



children's home + aid

THE PEER REVIEW CYCLE:

From Creating Tools to Effective Follow-up
for
Quality Improvement

Objectives

- Staff engagement in the review process
- Developing a record review tool
- Record reviews
- Corrective actions for record reviews
- Data reporting
- Determining trends
- Next steps

Record Review Worksheet

CURRENT Foster Care



Record Review Date	
First Name	
Last Name	
Birthdate	
Gender	
DCFS Ward	
DCFS ID	
Medicaid ID	
CH+A ID	
Current Admission Date	

Type Primary
 Secondary

Role Child
 Foster Child
 Residential Child

Focused Review

Rice Unit:
 (Rice Only) 1-E 2-E 3-E 1-W 2-W N/A

Adoptive Parent
 Biological Parent
 Foster Parent
 Other Relative

Worker 1 CH+A ID		
Worker 2 CH+A ID		
Worker 3 CH+A ID		
Worker 4 CH+A ID		

Supervisor | CH+A ID

Program Name

- Definitions:**
- Yes The processes and/or forms are complete and in the file.
 - No There is no documentation of the forms or process being completed in the file OR There is documentation of the forms or processes in the file, but it does not meet requirements.
 - NA The process or form is not applicable to this case.
 - Reasonable Efforts It is evident that the worker has made diligent attempts to meet the requirement and/or criteria and these diligent efforts are documented in the case record.
 - Corrective Action Required QI staff will complete this column. Yes indicates that the deficiency can be corrected. No indicates that the deficiency cannot be corrected.
 - W1, W2, W3, W4 These items contribute towards the worker's score AND the program's score.
 - P These items contribute towards the program's score ONLY.
 - N These items are not scored and are included for tracking purposes ONLY.

Narrative - Comments, Strengths, and Recommendations:

Record Review Results

Item	Compliant	Reasonable Efforts	Corrective Actions Required	Comments
1. Intake				
1.1 Informed Consent to Participate in Services (biological mother AND father AND paramour if paramour is involved in case/services; N/A if TPR or unable to locate after diligent search.) (W1)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Completed	
1.2 Children's Home +Aid Intake Packet Signature Page (biological mother AND father AND paramour if paramour is involved in the case/services). Select N/A if TPR or unable to locate after diligent search. (W1)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Completed	
1.3 HIPPA- Notice of Privacy Practices Signature Page (biological mother AND father AND paramour if paramour is involved in the case/services.) Select N/A if TPR or unable to locate after diligent search. (W1)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Completed	
2. Integrated Assessment				
2.1 The Initial IA was approved (complete and entered into SACWIS) within 45 days of case opening. Select N/A if the case has been open with Children's Home + Aid 1 year or more (None)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input checked="" type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Completed	
2.2 The IA is current (IA has been updated as needed if case circumstance necessitate an update. Review last 6 months only.) EXAMPLES of when to update IA: add on baby; new paramour; biological parent located and/or decided to be involved; marriage, if not previously listed as a paramour; new family/household member; lack of adequate information on Initial IA. (W1)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input checked="" type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Completed	

Date of Review _____
Date Mistake Notification Due _____
Date Corrections/Response Due _____

The following instructions outline what YOU and YOUR SUPERVISOR need to do after one or more of your records have been reviewed.

Step 1: REVIEW - Review the results of the record review with your supervisor.

Step 2: IDENTIFY ERRORS - Check each individual item to determine if any mistakes were made during the review. Did the reviewer select "no" for something that was actually in the file and compliant? Did the reviewer select "yes" for an item even though it isn't present or correct?

PLEASE NOTE: THIS IS NOT 3 DAYS TO MAKE CORRECTIONS - ONLY TO NOTIFY QI IF MISTAKES WERE MADE DURING THE REVIEW!

- ✓ If you and your supervisor determine that mistakes were made by the reviewer, you have 3 business days from the date of the review to contact the QI staff that facilitated the review – either by phone or by email – to let her know what mistakes were made. Please note that the QI Association may ask for additional information or documentation to confirm that an error was made.
- ✓ If mistakes were made during the review, you must provide a copy of the documentation to QI within 3 business days from the date of the review. For example, if the reviewer noted that the Initial Factor Signature Page was missing, but the document was actually in the file at the time of the review, you must send a copy of the completed document to QI – either via chat or email – in order to support your claim that a mistake was made.
- ✓ If you and your supervisor determine that no mistakes were made by the reviewer, go to Step 3.

Step 3: DETERMINE IF YOU NEED TO SUBMIT A WRITTEN RESPONSE.

- ✓ Review each item. If "Corrective Actions Required" is checked "Yes" for one or more items, a written response must be submitted.

Step 4: MAKE ALL REQUIRED CORRECTIONS – Some items can be corrected and some cannot. This generally depends on the current status of the case (open or closed) and/or on the nature of the items itself. For example, if an assessment is completed late, you cannot go back and change the date in order to bring the record into compliance.

- ✓ Review each item. For each item where "Corrective Actions Required" is checked "Yes", you must make the appropriate correction to bring the record into compliance.
- ✓ **REMEMBER:** Corrections must be made before you submit the Response Form to QI.

Step 5: SUBMIT YOUR RECORD REVIEW RESPONSE – Corrections must be made and responses must be submitted to QI within 30 calendar days of the review.

Step 6: FINAL SCORES - Once worksheets have been scored, QI will send each supervisor a copy of their program's Data Summary Report. This report will include final scores for each record reviewed.

If you have questions about the review, the results of the review, required corrections, or the submission of the response form, please contact:

Deborah Fillers, Quality Improvement Manager, @ 815 720-2102 or dfillers@childrenshomeandaid.org

Children's Home and Aid
Record Review Session - Data Summary

QI Associate: Deborah Pillers
Program: 70-100:Traditional Foster Care
Date: 7/16/2015 **Session ID:** 2239

	%NA	%RE /Where Applicable	%Compliant /Where Applicable	%Require Corrective Action
Corrective Action Details				
12-12 Developmental screenings for children up to age 5 (0-3, 3-5) are in the record. Select N/A for children 3-5 who are in pre-school, Head Start, etc. W1	66.67%	100.00%	100.00%	0.00%
12-13 The child age 3 and older is enrolled in school. P	0.00%	100.00%	100.00%	0.00%
12-14 If age 14 or older, the child has been assessed for Independent Living Skills at all required milestones, utilizing the Ansell-Casey Life Skills Assessment. W1	100.00%	NA	NA	NA
12-15 The CFS 407-4 Educational Profile is current for this child. (Must be completed on ALL children regardless of age; updated annually for children up to age 5/pre-school; updated every 6 months for children K-12.) W1	0.00%	100.00%	100.00%	0.00%
12-16 The CFS 407 school report is current for this child (must be completed annually for children age 3-5, and every 6 months for school age children). W1	0.00%	100.00%	100.00%	0.00%
12-17 The IEP has been updated annually for children in Special Education, and a CURRENT copy is in the file. P	66.67%	100.00%	100.00%	0.00%
12-18 Consent for Routine Medical/Dental for DENTAL needs is current; consent is not expired and is for the current dental provider. W1	0.00%	100.00%	100.00%	0.00%
12-19 Consent for Routine Medical/Dental Care for MEDICAL needs is current; consent is not expired and is for the current medical provider. W1	0.00%	100.00%	100.00%	0.00%
12-20 The CANS is current - completed within the last 6 months. W1	33.33%	50.00%	50.00%	50.00%

Corrective Action Details

Supervisor	Record Staff	Record Client	Reasonable Effort	Compliant	Corrective Action Status
			NO	NO	Outstanding

RECORD REVIEW SESSION TOTALS	48.45%	84.67%	83.33%	8.00%
PREVIOUS YTD RESULTS	51.62%	81.87%	81.67%	8.41%

Children's Home and Aid
Worker - Record Review Report

Worker Name: Jane Doe

Timeframe: 7/1/2014 - 6/30/2015

Record Review Summary

# Record Reviews	2
Avg. Compliance	98%
Avg. Reasonable Effort	98%

Record Review Details

Record Review ID	Review Date	Cost Center	Average Compliance	Average Reas. Effort	Corrective Actions Pending	Corrective Action Final Status
4164	8/21/2014	70-120	96%	96%	No	None Req'd
4391	11/6/2014	70-120	100%	100%	No	None Req'd
Average Scores:			98%	98%		



Questions

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