

**ID/DD WAIVER COMPLIANCE REVIEW INSTRUMENT (CRI)**

**Administrative Section: Regional Center Document Review**

RATING SCALE:

Y – Yes    N – No

Element	Rating	Comments
1. Employee records contain all relevant certificates, degrees, licenses, and proof of trainings.	Y N	
2. Site complies with background check regulations and retains a copy of approved background checks and variances in its employees' files.	Y N	
3. The licenses of professional staff or other applicable staff are current.	Y N	
4. A roster of all staff, divided by discipline, was provided, with staff signatures.	Y N	
5. Site retains a unique and completed file for each of its employees.	Y N	
6. An accurate waiting list is maintained and updated in a timely manner.	Y N	
7. Records and documentation requested by DOM for OSCR's were provided at the times requested. An index or key was provided to locate required information.	Y N	
8. The facility's policy and procedures are in accordance with DOM requirements.	Y N	
9. Documentation indicates that the facility follows its policy and procedures in practice.	Y N	
10. When an individual is denied enrollment, the support coordinator documents and informs the individual/legal representative of the reason for the denial within 5 business days of the final decision.	Y N	
11. The employee record contains all of the documentation required for the ID/DD Waiver.	Y N	
12. Personnel records verify that D & E team members have a minimum of one year's experience in evaluation/assessment of individuals with Intellectual or Developmental Disabilities.	Y N	
13. There is a written policy for documenting and reporting all critical events/incidents.	Y N	
14. The facility reports critical events to the legal representative, DMH/OCS and other appropriate authorities in accordance with State Law and Medicaid policy.	Y N	
15. The facility has an up-to-date copy of Medicaid Provider Policy Manual.	Y N	
16. Records and documentation are maintained for a period of 5 years.	Y N	