

## DDSD/CSB Therapy Agency Quality Improvement Plan Template V.2 - Instructions

**General Information:** This template for the Therapy Agency Quality Improvement (QI) Plan V.2 (due with the agency application for provider enrollment and renewal) was updated to meet the requirements of the 2018 DD Waiver Standards. It is strongly recommended that therapy agencies use the V.2 QI Plan Template when submitting the Therapy Agency QI Plan as it meets all the requirements of the 2018 DD Waiver Standards. The information may be incorporated into larger Agency QI Plans per agency preference but it is highly recommended that the QI Therapy Plan be submitted separately utilizing the published template to the Provider Enrollment Unit.

### **INSTRUCTIONS BY SECTION**

**Header:** A Therapy Agency QI Plan is to be submitted with the Initial Provider Application. A new Therapy Agency QI Plan will be submitted with each Provider Application Renewal thereafter. 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 QI Plan.

**Therapy Agency Information:** Please provide information requested.

**Therapy Agency QI Plan:** These statements are fairly self-explanatory and outline the agency's intent to complete information reflected in the Therapy Agency QI Annual Report template sections as required by current DD Waiver Standards. Check each applicable statement and provide comments as needed. Some additional clarification is noted below.

- Each therapy agency must audit *at least* 20% of individual therapy agency charts annually. In any case, the agency must audit at least 2 individual charts annually, whichever number is larger. (Note: For some very small agencies it is possible that 2 charts may be more than 20%.) An agency may choose to audit more charts than the minimum requirement. Please specify the percentage of charts your agency will audit annually.
- Please comment on ways your agency will assure that therapy practitioners are aware of and following requirements related to suspected abuse, neglect and exploitation (ANE). This may include assuring they complete required ANE training, making sure therapists have ANE response cards that outline procedures from day one (available from CSB and/or IMB), completing additional training/mentoring and reminders, etc.
- DD Waiver Standards require that agencies summarize any corrective plans implemented by the agency. A variety of examples of corrective plans are noted on the QI Plan Template. The most common "corrective plans" that therapy agencies will encounter have to do with IQR Findings (applicable to Jackson Class Members). The agency is not required to summarize each and every IQR finding response but should note general trends and solutions employed. The agency should keep some type of ongoing log of general corrective plan responses (including IQR responses) to more easily and reliably allow general trends to be summarized in the QI Annual Report.

**QI Plan: Other areas of QI chosen by the Agency:** This is an optional section. If your agency has additional areas of QI you are planning to focus on, please describe how you will collect and analyze data as well as any related QI plans that may already be implemented or that are currently in the planning stages.

**Therapy Agency QI Process:** Questions in this section are self-explanatory. A variety of examples are given for each section to assist the agency in describing the processes the agency intends to implement for QI.

***A Therapy Agency QI Plan must be submitted with your Initial and Renewal Provider Applications.  
Submit your Therapy Agency QI Plan to the DDSD – Provider Enrollment Unit.***