



Quality Monitor

Essential Duties and Responsibilities: shall include but is not limited to the following:

- Monitors compliance with prescribed body check procedures
- Monitors compliance with prescribed requirements for annual health screenings
- Monitors compliance with prescribed procedures for authorization of restrictive procedures contained in behavior plans, ex., special diets, protective helmets, environmental manipulations, etc.
- Monitors compliance for all prescribed medication administration procedures
- Monitors compliance for medical appointment procedures
- Monitors compliance with prescribed medication inventory procedures
- Reports all failures to comply with prescribed medical services procedures to SC on daily basis
- Completes Medical Services Monitoring Checklist on weekly basis and submits to SC
- Monitors compliance with all prescribed medical service documentation requirements
- Monitors compliance with procedures for informing parents/guardians of appointments & medical procedures
- Monitors compliance with prescribed procedures for documenting illness, seizures, medical emergencies
- Monitors compliance with prescribed procedures for monitoring of vital signs

Participation in oversight of all service delivery documentation processes, including:

A. Medicaid Waiver; obtaining copies of all Waiver paperwork (admission application, annual eligibility re-determination, quarterly narratives); reviewing for completeness and correctness, verifying backup documentation (invoices, attendance, data, and documentation in files); and, coordinating these efforts with individual(s) responsible for preparing and submitting Waiver paperwork.

B. Ongoing internal review of records, documentation, and implementation of services and standards. This includes development and implementation of an on-going program of record review, including but not limited to: individual files, financial records, reports of incidents, and review of data to ensure that programs are in compliance with standards of care per monitoring agency requirements, and that needs are being addressed as identified.

C. Quality Assurance (QA)/Quality Enhancement (QE) plan development, implementation, and revision as needed. This includes data review and verification of corrective action and development of strategies to improve services, and preparation of reports delineating findings. It also involves distribution and collection of consumer satisfaction survey. In addition, includes collecting, organizing, and presentation of incident & injury data and information for review by Campus Supervisor.

D. Utilization Review processes, to include: insuring that eligibility is reviewed annually as part of annual program plan review and that Waiver eligibility is maintained, including review

of case manager's quarterly report to insure confirmation of appropriate level of care and that needed supports are being provided to each service recipient and that The Learning Tree, Inc. makes appropriate referrals for other services when necessary.

- Communication with SC of relevant information that may impact quality of service delivery
- Interactions with Social Security Administration
- Participation in site reviews with agency monitors
- Participation in two mock monitoring per year for compliance with contracting agency standards
- Monitoring of client clothing availability, quality, and care
- Participation in client related investigations and preparation/dissemination of reports

Education and/or Work Experience Requirements:

- Minimum of Bachelor's Degree in Business Administration, Social Work, Developmental Disabilities, or related field, or high school diploma with 5 years experience in service delivery to DD population; good driving record

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal standards
- Participation in crisis management procedures, to include, but not limited to: lifting and lowering individuals to and from the floor, standing from kneeling position and dropping to kneeling position while physically controlling an individual, blocking attempted blows and bites, transporting individuals in crisis state, and deflecting blows from thrown objects