HealthWest Credentialing & Training Audits Specialized Residential

Preparation Checklist & Required Documentation

	Date of Audit:
Name of Provider Agency	
Staff/Contractor Job Title/Position	
Population Served (Autism, CWP, HSW, SEDW, or Non-Waiver)	
Provider Type	
Health Care Professional Licensure, if applicable.	
Credentialing/Qualification Type, if applicable.	

All Staff – Hiring Process, Convictions/Offenses, Performance Evaluation Date of Hire Hire Letter, Offer Letter, HR Form If no longer employed, Date of Termination Signed Job Description Annual Performance Appraisals Last Two Performance Appraisal Dates Proof Individual is Age 18 or Older Driver's License, Passport, or State ID, HR Jetter Indicating Aga Back is used. Pre-Hire Criminal Background Check Ongoing Criminal Background Checks, Every 3 Yrs. Bi-Annual ICHAT, CBC Pre-Hire MI Public Sex Offender Registry Check Pre-Hire MI Public Sex Offender Registry Check Pre-Hire National SCR Pre-Hire Central Registry Check (Working with youth only) Ongoing Central Registry Check (working with youth only) Prior convictions identified? Evidence of current Monthly OlG and Sanction checks (Last 3 months) Free website: https://exclusions.oig.hhs.gov/ All Staff - General Trainings Appeals and Grievances - Initial (30 days of hire) Appeals and Grievances - Annual update Corporate Compliance - Annual update Cultural Competency - Initial (60 days of hire)			>/ /a.
Date of Hire If no longer employed, Date of Termination Resignation or Term Letter, HR Form Signed Job Description Annual Performance Appraisals Last Two Performance Appraisal Dates Proof Individual is Age 18 or Older If Agency uses Rap Back, HR letter stating Rap Back is used Pre-Hire Criminal Background Check Ongoing Criminal Background Checks, Every 3 Yrs. Pre-Hire ICHAT, CBC Pre-Hire MI Public Sex Offender Registry Check Pre-Hire National Sex Offender Registry Check Pre-Hire Rational Sex Offender Registry Check Pre-Hire Rational Sex Offender Registry Check Pre-Hire Central Registry Check (Working with youth only) Ongoing Central Registry Check (working with youth only) Prior convictions identified? Fre-Hire MI public Sex Offender Registry Check (Working with youth only) Ongoing Central Registry Check (working with youth only) Pre-Hire Celarance Ongoing Central Registry Check (working with youth only) Frior convictions identified? Fre-Website: https://exclusions.oig.hhs.gov/ Evidence of current Monthly OIG and Sanction checks (Last 3 months) Free website: https://exclusions.oig.hhs.gov/ All Staff — General Trainings Appeals and Grievances - Initial (30 days of hire) Appeals and Grievances - Initial (30 days of hire) Corporate Compliance - Initial (60 days of hire) Cultural Competency - Annual update Cultural Competency - Annual update HIPAA - Initial (60 days of hire) HIPAA - Initial (60 days of hire) HIPAA - Initial (60 days of hire)	Standard	Suggested Evidence	Y/N
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	HIPAA - Initial (60 days of hire)		
		7	

Standard	Suggested Evidence	Y/N
Limited English Proficiency (LEP) - Initial (60 days of hire)		
Limited English Proficiency (LEP) - Annual update		
Person-Centered Planning/Self-Determination – Initial (60 days of hire)		
Person-Centered Planning & Self-Determination – Annual update		
Recipient Rights – Initial (30 days of hire)		
Recipient Rights – Annual Update		
Standard Precautions (Blood Borne Pathogens/Infection Control) -		
Initial (60 days of hire)		
Evidence of Current Mandt or CPI Training		
Standard Precautions (Blood Borne Pathogens/Infection Control) -		
Annual update		
Trauma Informed Care - Initial (6 months of hire)		
Beneficiary Specific IPOS Training.	IPOS In-Service/Training Form must include:	
, ,	a. name and credentials of trainer,	
	b. date IPOS training occurred,	
	c. consumer name,	
	d. IPOS date,	
	e. training subject matter,	
	f. staff name receiving training	
Additional Training Required -Staff in Specialized Residential Setting		
First Aid/CPR Certification – Spec. Res. Only - Initial (60 days of hire)		
HCBS Training – Initial and Annual		
CPR and First Aid Certification – Spec. Res. Only - Ongoing (per cert.)		
Emergency Preparedness – Spec. Res. Only - Initial (60 days of hire)		
Health and Wellness – Spec. Res. Only - Initial (60 days of hire)		
Intro to Human Services – Spec. Res. Only - Initial (30 days of hire)		
Medication Series including:	Tueinine Tuenesuint	
Medication Administration and Monitoring (online)	Training Transcript	
Health and Wellness (online)		
Medication & Health Skills Demonstration (classroom)		
• Medications: Types, Uses & Effects (online) – Spec. Res. Only - (Within		
60 days of hire)		
Nutrition and Food Safety – Spec. Res. Only - Initial (60 days of hire)		
MANDT Certificate or CPI Certificate if applicable – initial (for		
specialized residential		
MANDT Certificate or CPI Certificate - Annual (for specialized		
residential)		
All Staff - Liability, if applicable, and Sanction Checks	Lice in the second	
Evidence of Monthly Sanction Checks Completed. (OIG)	If Service is used, provider service name and	
	frequency of checks. Primary Source Verified:	
	If service is used, screenshot of list including	
	provider's name from prior 2 months; If no	
	service, electronically date-stamped reports	
5:1 (5	from prior 3 months (OIG, SAM & Michigan).	
Evidence of Emergency Procedures		
Severe Weather, fire, flood, power outage, etc.		1
Evidence staff are trained in above		<u> </u>
Credentialing/Re-Credentialing Approval/Denial Procedure -Fill out on	y once -For Agency -not for individual staff mem	ber
AFC License up to date in good standing		1
Attach Accreditation Certificate if applicable		
HCBS Review		

Standard	Suggested Evidence	Y/N
Outing Log -showing 2 outings offered of choice to each resident per week.	Proof of each residents preferred outings, if declined, signature or initial of consumer declining.	
Keyed locks to bedrooms		
Lock on bathroom door		
Secure place for personal belongings		
Free access to food -Refrigerator, freezer, cupboards		
Freedom from restraints of any kind (if yes, explain on next page) If yes	Ex. Of restraints include door alarms, fences	
and not for HealthWest consumer be sure IPOS addresses how	and gates, locked common rooms,	
consumer can circumvent restriction on own.	refrigerators and cupboards, video cameras,	

Explanations.