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1. RTF Cx Admission (NSP Contract) 3.12.2.2 The file contains documentation signed by the resident or guardian, which states: The resident has received an orientation which meets the minimum required criteria; The resident has either read or has been explained facility rules; The resident's financial obligations to the facility and the person responsible for meeting such obligations; For incompetent residents, a statement identifying and locating the guardian of record, legal guardian or court ordered custodian with responsibility for medical and dental care and signed consent for treatment from such person; Written arrangements for phone calls, visits, and, when indicated, family participation in the treatment process; Written arrangements for clothing, allowances and gifts; and For forensic residents, a copy of any court order, charges pending and any other legal status documents and procedures to be followed if the resident leaves the program without approval.
2. RTF Cx Admission (NSP Contract) 3.12.2.1 The file contains documentation that an orientation to the facility was conducted within 24 hours of admission. The orientation shall contain the following at a minimum: Explaining the facility's services, activities, performance expectations, rules and regulations, including providing to the resident written facility rules; Familiarizing the resident with the facility's premises, the neighborhood and public transportation systems; Scheduling the resident's activities; and Explaining resident rights and grievance procedures, except to residents who have transferred from another facility within the same system and are familiar with their rights and grievance procedures.
3. RTF Cx Assessments (NSP Contract) 3.12.3.1 The file contains a medical summary consisting minimally of a problem list, current status, significant lab reports and a copy of the most recent physical examination. This summary should be provided to the program from the state hospital from where the resident was.
4. RTF Cx Assessments (NSP Contract) 3.12.3.2 The file contains documentation that a physical examination was completed within 60 days prior to the resident's admission. If not, the file contains documentation that an examination was initiated within 24 hours of the admission and a licensed physician, licensed physician's assistant or licensed advanced registered nurse practitioner completed the examination within 30 days.
5. RTF Cx Assessments (NSP Contract) 3.12.3.3 The file contains documentation that the physical examination minimally included: A medical history, including responses to medication, physical diseases and physical handicaps; The date of the last physical examination; A description of physical status, including diagnosis and any functional limitation; Recommendations for care, including medication, diet and therapy; and, To the extent possible, a determination of the presence of a communicable disease.
6. RTF Cx Assessments (NSP Contract) 3.12.3.4 If issues are identified during the physical examination, there is documentation that the resident received the proper care and/or a referral to the appropriate health care service.
7. RTF Cx Assessments (NSP Contract) 3.12.3.5 The file contains a psychiatric or psychological assessment.
8. RTF Cx Assessments (NSP Contract) 3.12.3.6 The file contains a mental status examination.
9. RTF Cx Assessments (NSP Contract) 3.12.3.7 The file contains a psychosocial assessment and history.
10. RTF Cx Assessments (NSP Contract) 3.12.3.8 The psychosocial assessment and history contains the following: The psychosocial assessment and history contains: Developmental problems, including past experiences that may have affected development; Peer group relationships and activities; Social skills and deficits; Past and present relationship with family and community; Prior placement settings; Recreational experiences, activities and interests; Expectations



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and role of the family in the treatment process; Psychiatric history, including any previous treatment and the reason for termination; Vocational history; and Educational history.

11. RTF Cx Assessments (NSP Contract) 3.12.3.11 The file, if applicable, contains a medication profile for the resident.

12. RTF Cx Assessments (NSP Contract) 3.12.3.10 The functional assessment contains the following: Information to show that the resident had input into the development. A description and evaluation of presenting problem. Information from the intake and evaluations. A description of the resident's current and potential strengths and problems, the resident's family and friends, pertinent service agencies with whom the resident has been involved, and other social support systems that may contribute to the course of treatment. Information that determines the resident's ability to utilize the skills needed to function successfully in the RTF environment, and identifies any obstacles to the resident's learning or using such skills.

13. RTF Cx Assessments (NSP Contract) 3.12.3.14 Information on results from any assessment or evaluation that require follow up have been handled and the file contains documentation to demonstrate that items were addressed.

14. RTF Cx Discharge (NSP Contract) 3.12.7.1 Documentation supports the goal of discharge within 6 months of admission.

3.12.7.2 A termination report was filed in the record within 4 weeks after official termination of services.

3.12.7.3 The termination report contained the following: Reason for termination; Evaluation of impact of agency's services on each client's service plan or treatment plan goals or objectives; Signature of individual preparing report and date of preparation; and For a client whose case is being closed and who is being referred to another agency for further services that are not provided by the referring agency, the report must also include the reason for referral.

15. RTF Cx Intake (NSP Contract) 3.12.1.3 The file contains, if applicable, a timespecific statement authorizing release of confidential information, signed and dated by the resident or guardian, which designates the agency to receive the information.

16. RTF Cx Intake (NSP Contract) 3.12.1.1 The file contains basic demographic information, which includes; Name, address, telephone number, marital status, sex, race, date of birth, names and addresses of resident's next of kin or guardian, referral source and presenting problem.

17. RTF Cx Progress Notes (NSP Contract) 3.12.6.1 The file contains documentation of progress notes at least monthly, unless the resident's treatment plans indicates less frequent need.

3.12.6.2 The progress notes contain the dates of contact with resident, and as needed, resident's family, friends, and involved service or resource agencies.

3.12.6.3 The progress notes contain a description of resident progress, or lack thereof, relative to the treatment plan.

3.12.6.4 The progress notes contain a description of any modification to the treatment plan resulting from such factors as changes in resident's needs, changes in resources and new assessment findings.

18. RTF Cx Trx Plan (NSP Contract) 3.12.4.6 The file contains documentation that the treatment plan was developed with and signed by the resident or guardian. If the resident or guardian refuses to sign, the reason for this, if determinable, is documented in the case record.

19. RTF Cx Trx Plan (NSP Contract) 3.12.4.7 The file contains documentation that the treatment team reviewed the treatment plan at least monthly with active participation from community based care service providers.



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20. RTF Cx Trx Plan (NSP Contract) 3.12.4.8 The file contains documentation that the treatment plan was updated at least every 60 days.

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22. RTF Cx Trx Plan (NSP Contract) 3.12.4.9 The file contains documentation that community based care service providers (i.e. case managers), family members, guardians or significant others were included in treatment planning, treatment, and discharge planning to the extent permitted or requested by the resident and when the staff has determined that such participation will be in the best interests of the resident.

23. RTF Cx Trx Plan (NSP Contract) 3.12.4.1 The file contains documentation that an individual treatment plan was completed within 30 days of admission.

24. RTF Cx Trx Plan (NSP Contract) 3.12.4.2 The individual treatment plan includes goals and objectives.

3.12.4.3 The individual treatment plan goals and objectives were derived from the initial assessment of the resident's needs and strengths.

3.12.4.4 The individual treatment plan goals and objectives are: Achievable; Reasonable timeframes; and Stated in terms of measurable and observable changes

3.12.4.5 For each goal or objective in the treatment plan the actions needed to attain that goal and the responsible individual(s) are listed.

25. RTF Cx Trx Services (NSP Contract) 3.12.5.5 The file contains documentation, if applicable that the resident was assigned tasks related to facility operation, including but not limited to cooking, laundering, housekeeping and maintenance, only if such tasks are in accordance with the treatment plan and are done with staff supervision.

26. RTF Cx Trx Services (NSP Contract) 3.12.5.1 The file contains documentation that the resident was offered or participated in treatment activities.

3.12.5.2 The file contains documentation that the resident was offered or participated in social and recreational activities.

3.12.5.3 The file contains documentation that the resident was offered or participated in religious activities.

27. RTF Cx Trx Services (NSP Contract) 3.12.5.4 The file contains documentation that the resident is being prepared for discharge through activities that may include obtaining benefits, locating housing, linkages to community services and other supports and services as identified in the treatment plan.