

1st Kids

Technical Proposal

Appendix G

Region A, B, C and D

Monthly Supervision Procedure

Monthly Supervision Procedure

*A copy of the coordinator's current caseload can be used to record information from each supervision. A copy of each supervision should be saved to the Shared drive and recorded on the Supervision Log.

Intake:

- Review new referrals this month (number and status)
- Review intakes completed this month (number and status)
- Review IFSPs written this month
 - Over 45 days: Have any IFSPs been written over 45 days? If so, why?
 - Was Over 45 day form completed and submitted to supervisor?
 - Any New SC only plans? Why?
 - Any plans written without identified service providers?
 - Actions taken to address
 - Follow activity plan and timeline
 - Any pending Dr. signature?
- Number Closing while in Intake:
 - Reason for closures
 - # of No Shows
 - # of Unresponsive/Whereabouts Unknown

Ongoing:

- Review new requests for change/ Status of existing requests
- Review this month's meetings:
 - 30 day starts due
 - 1Q: Any progress reports with requests for change? Submitted progress report and clinicals?
 - 6mo meetings scheduled/done?
 - 3Q meetings scheduled/done? Annual Evaluation scheduled/requested?
 - Annuals:
 - Are all annuals due this month completed with doctor signature?
 - Are all annuals due next month scheduled for this month?
 - Transition:
 - 27 months: LEA signed? 30 month sent?
 - 30 months: 30 month been sent? Is Trans scheduled?
 - 33 months: Has Transition been completed?
- Review meetings due the upcoming month and make sure they are all scheduled.
- Review children that need to be closed (note any children that are being discharged, aged or aging out, or 10 day closes sent)
- Document any challenging cases that may need additional guidance or need to be reviewed during interim period
- Document any concerns discussed with SC
- Note the number of ongoing meetings schedule this month

Quarterly Supervision/In-depth Supervision

- Review SC only plans: Why are they SC only review any needed follow-up action
- Review EI Hub reports: Over 45 days, Under 3 IFSP expired, Expiring Annuals, SC Caseload
- Review One Drive: Check to make sure each child's most recent meeting has been submitted
- Review quality of clinical notes in TW: Does each child have a current clinical note? Are they being completed in a timely manner? Are they being submitted each quarter? Would anyone be able to review the clinical notes and know what is happening with each child?
- 30 day starts: Have they been submitted for each child with any changes or new IFSP in the last quarter? Do late 30 day starts include clear documentation of reason for delay, including dates and methods of attempted contact, date service was delivered.
- Review files on the coordinators computer
 - Is the Desktop clean and orderly?
 - Are Templates and Packets current?
 - Do files look organized? Would you understand what's in the files without asking the SC? Do labels make sense if they aren't the standard labeling formula?
 - Do files contain a WPN for the next meeting?
 - Does the Pending/Routing folder contain completed meetings? Are meetings in these folders completed including meeting minutes and parent's signatures?
 - How does the coordinator follow up on faxes?
- Document any continued challenges with the caseload or concerns discussed with SC

Additional Review Points:

- Income: Check 5 children's files for income documentation and review if income is documented accurately
- Insurance: Check 5 files to confirm copies of insurance was obtained and forms were completed and signed.
- Eligibility: Review a select number of files and confirm that the coordinator is documenting multidisciplinary eligibility - medical, 2 areas of 20% or more, or 1 area of 25% or more correctly.