

QIO – HCBS Chapter 24 Review

Purpose:

To provide recommendation for accreditation to the Division of Mental Health and Disability Services (MHDS) for Chapter 24 accredited providers.

Identification of Roles:

HCBS support staff – support review activities by mailing letters, routing documents in OnBase, and saving documents in SharePoint that are required for accreditation recommendation

HCBS specialist – complete onsite reviews to determine HCBS provider compliance with Iowa Administrative Code Chapter 24, Iowa Code, and provider’s policies.

HCBS operations manager – provides work assignments, supervision, and consultation to HCBS specialist; approve all reports provided to the HCBS unit manager, and coordinate activities with MHDS program planner III.

HCBS unit manager - HHS representative responsible for the final approval of all reports and letters sent by the QIO.

MHDS program planner III – coordinate activities with HCBS operations manager; provide accurate lists of Chapter 24 providers.

Performance Standards:

QIO will provide an accreditation recommendation for HCBS providers for whom HCBS completes certification reviews.

Path of Business Procedure:

Step 1: HCBS specialist will determine whether the provider scheduled for a periodic/certification review is a Chapter 24 provider.

Step 2: HCBS specialist will document in QPS notes that the provider is also Chapter 24:

- a. The HCBS specialist will need to notify support staff to send the P10 Chapter 24 Review Notification letter that also includes the following:
 - i. P I I QIO HCBS review checklist;
 - ii. Chapter 24 staff training and experience chart;
 - iii. MHDS application and letter of agreement.

Step 3: HCBS support staff will open SharePoint shared documents:

- a. Open the folder titles "Combined QIO HCBS-Chapter 24 reviews". Search for the provider by name - if the provider is located open the file and create a current fiscal year file (if one is not already present).

Step 4: HCBS specialist will HCBS send support staff an email including the page numbers of the Chapter 24 Staff Checklist and Chapter 24 Agreement within the documentation received from the agency.

Step 5: HCBS support staff will create a separate document which includes only the Chapter 24 Staff Checklist and Chapter 24 Agreement and save it in the SharePoint file created in Step 3.

- a. At the time of mailing, HCBS support staff will save a copy of the completed P14 QIO HCBS Quality Management Review Report and P13 Review Results Cover Letter in the SharePoint file created in Step 3.
- b. If a corrective action plan (CAP) was required HCBS support staff will save a copy of the CAP documents received in the SharePoint file created in Step 3. At the time the P17 CAP accepted letter and P17 cover letter and, if needed, certification is mailed out the HCBS support staff will save a copy of the CAP accepted and certification letter to the SharePoint file created in Step 3.

Forms/Reports:

NA

RFP References:

I.3.1.4. B.

Interfaces:

IoWANS, OnBase, QPS, HCBS SharePoint

Attachments:

NA