

Advanced Health Resources/Touchstone Residential Services Basic Assurances Plan

Factors	Data Source	Collection	Data Analysis	Responsible Party
Rights Protection and Promotion	Universal Declaration of Rights Persons Served Rights Training Curriculum Persons Served Handbook Annual Consents	Annually/ Upon Admission	QIC	QP's, Training Committee, Corporate Trainer
	HRC/BMC Committee Minutes	At least quarterly and as needed	QIC	HRC/BMC, Corporate Admin.
	Incident Report Review	As incidents occur	HRC/BMC, QI	Corporate Admin., HRC/BMC, QIC
	POM Interviews	Annually or as needed	QIC	QIC
	Rights Review/Behavioral Intervention Review	Quarterly or as needed	HRC/QIC	HRC/BMC, QIC
	Provider Choice section of Annual Consents	Annually	QIC	Supervisors, QPs
	Advocacy Committee Minutes QIC Minutes	Quarterly and Ad Hoc	QIC, HRC/BMC	QIC, HRC/BMC
	Clinical Supervision Note	Monthly	Supervisors	Director, Supervisors, QP's
	Employee Orientation and Missions Trainings & PCP Planning Training	At hire and annually	QP's, Corporate Trainer	QPs, Staffing Coordinators, Corporate Trainer
	Release/Disclosure of PHI Log	As needed	QIC	QPs
	Guardianship/Payee Assessment Tool	Annually or as needed	QIC	QPs
	ISP's/ PCPs	Annually or as needed	QIC	QPs, Supervisors
	Dignity And Respect	POM Interviews	Annually	QIC, QP's
Comments Line Complaint/Grievance Tracking and Reports, Suggestion Box		Quarterly, Annually, Weekly	SMC, HRC, QIC	Corporate Admin., Director
Satisfaction Surveys		Annually	QIC	Corporate Admin.
ISP's/ PCPs		Quarterly and Annually	QIC	QPs, Supervisors, Persons Served
Employee Orientation and Missions Trainings, PCP Elements/Planning, EBPI, Office Challenges		At hire and Annually	QP's, Corporate Trainer	QPs, Staffing Coordinators, Corporate Trainer, Supervisors, Director
		Monthly	Director	
Persons Served Handbook, Annual Consents, and PHI Consent to Release Information		Annually/ Upon Admission	QIC	QP's, Training Committee, QIC
Staff/ Management Team Meeting/ Clinical Update Minutes		As needed	QIC	Supervisors, Director
HRC/BMC/SMC Committee Meeting Minutes		Quarterly or as needed	QIC	HRC/BMC Committee, Corporate Admin.
Clinical Supervision Note	Monthly	QP's	QP/Supervisors	

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	Referral form/Admission/Intake Assessments	Upon Admission	QP's	QPs, Supervisors
	House Meeting Minutes	Monthly or as needed	QP	House Manager, Persons Served, DCS
	Risk Identification Tool	Annually	QIC	QPs
Natural Support Networks	POM Interviews	Upon admission and annually	QIC, QP's	QIC, QP's
	House Meeting Minutes	Monthly or as needed	QP	House Manager, Persons Served, DCS
	Crisis Response Training/AFL Training/Employee Orientation and Missions Trainings, PCP Elements/Planning	At hire and Annually	QP's and Corporate Trainer	QPs, Staffing Coordinators, Corporate Trainer
	Clinical Supervision	Monthly	QP's, Supervisors	QP, Supervisors
	Release of Responsibility on Leave	As needed	QP	DCS/House manager/AFL Provider
	Supports Networks	Upon admission and annually	QIC, QP's	QIC, QP's
	ISP's/PCP's	Quarterly and annually	QIC	QPs, Supervisors, Persons Served
Protection from Abuse, Neglect, Mistreatment and Exploitation	Incident Report Review	At time of incident, quarterly	Director, HRC, QIC	QP's, Supervisors, Director, Corporate Admin, HRC/ QIC
	Psychotropic Medication Reviews	Six Months	HRC/BMC, QIC, RN	HRC/BMC, QIC, RN
	Rights Restrictions Review	Six Months/or when changes occur	HRC, QIC	HRC Chairperson, QIC Chairperson
	POM Interviews	Upon admission and annually	QIC QPs	QIC, QP's
	Background Checks – Criminal and Health Care Registry	Upon hire, randomly thereafter	Supervisors, Director	Staffing Coordinators, Corporate Admin., Supervisors
	ANME training	Annually or as needed	Corporate trainer, Supervisors, Director	Corporate trainer, Supervisors, Coordinators
	Self-Advocacy Minutes	As meetings are held	QIC, HRC/BMC	QIC, HRC/BMC
Best Possible Health	First Aid/CPR Training	Monthly	Supervisors, Director, Corporate Trainer	Supervisors, Corporate Trainer, Staffing Coordinators
	Medication Errors	Incident Reports as errors occur	HRC/BMC, QIC	QPs, DCS, AFL Providers, Director
	Medical Appointment	Annually or as	QPs, Director	DCS, AFL

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	documentation/Calendars for Persons Served	needed/required, monthly		Providers, QPs, Group Home Managers, Persons Served
	ISP/PCP Process	Annually and updates as needed	QPs, Supervisors	QPs, Persons Served
	Incident Reporting	As incidents occur	Director, HRC/BMC, QIC	DCS, AFL Providers, QPs
	MAR Review	Monthly or as needed	QPs, RN	RN, Supervisors, QP's
	COVID-19 Symptoms Screening, COVID-19 Vaccine, Flu Vaccine	Weekly, as taken, annually	QP's, RN	RN, Supervisors
Safe Environment	Safety Checklists	Quarterly	HRC/BMC, QIC	Safety Coordinators
	Quarterly Home Health & Safety Assessment	Quarterly	Supervisors, Director, HRC/BMC, QIC	Director, QIC, QP's, AFL Providers, House Managers
	Disaster Plans/Evacuation Plans, Drills	Quarterly, Annually	QP's, Supervisors, HRC/BMC	House Managers, AFL Providers, Safety Coordinators, QIC
	POM Interviews	Annually	QIC	QPs, QIC
	Crisis Plans and Crisis Plan Worksheets	Annually or as updates are needed	Supervisors, QIC – review of internal audit data	QPs, QIC
	Disaster Training, Weather Alert Radios, Emergency Kits for AFLs/Group Homes, First Aid Kits	Annually	HRC/BMC, QIC	Safety Coordinators, Group Home Managers, AFL Providers, QP's
	COVID-19 PPE Supplies/COVID-19/ Training	Weekly/as needed	QIC	Safety Coordinators
Staff Resources and Supports	Orientation/On-going staff development, MCOs, Outside community agencies, CQL, DHHS, DHSR, etc.	Upon hire, Ongoing	QIC, Training Committee	Training Committee, Corporate Trainer, Staffing Coordinators
	Staff Handbook/Job Descriptions/Evaluations/Benefits	Upon hire, Annually, ongoing	QIC	QIC, Director
	Satisfaction Surveys, Cultural Diversity Training	Annually, Upon hire	QIC, HRC/BMC	QIC, Corporate Admin., HRC/BMC
	Comments Line	Weekly, quarterly	SMC, QIC	Corporate Admin.
	Newsletter	Quarterly	SMC, QIC	Corporate Admin.
	COVID-19 PPE Supplies/Training	Upon Hire, as needed	QP's Staffing Coordinators	QP's, Staffing Coordinators, QIC
	Supervision Tracking (DCS, AFL Providers)	Monthly	Director, Supervisors	QP's, Supervisors
Positive Services and Supports	ISP/PCP Process	Upon admission, Annually and updates as needed	QP's, QIC – review of internal audit data	QPs, Persons Served
	HRC/BMC/SMC/Training	Quarterly	QIC	HRC/BMC, QIC,

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	Committee Meeting Minutes			Corporate Admin.
	Rights Review/Behavioral Intervention Review	Quarterly or as needed	HRC/BMC, QIC	HRC/BMC, QIC
	Rights Assessment	Upon admission, annually	HRC/BMC, QIC	QP's, QIC, HRC/BMC
	Crisis Plans, ISP's/PCPs	Upon Admission, Annually or when revisions are made	QPs, Supervisors, QIC	QPs
	POM Interviews	Annually and as updates are needed	QIC	QPs
	Self-Advocacy Minutes	As meetings are held	QIC, HRC/BMC	QIC, HRC/BMC
Continuity and Security	POM Interviews	Annually and as updates are needed	QIC	QP's, QIC
	Complaint/Grievance Tracking and Reports	Weekly, Quarterly, annually	SMC, HRC/BMC, QIC	Corporate Admin, Director
	Safety Checklists (include environmental reviews)	Quarterly	HRC/BMC, QIC, Supervisors	Safety Coordinators, QP's
	Criminal Background Checks	Upon hire, randomly	Supervisors, Director	Staffing Coordinators, Corporate Admin, Supervisors
	Quality Improvement Plan/Projects	Quarterly	QIC	QIC
	Staff Turnover stats	Quarterly	SMC	Business Office Manager
	Staff salary increases, Staff recognitions, benefits	Annually, Monthly, quarterly	SMC, QIC	SMC, QIC, Supervisors
	External Reviews/ Audits	As occur	SMC, QIC	Director, Supervisors
	Internal Chart Audits	Quarterly	QIC	QIC, Supervisors, QP's
Basic Assurance System	Organizational Monitoring of Plan through minutes and or data analysis from all organizational committees and internal systems	Oversight by all organizational committees. Information forwarded to QIC for final review and recommendations for any corrective action.	Oversight of BA plan occurs at all levels of the organization. QIC ensures action plans and follows up quarterly.	QIC, HRC/BMC, Training Committee, SMC, Board of Directors

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