

Standard	Contract monitor	1	2	3	4	5	Total	Notes
CSP performs as a Team	Team engages in client based discussions at least 2x a week	All staff on team work independently	No related meetings but staff have back up of 1-2 other team members	1 client related meeting per week	2 meetings per week, but staff work independently	Team engages in client based discussions at least 2x a week and is aware of each clients needs		
Licensed Clinician	Licensed RN, Psychologist, LCSW, LPC, LMFT provides supervision and signs note	No				Yes		
CSP In-vivo services	At least 55% of total face-to-face service hours occur in the community.	≤ 10% of face-to-face hours in community	≥ 10 & < 25%	≥ 25 & < 40%	≥ 40 & < 55%	≥ 55%		
CSP Service Intensity	All clients receive service as outlined in the DMHAS Authorization hours per month of face-to-face service	Team meets standard for < 40% of clients	Team meets standard for 40% - 59% of clients	Team meets standard for 60% - 79% of clients	Team meets standard for 80% - 99% of clients	Team meets standard for 100% of clients		
Skill-Building Interventions	Staff routinely use skills lists, skill-builder toolkits and curricula to guide skill-building interventions.	< 70% of staff	70-79% of staff	80-89% of staff	90-99% of staff	100% of staff		
Encounter Notes	Encounter notes: 1) interventions relate to goals & objectives in RP 2) Interventions written in behavioral terms specifying teaching, coaching, cueing, etc.; 3) Includes client response to interventions & next steps; 4) date, start/end time, duration of service; 5) location of service; 6) staff name & credentials.	< 60% of encounter notes meet description.	60% - 69% of encounter notes meet description.	70% - 79% of encounter notes meet description.	80% - 89% of encounter notes meet description.	90% or > encounter notes meet description.		
Clinical Supervision	CSP Staff receive a minium of 3 hours of clinical supervision per month	Average of < 1.5 hours/month supervision for all CSP/RP staff	≥ 1.5 & < 2 hours/month	≥ 2 & < 2.5 hours/month	≥ 2.5 & < 3 hours/month	Average of at least 3 hours/month supervision (some individual and group) for all CSP staff		
Billing Processing	Agency has process in place to ensure accurate billing	No				Yes		

Total Average Score 40/50=80% met fidelity