

DeAnna Hartwig
Authorized Signature

Number: SPD-AR-11-034
Issue Date: 4/19/2011

Topic: Other

Due Date:

Subject: Field Statistical Review

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Action Required: To comply with quality assurance requirements in the 1915(c) Waiver, a random sample of clients receiving waived services is to be reviewed annually using a standard survey. The review process is separated into three quarters (cycles). The current review cycle will end March 31, 2011. Each office will receive a new list of randomly selected cases by April 1, 2011. The list will be greater than required for each review cycle to allow for changes in client status throughout the year and to assure an adequate sample. The number of reviews required to be completed will be indicated on the list. If additional cases are needed to complete the required number of reviews, please send a request to QA.Team.SPD@state.or.us.

Results of the reviews are to be entered electronically into the Field Statistical Review database. A paper tool was also developed to assist with capturing data during the review process. Both can be accessed from our website at <http://www.dhs.state.or.us/spd/tools/qa/index.htm>.

All results must be entered electronically.

Review Process Instructions: Below outlines the four steps for Field Statistical Review process. Each step must be done to complete a review.

Step #1 - Electronic review of the case using OACCESS. This step may also require checking other systems such as MMIS or the Mainframe.

Step #2 - File review to locate required forms and documentation of items not verified through the electronic review.

Step #3 - Client visit. Perform a “mini” assessment to determine if the assessment matches the existing CAPS assessment or to clarify questions raised during the electronic review of the case.

Step #4 - Enter results electronically using the review database:

- Open review database (Link to website is above).
- Every field in the survey is required with the exception of the note fields.
- To navigate through the database use the selections in the bottom left hand corner of the screen. Selections available are “Back” or “Next”.
- To submit or enter a new review click “Finish”. At this point you may also close out of the database.
- To review, print, or save a summary click “Review”. At this point you will need to click “Return to Survey” to enter a new review or close out of database.
- Once you begin entering a review, you must complete it. There is no method for retrieving a partially entered review.

For further instruction regarding entering information into the electronic tool, please contact QA.Team.SPD@state.or.us.

Action Required:

The Review Process

Reason for Action:

Field/Stakeholder review: Yes No

If yes, reviewed by: Operations Committee

If you have any questions about this action request, contact:

Contact(s):	QA.Team.SPD@state.or.us		
Phone:		Fax:	
E-mail:	Above		