

# ABA/Autism Site Review Preparation Checklist

Please upload into respective subfolders in Box-->20XX-->Provider Supporting Documents		Uploaded <input type="checkbox"/>
1	<b>Organization Wide Core Standards</b> - complete the <i>Organization Wide Audit tool</i> by referencing name of document provided as evidence in the 'evidence found' column and upload source documentation to respective sub-folder. <b>20XX - &gt; 2. Provider Supporting Documentation -&gt; 1. Organization Wide Standards</b> <i>NOTE: This tool is complete only 1 time for the entire organization</i>	
2	<b>Site Specific (RR) Standards</b> - complete the <i>Site Specific Review Tool</i> for <u>each site</u> being reviewed. Reference the name of the document and page number provided as evidence in the 'evidence found' column and upload source document to the respective sub-folder <b>20XX -&gt; 2. Provider Supporting Documents -&gt;2. Site Specific Standards</b> <i>NOTE: This tool is completed for each provider site being audited by CMHSPs in the MSHN region</i>	
3	<b>Staff Credential Verification</b> -Complete and upload the <i>Provider Credentials Verification document</i> for <u>current</u> staff working with individuals on the case selection document and upload evidence of the respective sub-folder <b>20XX -&gt; 2. Provider Supporting Documents -&gt; 3. Staff Credential Verification</b>	
4	<b>Consumer Documentation Standards</b> - complete the Consumer Documentation Standards tool for each consumer selected. Upload documentation to respective sub-folder. <b>20XX - &gt; 2. Provider Supporting Documentation -&gt; 4. Consumer Documentation Standards</b>	
	<i>Notify your CMHSP auditing lead once complete. For questions about preparing for your audit, contact your CMHSP auditing lead.</i>	