



Division of Developmental Disabilities

STANDARDS FOR ALL PROVIDERS



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TOP 10



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**The organization must have a copy
of the CURRENT physician's order
for every medication that the
individual is taking**



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All anti-psychotic medications must be prescribed by a Psychiatrist or Psychiatric Nurse Practitioner.

Informed consent documentation must be present.



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**All PRN or “as needed”
medications prescribed for an
individual must be readily
available for use by the
individual**



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The organization must have a processes in place (“Agency Crisis Plan”) to direct staff in implementing Crisis Intervention in a Behavioral Emergency



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**All ISP goals are tracked.
At least quarterly, the data from
tracking sheets is analyzed for
trends and summarized to
determine the individual's
progress toward goals**



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**Authorization for release of
information (ROI) is obtained
for anyone with whom the
organization exchanges
information**



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When the provider organization is the representative payee for the individual, the Day-to-Day Living Expense Agreement is utilized to determine living expenses



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Cogent NCIC's (Criminal Backgrounds) are completed on all staff, direct support volunteers and direct support consultants within 10 days of hire



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All staff, direct support volunteers and direct support consultants receive all required trainings:

- 1) prior to direct contact with the individuals**
- 2) Within the first 60 days and**
- 3) annually thereafter**



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Progress notes describe the individual's progress toward goals and are reflective of the individual's response to an interventions or activity