

DDSD/CSB Therapy Agency Annual Quality Improvement Report Template V.2 - Instructions

General Information: This template for the Therapy Agency Annual Quality Improvement Report V.2 was updated to meet the requirements of the 2018 DD Waiver Standards. Therapy agencies are highly encouraged to use the Therapy Agency Annual Quality Improvement Report Template V.2 when submitting the Therapy Agency QI Report as the template includes all DD Waiver Standards QI requirements. Information may be incorporated into comprehensive agency QI reports per agency preference but the QI Therapy Report must be submitted separately to the Provider Enrollment Unit.

INSTRUCTIONS BY SECTION

Header: The Therapy Agency QI Report is to be submitted annually by February 15th to the DDSD – Provider Enrollment Unit. Please fill in the Date of Submission. The Date of Revision will only be needed when you are submitting a revision to the current Therapy Agency Annual QI Report. The report data is to be based on the previous calendar year. IE: Your report submitted by 2/15/2020 will be based on data from calendar year 2019.

Therapy Agency Information: Please provide information requested. The number of therapy providers for each discipline and the number of individuals served by your agency per discipline should be based on numbers current as of the date the report is submitted.

Quality Improvement Area: Documentation: Indicate the percentage of charts audited. (Audit at least 20% of agency charts. Minimum = 2). Indicate the total number of charts audited as well as the number of therapy providers included in the audit per discipline.

The first three columns after the Document Type description includes data required by the DD Waiver Standards – QI Strategy – Chapter 22.

1- Indicate the percentage (%) of documents present in the agency charts audited. Example: The numerator is the number of charts that had the targeted therapy document present. The denominator is the total number of agency charts audited where the document is applicable and required by DD Waiver standards. Divide the numerator by the denominator, IE:

of Annual Re-evaluations present

of charts audited that should have the Annual Re-evaluation present per documentation requirements

Multiply by 100 to obtain the percentage of Annual Re-evaluations present in charts audited.

Insert the percentage number into the template where appropriate.

You are not required to indicate if the TDF – Budget Worksheet is present (completed) as this column of the TDF is not currently required for Jackson Class Members (JCM).

2- Indicate the % of total documents with appropriate contents. Your agency may wish to make “cue sheets” that have the required contents for each type of document listed per the DD Waiver Standards – Therapy Chapter- Documentation Section 12.4.7.12. This will allow the agency to determine if the documents have “appropriate contents”. For the Therapy Documentation Form (TDF) Sections (IE: the Therapy Intervention Plan (TIP), the Budget Worksheet, and the Semi-Annual) the required sections are dictated by the TDF template itself. Example: The numerator is the number of Initial Evaluations reviewed that have required contents. The denominator is the total number of Initial Evaluations present. Derive the percentage as described in #1 above and insert the percentage number into the template where appropriate for each document type. You are not required to indicate if WDSIs and Training Rosters have the appropriate contents although some therapy agencies may choose to do so.

3- Indicate the % of total documents that were submitted on time. Your agency should determine when each document type is due per the current DD Waiver Standards. A helpful resource is the “Therapy Documentation Table” that summarizes the main information about required Therapy Documentation including “due dates” per the Therapy Standards. This resource is available on the CSB Website or through the CSB. Often determining if documentation was submitted on time is dependent on knowing when the individual’s Annual ISP meeting was actually held. Your agency may want to determine the easiest way for your agency to get this information. This may allow this part of the chart review to be completed more easily. Example: The numerator is the number of that document type that were submitted on time. The denominator is the total number of that type of document audited. Derive the percentage as described in #1 above and insert the percentage number into the template where appropriate for each document type. You are only required to indicate this information for Annual Re-Evaluations, the TIP section of the TDF and the Semi-Annual section of the TDF.

THERAPY KEY PERFORMANCE INDICATORS (KPI) (Therapy KPI may change periodically per notification from the DDSD - Clinical Services Bureau).

4- Indicate the % of therapy objectives from the TDF – TIP that are measurable. Measurable objectives should be written so that anyone could determine if the objective is met or what progress has been made toward that objective. The objective should have a subject, an observable behavior, any conditions that are applicable, applicable criteria (frequency, distance, prompt level, etc.), and a timeline. Measurable objectives may also be a maintenance objective or be an objective for the therapist, family/staff, or the individual. Example: The numerator is the number of objectives that are measurable. The denominator is the total number of objectives that were audited. Derive the percentage as described in #1 above and insert the percentage number into the template where appropriate.

5- Indicate the % of therapy objectives reported as met or progress made from the Annual Therapy Re-Evaluation Report. Note the % of objectives that have progress indicated. IE: The numerator is the number of objectives that have progress indicated and the denominator is the total number of objectives on the Annual Therapy Re-Evaluation Reports audited. Note the % of total objectives audited that were reported as “Met”. Note the % of total objectives audited where some progress was noted (this does not include those objectives that were “Met”). Note the % of total objectives audited that indicated no progress was made or that regression was noted. Use methods to determine the percentages as indicated in areas above.

6- Indicate the % of WDSIs that have an initial, reviewed or revised date within the past year. This would include those that have an initial, reviewed or revised date in the header or contents of the WDSI within one year of the date the agency audits the chart. Use methods to determine the percentages as indicated in areas above.

Quality Improvement Area: DDSD Therapy Training Requirements: Please note the percentage of agency therapy practitioners in compliance with training requirements for each of the required training topics indicated on the Therapy Agency QI Annual Report Template. Your agency may wish to refer to the resource entitled, “Training Requirements for Therapists” available on the CSB Website or through the CSB. Example: The numerator is the number of therapy practitioners who have taken the required training or who are signed up to take the required training within the required timeline. The denominator is the total number of therapy practitioners in your agency. Derive the percentage as described in #1 above and insert the percentage number into the template where appropriate.

DDSD/CSB Therapy Agency Annual Quality Improvement Report Template V.2 - Instructions

Quality Improvement Area : Assurances – Other: Please provide the information requested. It is expected that ALL hired and subcontracted therapy practitioners provide a current copy of their active licenses to your agency every year. Indicate plans to attain 100% compliance if needed. Provide information about your agency's compliance with ANE reporting as indicated. Provide information about any corrective plans implemented by your agency as applicable. The most common would be related to IQR findings. You do not have to outline your therapists' response to every IQR finding but indicate general trends and responses in this area. If your agency has other Plans of Correction or Performance Improvement Plans or other types of correctional plans, please indicate your agencies actions related to these plans and the outcomes from these actions.

Quality Improvement Area: Other QI Areas as Chosen by the Agency: This is optional! But if your agency does have other areas of QI focus please outline them here as indicated on the template.

Therapy Agency Analysis of Data Trends and Identification of Remediation and QI Activities: Questions in this section are self-explanatory. A variety of examples are given for each section to assist the agency in identifying trends and analyzing data collected. Provide information requested in each applicable area. Include information about your QI Committee activities. *This is the heart of your QI report so please take time to analyze the information you have taken time to collect.* The idea is to indicate to DDSD that your agency strives to utilize data and related observations to maintain and improve the quality of therapy services provided to individuals on the DD Waiver.