

Facility:
Date:
Surveyor:

Outside Services Interview and Observations Guide
Intermediate Care Facility/Individuals with Intellectual Disabilities

Client:
Outside Service:

Directions: Fill out the appropriate information.

Observations and Record Review:
1. What is the client's appearance when arriving from the home?
<ul style="list-style-type: none">• Is the client engaged in meaningful activities that are consistent with strengths and needs observed at the home?• Is active treatment being provided?
2. Are the following coordinated between the home and day program?
<ul style="list-style-type: none">• Client's lunch• Diet• Adaptive equipment• Medications• Does the client earn money?
3. What are the day program objectives for this client?
<ul style="list-style-type: none">• Is progress being made?• Are there any behavioral manifestations and interventions?• Which objectives are the same as the home's objectives?

Person Interviewed:

Questions
1. Day-to-Day Coordination:
<ul style="list-style-type: none">• Does the home provide a change of clothes or other necessary items?• Do you know in advance if [individual] is going to miss work?• Whom do you call if there are problems or emergencies?• Are the pager and telephone numbers of the home and staff updated?• Are there any problems asking the home to pick up clients?

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Questions
<ul style="list-style-type: none"> • How do you maintain communication with the home? Is it effective?
2. Meetings and Monitoring:
<ul style="list-style-type: none"> • Who visits the day program from the home and how often?
<ul style="list-style-type: none"> • Who is the Qualified Intellectual Disabilities Professional (QIDP)?
<ul style="list-style-type: none"> • How often is the Individual Service Plan (ISP) meeting conducted?
<ul style="list-style-type: none"> • Does the home (QIDP or other facility staff) participate in the day program ISP (school Individual Education Plan [IEP])? <ul style="list-style-type: none"> ○ If no, why not?
<ul style="list-style-type: none"> • Is the day program staff invited to the ISP/IPP meeting? <ul style="list-style-type: none"> ○ Did you attend? ○ If no, why not?
<ul style="list-style-type: none"> • Do you have a copy of the latest home Individual Program Plan (IPP) objectives?
3. Data Sharing:
<ul style="list-style-type: none"> • How does the QIDP get progress reports on the programs here?
<ul style="list-style-type: none"> • How does the home get your behavior data? <ul style="list-style-type: none"> ○ How often is it sent?
<ul style="list-style-type: none"> • Any other data sent to the home? <ul style="list-style-type: none"> ○ How often is it sent?

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Questions
<ul style="list-style-type: none">• How many times has the QIDP visited over the past year to observe and/or discuss progress?
<ul style="list-style-type: none">• Is [individual] on any behavior modifying medications?
<ul style="list-style-type: none">○ If so, do you know if there have been any changes to those medications in the past year?
<ul style="list-style-type: none">• Are there any other problems?
<ul style="list-style-type: none">○ If so, was it resolved?
<ul style="list-style-type: none">• Are there any problems with the home that have not been resolved?