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## **Attention ALL NC Innovations Waiver Providers**

### **Proposed Core Standards for Quarterly Progress Reports Toward Individual Support Plan Goals**

Providers of NC Innovations Waiver services and Partners Behavioral Health Management I/DD Unit staff met on March 28, 2014, to continue discussing how Care Coordination and providers can work together to monitor quarterly progress. Currently, neither the State nor Innovations Waiver has mandated a standardized format for the quarterly summaries. Providers would prefer not to use a MCO-specific form as many work with multiple MCO's and if each MCO has its own form, the provider would have to use multiple and different progress forms.

In an effort to make progress tracking less cumbersome for providers and more meaningful to the MCO, Partners BHM is requesting that **all Innovations Waiver providers** submit their existing progress summary forms to Partners BHM for review. We will use them to determine if core standards for all methods of progress documentation is being met. Please see page two for the Core Standards for Quarterly Progress Reports.

All Innovations Waiver providers are to email their current templates for reporting quarterly progress toward goals to Doug Gallion, [dgallion@partnersbhm.org](mailto:dgallion@partnersbhm.org) by Friday April 11, 2014. If you have already emailed your template to Doug, you need not resubmit. Partners BHM will use the list of Core Standards for Quarterly Progress Reports to evaluate your form and determine whether it meets the core standards. Partners BHM will notify you as to whether your form meets or does not meet the core standards. If your existing form does not meet the standards, we will expect you to use Partners BHM's form.

Another I/DD workgroup meeting is scheduled for Friday April 25, 2014 from 2 p.m. – 4 p.m. via video conference at any of our three locations listed at the bottom of this page. During this meeting, training on Partners BHM's form will be provided for providers whose existing templates did not meet the core standards. Please email Doug Gallion if you have any questions at [dgallion@partnersbhm.org](mailto:dgallion@partnersbhm.org).

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### **Core Standards for Quarterly Progress Reports**

1. Complete written descriptions of Short Term Objectives are on the reporting form
2. The Service/s provided to meet the Short Term Objective are identified on the reporting form
3. Report indicated baseline of current functioning when describing progress OR report indicates that as assessment to establish a baseline is in process
4. Report indicates which interventions supported the recipient in achieving or making progress toward short term objectives
5. Report indicates whether or not progress was made, functioning level was maintained, or regression occurred in relation to short term objectives
6. Report includes recommendation for next steps specific to short term objectives (i.e. continue as written, achieved, needs revision, discontinue)
7. Report should begin with the first quarter starting with plan implementation and end with annual review
8. The name of the person completing the report is clearly identified on each page
9. Report describes the staffing pattern for the service provided and any variables in progress toward goals across the team of caregivers (i.e. if In-Home Skill Building is provided by 3 different caregivers, the progress, if different across caregivers, is noted with some explanation for the difference.) In addition, all Relatives as Paid Caregivers are identified when reporting progress toward outcomes.
10. Report itemizes days of service missed, authorized vs. utilized units with explanations of any deviation. A back up staffing incident report for the quarter is also included and qualified (i.e. 10 days without staff due to guardian refusal of services)
11. Report includes any behavioral or primary health events noted in the quarter
12. Report indicates any relevant/significant changes in schedule which might impact progress (i.e. days off from school or work, extended leave of preferred staff, etc.)
13. Report indicated any changes in environment (change in classroom, change in residence)
14. Report indicates the person served and or legally responsible person has provided input into the development of the short term objectives and has signed off on the goals