

Office of Recipient Rights Annual Site Monitoring Form

Visit Date: _____ Reviewer: Ardis Bates- RRA

Facility: _____ Corporation: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Program Type: _____ Number of Recipients Served: _____

Participants & Title: _____

RECORDS REVIEW

Standard	Y	N	N/A	Comments
Has the SHW Human Resources Log been updated annually?				
Documentation reflects that all staff have received initial training in Recipient Rights within 30 days of hire?				
Documentation reflects that all staff have been trained annually in Recipient Rights?				
The Facility is using ORR approved material for the recipient rights training? If not SHW, which agency is providing the training?				
Staff have received CPI training or alternate approved curriculum?				
Incident Report Forms are available for staff?				
Complaint Forms are available for staff and recipients?				
Your Rights booklets are available for staff and recipients? Other county booklets available?				
Fire Drill Log available and in compliance with policies? Tornado Drills completed in compliance with policies?				

RESIDENT RECORDS

Standard	Y	N	N/A	Comments
A current copy of the PCP for each SHW recipient is at the program?				
Do any PCP/ Behavioral Support Plans contain limitations of a resident's rights? If so, has the limitation been approved by the SHW BTPRC?				
A copy of Confidentiality notice (748 and 750) are evident in each resident record?				
Documentation that the recipient and/or guardian has been notified of their rights annually (Consent for Services form)				
Resident Funds are available to the resident and all resident funds sheets are current and accurate?				
Do the amount of funds available match the amount of funds recorded on the resident funds sheets?				

POSTINGS

Standard	Y	N	N/A	Comments
The SHW Rights poster is located in a place visible to recipients, employees, and others				
Whistleblowers Act and Michigan Discrimination Act is posted in an area for employees to access				
A copy of Chapter 7 and Chapter 7A are available upon request				
Summary of Abuse and Neglect Reporting Requirements is posted in an area for employees				
Program Rules are posted in a common area for all recipients to see. (Obtain a copy of the rules)				
Do the posted rules contain any restrictions				

ENVIRONMENTAL- GENERAL

Standard	Y	N	N/A	Comments
Are there any apparent safety concerns?				
Does the program appear clean and free of sanitary concerns?				
Medications are kept in a locked closet, cabinet, area?				
Is there an adequate supply of cleaning products?				
Is there a phone accessible to residents and are they able to have privacy when using the telephone?				
Is there a space available for residents to have visitors, in a manner which affords privacy?				
Are staff aware of how to file a recipient rights complaint?				
Are the recipients aware of person centered planning and did they feel that they were given an opportunity to participate in the development of their plan?				
Records and other confidential information is secured and not open to public inspection?				
Is a follow up site visit needed?				

GENERAL OBSERVATIONS:

Reviewer Signature: _____ **-RRA Date:** _____

Facility Representative/ Manager: _____