

DHS Bureau of Early Intervention

CFC Review Checklist

THE FOLLOWING LIST OF ITEMS SHOULD BE READILY AVAILABLE FOR REVIEW DURING THE VISIT:

- EARLY INTERVENTION SERVICE COORDINATION MANUAL
- EQUIPMENT INVENTORY LIST
- CREDENTIALS OF SERVICE COORDINATORS AND PARENT LIAISONS
- PROVIDERS RESOURCE BOOK
- DOCUMENTATION OF HIPAA TRAINING COMPLETED BY ALL EMPLOYEES
- LIST OF CFC EMPLOYEES WITH ACCESS TO PROTECTED HEALTH INFORMATION (PHI)
- CFC CONTRACT FOR PROVISION OF DEVELOPMENTAL PEDIATRIC CONSULTATION
- LINKAGE AGREEMENTS WITH OTHER COMMUNITY SERVICE AGENCIES
- INTERAGENCY AGREEMENTS
- CFC POLICIES AND PROCEDURES, INCLUDING FISCAL AGENT POLICIES AND PROCEDURES
- CFC ORGANIZATIONAL CHARTS
- PUBLIC AWARENESS MATERIALS AND LISTING OF ACTIVITIES
- PARENT LIAISON RECORDS
- LIC RECORDS
- MANAGER REPORTS FOR THE 12 MONTHS PRIOR TO THE REVIEW DATE
- ACCESS TO A CORNERSTONE PC OR LAPTOP

ADDITIONAL REVIEW NOTES:

- MATERIALS THAT ARE NOT PRESENT IN THE FILE AT THE START OF THE REVIEW WILL NOT BE ACCEPTED.