

Attachment H: EARLY INTERVENTION VERIFICATION OF CORRECTION REVIEW PROTOCOL

PRE-REVIEW

- The Verification Review (VR) must be completed as soon as possible, but no later than one year after the State's written notification of noncompliance to the provider or municipality.
- The contractor will contact the providers to coordinate the review at least 30 calendar days prior to the date of the review.
- The contractor will ensure the providers will have the information needed to conduct the review, as determined by the Department.

REVIEW

Selecting information to be reviewed:

- The contractor will select information to be reviewed according to a specified time frame when activity occurred, as instructed by the Department.

Using the VR Tool

- The contractor will assess the review indicators listed in the review for verification review tool.
- The contractor will only assess the specific criteria that was incorrect during the previous review for each provider.
- The contractor will determine if records are verified as corrected as follows:
 - o V (Verified) - no comment needed
 - o NV (Not Verified) - comment needed
 - o NA (Not applicable) - comment needed

Clarifying VR assessment when 'verified' or 'not verified' is questionable

- The contractor will defer to the Department for a final determination in situations where the review results are questionable.
- The contractor will provide comments to the Department based upon what the reviewers observed at the review.
- The contractor will write a comment on the tool that includes but is not limited to the following:
 - o Is there a clear pattern of correction in the later records reviewed?
 - o Is the process (through child records, staff interview, written policy if available, etc.) adequate so that future records would show verification?
 - o Do the records that show verification indicate a change in practice by the provider from those that did not show verification?

POST- REVIEW

The contractor will compile results of the verification review and submit verification review reports to the Department.