

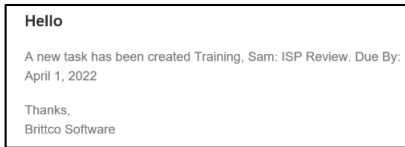


# Compliance Tracking SSA Responsibilities

We will be using a Brittco form and associated workflow to assign and implement ISP Reviews. When an ISP Review is scheduled for someone on your Case Load, and when that review is eventually ready for your input, you will receive two emails. Please follow the steps below to complete your part of the ISP Review process. In order for this to work efficiently, you must sign up for the proper Notifications in Brittco: *Client Task Created*, and *Form Entry Assigned to Me*.

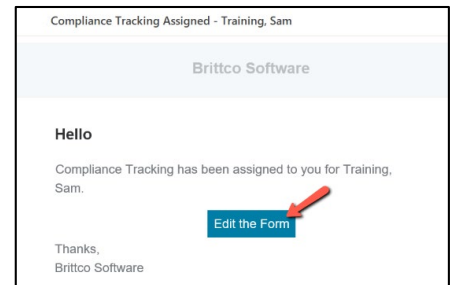
## SSA Responsibilities

When an ISP Review is scheduled by Provider Compliance



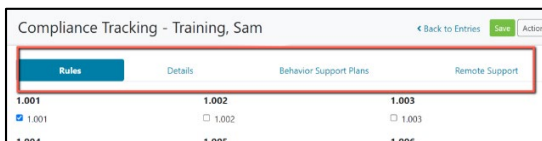
via Brittco’s Calendar, you will receive an email with the subject line, **Client Task Created - Name of Client**. This is simply a Notification informing you that someone on your case load has an ISP Review scheduled, including the date of the review. There will be no link to open a form.

Once the ISP Review form is actually assigned to you, you will receive a second email with the subject line,



**Compliance Tracking Assigned – Name of Client.** Unlike the first, this email will contain a link to take you to the actual form.

The Compliance Tracking form is organized into four tabs. The first tab, *Rules*, is completed by *Provider Compliance*. While working on the form be very careful not to change anything on this tab. Doing so will cause the form to work incorrectly.



The *Rules* tab contains a list of Ohio DoDD standards for providers and county boards. If the box next to a rule number is checked, there’s a possible citation that needs addressed.

1.001 <input checked="" type="checkbox"/> 1.001	1.002 <input type="checkbox"/> 1.002	1.003 <input type="checkbox"/> 1.003
1.004 <input type="checkbox"/> 1.004	1.005 <input checked="" type="checkbox"/> 1.005	1.006 <input type="checkbox"/> 1.006
1.007 <input type="checkbox"/> 1.007	1.008 <input type="checkbox"/> 1.008	2.001 <input type="checkbox"/> 2.001
14.004 <input type="checkbox"/> 14.004	14.015 <input type="checkbox"/> 14.015	14.016 <input type="checkbox"/> 14.016
14.017 <input type="checkbox"/> 14.017		

The Rules tab contains two additional sections: the first for *Behavior Support Plans*, the second for *Remote Supports*.

Have you reviewed a Behavior Support Plan?

Yes

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Have you reviewed a Remote Support?

Yes

If either of these sections have possible citations, the section will be expanded, and the checkboxes will be visible.

Have you reviewed a Behavior Support Plan?

Yes

**BEHAVIOR**

**1.010**

1.010

On the *Details* tab you will see a row for every box that has been checked in the first section of the *Rules* tab. The reviewer from *Provider Compliance* will give an explanation of what is missing or incorrect in the ISP, according to the rule.

Rules	Details	Behavior Support Plans	Remote Support
<p><b>1.001</b></p> <p>Using person centered planning, has the plan been developed based on the results of the assessments?</p> <p>5123-4-02; 5123:2-2-05</p>	<p>Explanation</p> <p>1.001 This is a test for illustration purposes.</p>	<p>POC</p>	
<p><b>1.005</b></p> <p>Does the service plan identify day waiver services and supports that are consistent with the specific authorized day waiver service?</p> <p>5123-9-13; 5123-9-14; 5123:2-9-15; 5123:2-9-16; 5123-9-17</p>	<p>Explanation</p> <p>1.005 This is a test for illustration purposes.</p>	<p>POC</p>	

If you need more information on the rule being cited, you can open a link which will take you to the Rules section of the DODD website.

**1.001**

Using person centered planning, has the plan been developed based on the results of the assessments?

5123-4-02; 5123:2-2-05

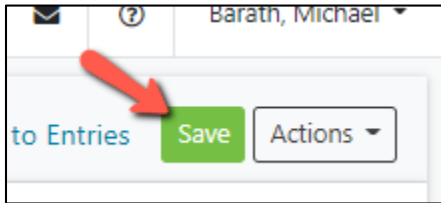
SSAs and Supervisors should meet within 5 days of being assigned a review and develop the POC (Plan of Correction) section together. This will identify changes necessary to bring the plan/documents into compliance with rule.

Rules	Details	Behavior Support Plans	Remote Support
<p><b>1.001</b></p> <p>Using person centered planning, has the plan been developed based on the results of the assessments?</p> <p>5123-4-02; 5123:2-2-05</p>	<p>Explanation</p> <p>1.001 This is a test for illustration purposes.</p>	<p>POC</p> <p>Plan of Correction: This is what we did to correct the possible violation of Rule 1.001.</p>	

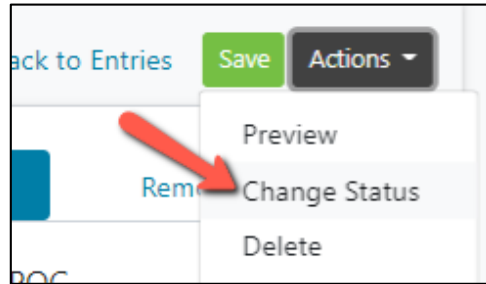
If the *Behavior Support Plan*, or *Remote Support* sections have any boxes checked on the Rules tab, those sections will appear under the appropriate tabs. Address these as well in POC.

Rules	Details	Behavior Support Plans	Remote Support
<p><b>1.010</b></p> <p>Are restrictive strategies person-centered and interwoven into a single plan?</p> <p>5123-2-06; 5123:2-3-04</p>	<p>Explanation</p> <p>Tempus fugit, lorem ipsum.</p>	<p>POC</p>	

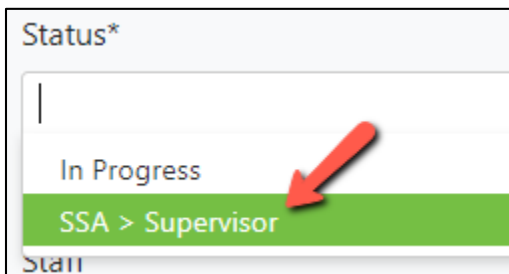
After each entry we recommend you *Save* your changes.



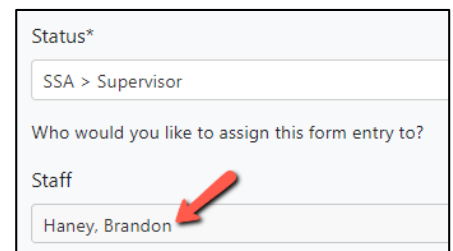
Once the SSA determines that all corrections identified in the POC are complete, the SSA will open the *Actions* button dropdown and choose *Change Status*.



In the window that opens, choose *SSA > Supervisor* from the Status dropdown.



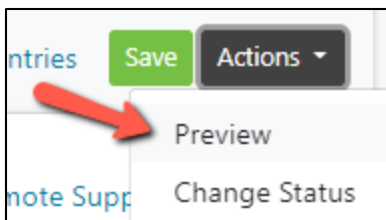
Your supervisor will automatically be identified and notified. The supervisor will verify corrections from the POC have been completed. If they have been completed, supervisor will change status to *Publish*. If not, the supervisor will continue to work with the SSA until all corrections reach a satisfactory level.



Once your Supervisor publishes the form, Administrative Assistants will receive a notification and mark the ISP Review complete on the Brittco calendar. Administrators will run monthly reports for follow up and track ISP Review data for training purposes.

### Printing Your Form

To print the form, choose *Preview* from the *Actions* dropdown.



A PDF will open in your browser. Print the PDF as you would any other document.

