

REQUEST FOR CLARIFICATION/INTERPRETATION

TO:	Name and Title: Denise Smith, Quality Improvement Spec.	FROM:	Name and Title: Jannis Conselyea, Program Support Bureau Chief
	Organizational Unit: Region V Office		Organizational Unit: Central Office
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1. TYPE OF REQUEST: Follow-up to Verbal Request - Date of Verbal Request: Written Request

2. STATEMENT OF QUESTION OR ISSUE:

In the current Personal Support Policy dated July 20, 2009 it is stated (please refer to underlined text):

****Implementation Strategies must include:**

1. Task analysis;
2. Collection of data;
3. Measurable objectives which must contain:
 - a. Statement of condition;
 - b. Observable and measurable behavior;
 - c. The criterion;
 - d. The method for collecting data.
4. The method for recording progress should have sufficient information to determine the accomplishment of the "Implementation Strategy".

Implementation Strategies must be completed when:

1. Self—Administration of medication is required;
2. Career Plan is required for Supported Employment;
3. Rights restriction is in place; and
4. Behavior plan needs to be followed.

****Implementation Strategies may also include:**

1. Checklists;
2. Data collection sheets;
3. Progress charts;
4. Graphs; or
5. Any other materials developed by the responsible person to demonstrate progress.

Is the policy stipulating that every Implementation Strategy must include items 1-4 in the first list and then may also include items 1-5 in the bottom list? This is confusing because item #1. Task Analysis would be the breakdown of a task specified in #3. Measurable Objectives. Item #4 The method for recording progress...etc. is a criteria for item #2 Collection of Data. All the items listed in the last paragraph, Checklists, Data Collection Sheets are just ways to document data collection. Provider staff are confused and need clarification so that they can be in compliance with policy.

EFFECTIVE

References:

3. ANSWER: Yes the policy is stating that all the items listed in 1-4 must be included in the Implementation Strategy. Implementation strategies **MAY** also include checklists or data collection sheets, progress charts, graphs or any other materials developed by the responsible person to demonstrate the progress. All these are ways to document progress. They may all be used at the same time, or they may be used selectively depending on what data collection method is determined to be most useful in documenting the progress of the Implementation Strategy.

References:

Approved and Issued by: Jeff Sturm

(Program Director)

Date: October 5 , 2009

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