

# **Attachment G: EARLY INTERVENTION VERIFICATION OF CORRECTION REVIEW PROTOCOL**

## **Attachment G**

### **PRE-REVIEW**

- The Verification Review (VR) must be completed within one year from when the provider received an identified finding in a previous review.
- The contractor will contact the providers to coordinate the review at least three weeks prior to the date of the review.
- The contractor will ensure the providers will have the child records for all children on the child sample based on criteria determined by the Department, and a list of additional children whose records can be pulled randomly, if needed.

### **ON-SITE REVIEW**

#### **Selecting child records:**

- The contractor will select child records 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:
  - V (Verified) - no comment needed
  - NV (Not Verified) - comment needed
  - 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:
  - Is there a clear pattern of correction in the later records reviewed?
  - Is the process (through child records, staff interview and written policy if available) adequate so that future records would show verification?
  - 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.