

DEPARTMENT OF DEVELOPMENTAL SERVICES

LICENSURE AND CERTIFICATION

PROVIDER FOLLOW-UP REPORT

Provider: Triangle, Inc.

Provider Address: 420 Pearl St , Malden

Name of Person Jennifer Killeen
Completing Form:

Date(s) of Review: 20-NOV-14 to 20-NOV-14

Follow-up Scope and results :		
Service Grouping	Licensure level and duration	# Indicators std. met/ std. rated
Residential and Individual Home Supports	2 Year License	2/2
Employment and Day Supports	2 Year License	2/2

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Summary of Ratings

Employment and Day Supports Areas Needing Improvement on Standard not met - Identified by DDS

Indicator #	L86
Indicator	Required assessments
Area Need Improvement	Evidence of assessments prepared within the required timelines was not in place. The agency needs to ensure that assessments are submitted in accordance with DDS regulatory requirements.
Process Utilized to correct and review indicator	The Program Monitor is now checking the HCSIS alerts to monitor potential deadlines twice a week on Monday and Friday. She emails the responsible staff person if a deadline is approaching and establishes a reasonable due date. This process has resulted in identification of particular staff who struggle with the ISP deadlines and additional support has been provided to ensure they meet their job responsibilities. In addition, the ISP checklist that is currently used by residential services has been modified to be used by day services as well.
Status at follow-up	All required assessments have been completed by established deadlines.
Rating	Met
Indicator #	L87
Indicator	Support strategies
Area Need Improvement	Evidence of Support Strategies prepared within the required timelines was not in place. The agency needs to ensure that Support Strategies are submitted in accordance with DDS regulatory requirements.

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Process Utilized to correct and review indicator	The Program Monitor is now checking the HCSIS alerts to monitor potential deadlines twice a week on Monday and Friday. She emails the responsible staff person if a deadline is approaching and establishes a reasonable due date. This process has resulted in identification of particular staff who struggle with the ISP deadlines and additional support has been provided to ensure they meet their job responsibilities. In addition, the ISP checklist that is currently used by residential services has been modified to be used by day services as well.
Status at follow-up	All support strategies have been completed by the established deadlines.
Rating	Met

Residential and Individual Home Supports Areas Needing Improvement on Standard not met - Identified by DDS

Indicator #	L67
Indicator	Money mgmt. plan
Area Need Improvement	The agency needs to ensure that when staff hold individuals' money and provide support in the use of their funds, there needs to be a plan for the money management responsibilities which includes a training plan to eliminate or reduce the need for assistance unless there is a clinical evalutaion that the individual cannot learn how to manage or spend his or her funds. Training plans need to establish the personal spending money which can be managed by the individual and specify the agency's responsibility in its role.
Process Utilized to correct and review indicator	The form that we use to document the money management plan has been updated to request specific teaching strategies that will be used to support increased Independence with financial affairs.
Status at follow-up	Money management plans include three teaching strategies to further independence with money.
Rating	Met
Indicator #	L69
Indicator	Expenditure tracking

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Area Need Improvement	The agency needs to track expenditures in accordance with DDS regulatory requirements. 'A record shall be kept of every trasaction, including the date, amount received or disbursed, the manner in which such funds were managed or expended, identification of involved parties and receipts for expenditures exceeding \$25;' Reg: 5.10(3)6.
Process Utilized to correct and review indicator	The funds management process was discussed at length at the Residential Program Managers' meeting on October 2nd and November 6th. As a result the policies were updated to reflect that every transaction, including the date, amount received or disbursed are documented on the financial transaction record.
Status at follow-up	All transactions are being documented on the financial transaction record.
Rating	Met