



Waiver Home Documentation Audit Policy

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I. Purpose

To ensure delivery of expected services to maximize the potential for community integration of members served in the setting.

II. Policy

It is the policy of UCP of Maine to maintain the daily documentation tool (Daily Doc) within the Waiver Home settings. The Daily Doc will be filled out by staff to record interactions with home members. The tool will be used to share information to build continuity of care. The Daily Doc will be audited by Program Manager or other authorized staff person at least monthly.

III. Procedure

The Program Manager or other qualified staff person will audit Daily Docs to look for evidence that the expectations of the program are being met. The audit should occur at a minimum monthly. The audit will be a review of a sample of documents over the course of the period being audited.

The Daily Doc should show evidence that staff have supported the member in key areas including but not limited to: community integration, financial training to achieve independence, employment first, person-centered choice making, and receiving services in non-agency owned settings, participating in non-HCBS program events, interactions with citizens who do not receive HCBS services.

If documentation lacks evidence of program expectations, the auditor will review a larger sample of documents. If there is still insufficient evidence of compliance, the auditor shall alert Program Manager and Program Director. An investigation will be launched to determine the cause for missing documentation. Once an investigation is complete, a corrective action plan will be implemented to ensure documentation is done correctly and expectations of the program are met.



Scott Tash, CEO



Date