



Policy and Procedure for Residential Monitoring Services

PURPOSE

The purpose of this policy is to outline the documentation and monitoring procedures that are to be used for all ABLE Programs.

POLICY

For the purpose of this policy, monitoring shall be defined as:

- Any activity with the intent to provide oversight and assurance of quality services are provided.

These include activities related to individuals in services, employees, the facility, and personal property not associated with the facility.

PROCEDURE

I. MONITORING PLAN

A monitoring form shall be completed for:

- Each individual in a host home supported by ABLE Residential
- The frequency of monitoring shall be set by the ABLE Residential Director with monitoring to occur a minimum of four times per year.
- Monitoring visits will be performed by at least 2 different ABLE staff in each calendar year.

II. DOCUMENTATION

- Monitoring forms will be completed and kept in the monitoring section of each client's file.
- Needed follow-up shall be noted on the monitoring form. Completion or plan of correction for needed follow-up will also be noted/confirmed on the form.

III. SUPERVISORY FOLLOW UP

The supervisor will document on the Monthly Monitoring forms all persons notified of necessary follow-up when deemed necessary. Additional follow-up details will be noted upon or attached to the monitoring form.