

**ANCILLARY SERVICES PROVIDER
REQUIRED DOCUMENTS LIST**

Below is a list of documents that will be reviewed during the compliance review, please have these items available at the beginning of the onsite review. Additional documents may be requested during the onsite review. Depending on the type of waiver and services provided some items will not apply to the review. Please contact the reviewer with any questions prior to the onsite review.

For All Services	
1. Copies of service delivery documentation for the last 3 months. If you provided a service only a few times then please submit a copy of that documentation.	
2. Current service plan, including addendums/revisions	
Environmental Accessibility Adaptations	
3. Evidence the County Board verified the project was completed satisfactorily	
Home Delivered Meals	
4. Evidence that a licensed dietitian approved all menus and developed all special menus in accordance with the ISP	
5. Evidence the provider has available backup staff for scheduled meal deliveries	
Informal Respite	
6. Annual MUI training	
7. Annual Rights training	
8. Training specific to the needs of the individual as identified in the ISP	
Interpreter	
9. Evidence of certification by the registry of interpreters for the deaf, AND	
10. Evidence of one of the following criteria: a. Provider graduated from an interpreter training program (of a minimum of 2 years) and have at least one year of documented experience providing interpreter services OR b. Provider completed a written test administered by the registry of interpreters for the deaf and have at least one year of documented experience providing interpreter services OR c. Provider has at least two years of documented experience providing interpreter services	
Nutrition	
11. Evidence of the dietician's license	
12. Evidence of training for the appropriate parties on the individual's dietary program	
Personal Emergency Response Systems	
13. Documentation of notification to emergency personnel such as police, fire, emergency medical services, and psychiatric crisis response entities	
14. Documentation of preventive maintenance checks and quarterly testing of the provider's equipment	
15. Documentation of training provided to the individual	
16. Evidence of response center coverage 24 hours/7 days a week	

Social Work	
17. Evidence of a valid social work license as required for the service	
Special Medical Equipment and Supplies	
18. For veterinary services, evidence of a veterinarian license	
19. Evidence of training on the proper use of the equipment	
Clinical/Therapeutic Intervention; Functional Behavioral Assessment; Participant/Family Stability Assistance	
20. AGENCY ONLY- Personnel Requirements <ul style="list-style-type: none"> • Copy of initial BCII/FBI check and any subsequent checks that may have been done • Evidence of the following database checks prior to employment and any subsequent checks: <ul style="list-style-type: none"> • Abuser Registry • Nurse Aide registry • Inspector general exclusion list • Sex offender and child victim offender database • US general services administration system for award management database • Database of incarcerated and supervised offenders • Evidence that personnel are at least 18 yrs. old • Evidence that personnel have at least a high school diploma/GED • Copies of pre-employment statements attesting that staff have never been charged, convicted or plead guilty to a disqualifying offense • Copies of pre-employment statements attesting that staff will notify the employer within 14 days if ever charged or pleading guilty to a disqualifying offense 	
21. AGENCY and INDEPENDENT- <ul style="list-style-type: none"> • Evidence of any required licenses/certifications 	