yes

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Q27: (1) Was sufficient information recorded in the initial assessment to understand the presenting problem?	Yes
Q28: (2) Does the service/treatment plan address the presenting problems as identified in the assessment?	Yes
Q29: (3) Are feasible and time-limited tasks defined in the service/treatment plan?	Yes
Q30: (4) Is there evidence in the record that the family participated in the development of the service/treatment plan?	Yes
Q31: (5) Does the treatment plan address goals, objectives and expected outcome(s) for the specific service(s) provided to the client and/or family?	Yes
Q32: (6) Is there evidence in the service delivery notes and reports that the service/treatment plan is being implemented?	Yes
Q33: (7) Are Case Manager interventions/activities evident in the service delivery notes?	Yes
Q34: (8) Do the service delivery notes show that progress and/or obstacles are discussed with the client/family?	No, Comments (if No, Inc, or RE) Case notes do not documnet progress of the client.
Q35: (9) Does the record confirm sufficient contacts according to program requirements with the client/family to accomplish the goals?	Yes

Q36: (10) Are appropriate contacts made with collaterals, including face to face contact when necessary? Yes

Q37: (11) Did the Case Manager coordinate activities of all internal/external resources to minimize the duplication of services?? Yes

Q38: (12) If the case notes documented an unusual incident, was an Incident Report completed? (Past 3 months) (OHU111) Yes

Q39: Is the file being reviewed a "CLOSED" file? No

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Q40: (13) Did the Case Manager participate with the client/family in determining if any follow-up services were necessary? Respondent skipped this question

Q41: (14) If follow-up services were necessary, did Closing Summary contain a formalized After Care Plan (when appropriate), signed by the client, parent/guardian, CW & Supervisor? Respondent skipped this question

Q42: (15) If follow-up services were recommended were appropriate referrals and linkages made? Respondent skipped this question

Q43: (16) Did the Case Manager appropriately move towards closure/termination as evidenced by service delivery notes and progress reports? Respondent skipped this question

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Q44: Is the record organized? Yes

Q45: Is the required documentation in the record? Yes

Q46: Are the documents presented in a neat & professional manner within the record? Yes

Q47: Are the service delivery notes comprehensive and understandable? Yes

Q48: Is there evidence in the service delivery notes and reports that the services being provided are appropriate based on the most recent service/treatment plan (If treatment plan is not completed choose N/A, if Treatment plan is less than 30 days old choose N/A, if a COMPLIANCE ONLY REVIEW choose N/A)? Always

Q49: Are services being provided effective in meeting client's treatment goal (If treatment plan is not completed choose N/A, if Treatment plan is less than 30 days old choose N/A, if a COMPLIANCE ONLY REVIEW choose N/A)?

Always

Q50: POC Status

Record not in Compliance (POC Required)

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Q51: POC Due Date

Date 05/20/2016

PAGE 7: Record Review Exit Conference

Q52: Did the Exit Conference Occur?

Yes

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Q53: Who was not available?

Respondent skipped this question

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Q54: Exit Conference Date

Date 04/20/2016

Q55: Present

SVP

Q56: POC corrections made at PRR/Exit Conference (Applies ONLY to: Enrollment Checklist & Case Action)

N/A

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Q57: What are the greatest accomplishments this family/client achieved?

d

Q58: Identified strengths in service delivery/documentation:

3

Q59: Are there any other services that the client/family need that are not currently being provided?

3

Q60: Additional Comments / Recommendations:

3

Q61: Has CQIR verified that the above is accurate and complete? Yes
