

08-09

Site Review Checklist

*Please have the following items available for review during the site visit:
(Other items may be requested at the time of the site visit).*

Copies will be retained by the Coordinating Agency.

- **Copy of Policy/Procedure/Protocol for case management**
- Copy of the CA's sliding fee scale
- Copy of Policy/Procedure/Protocol regarding the contact with DHS (or other) determining client eligibility
- Copy of Grievance policy/procedure/protocol
- Copy(ies) of informational materials re. appeals and grievances in multiple modalities
- Copy of Communicable disease policy/procedure/protocol
- Copy of Cultural Competency disease policy/procedure/protocol
- Copy of staff list
Accessibility of documentation of licensure/certification for each staff member
- Copy of Hypodermic Needle Policy
- Copy of Narrative of the Utilization review process
- Copy of the last audit report (if not yet forwarded to the CA)

Training log

The Provider shall submit to the Agency a program specific Fidelity Bonding confirmation and proof of professional liability insurance for the fiscal year with the executed agreement.

- Fidelity Bond
- Professional Liability Insurance