

AE Delegated Function Survey

Please read all instructions!

ODP is seeking information on Administrative Entity contracted, delegated or purchased functions. Please answer questions for each delegated entity you are contracting with or purchasing administrative services from. For example, if you hold a contract with SAM Inc. for incident investigations and also hold a contract with, or delegate functions to another organization to conduct one or more functions behalf of the county/AE please answer all questions relative to the unique contracted entity.

The survey should take no more than 5 minutes to complete.

* Required

1. County/Joinder *

2. Name of person completing the survey *

3. Do you delegate any AE functions to another agency/organization via contract or other mechanism (i.e. Memorandum of Understanding) *

Yes

No

4. Do you contract with Advocacy Alliance? *

Yes

No

5. Which functions are you delegating?

- Intake/Registration
- Waiver eligibility determination/enrollment
- Incident Initial Management Review
- Weekend/Holiday Incident Initial Management Review
- Incident Final Management Review
- Investigations conducted by a Certified Investigator
- Administrative Reviews of Investigations
- Certified Investigator Peer Review (CIPR)
- Incident Management Training as required in IM Bulletin 00-21-02
- Role & responsibilities of the Incident Management Representative as outlined in IM Bulletin 00-21-02
- Review of ISPs
- Provider qualifications
- Quality management and trend analysis
- QA&I
- Human Rights Committee
- Other

6. Do you have a formal monitoring/oversight process to evaluate agency's performance of delegated functions?

Yes

No

7. Describe the formal monitoring/oversight process

Check all that apply

County contract monitoring

Quality review process

Other

8. What is the frequency of the formal monitoring/oversight process?

Quarterly

Annual

Bi-Annual (every other year)

Triennial

As needed

Other

9. What is the sampling methodology for the formal monitoring/oversight process?

- Total
- Percentage
- Random
- Other

10. Have issues with the contracted entity been identified?

- Yes
- No
- N/A

11. What are/were the nature of the identified issues?

- Poor quality
- Issues with timeliness
- Workload saturation
- N/A
- Other

12. Have the identified issues been remediated?

Yes

No

N/A

13. Do you contract with SAM? *

Yes

No

14. Which processes are you delegating?

- Intake/Registration
- Waiver eligibility determination
- Incident Initial Management Review
- Weekend/Holiday Incident Initial Management Review
- Incident Final Management Review
- Investigations conducted by a Certified Investigator
- Administrative Reviews of investigations
- Certified Investigator Peer Review (CIPR)
- Incident Management Training as required in IM Bulletin 00-21-02
- Role & responsibilities of the Incident Management Representative as outlined in IM Bulletin 00-21-02
- Review of ISPs
- Provider qualifications
- Quality management
- QA&I
- Human Rights Committee
- Other

15. Do you have a formal monitoring/oversight process to evaluate agency's performance of delegated functions?

Yes

No

16. Describe the formal monitoring/oversight process

County contract monitoring

Quality review

Other

17. What is the frequency of the formal monitoring/oversight process?

Quarterly

Annual

Bi-Annual (every other year)

Triennial

As needed

Other

18. What is the sampling methodology for the formal monitoring/oversight process?

- Total
- Percentage
- Random
- Other

19. Have issues with the contracted entity been identified?

- Yes
- No
- N/A

20. What are/were the nature of the identified issues?

- Poor quality
- Issues with timeliness
- Workload saturation
- N/A
- Other

21. Have the identified issues been remediated?

Yes

No

N/A

22. Do you contract with Alliance for Nonprofit Resources (ANR)? *

Yes

No

23. Which processes are you delegating?

- Intake/Registration
- Waiver eligibility determination
- Incident Initial Management Review
- Weekend/Holiday Incident Initial Management Review
- Incident Final Management Review
- Investigations conducted by a Certified Investigator
- Administrative Reviews of investigations
- Certified Investigator Peer Review (CIPR)
- Role & responsibilities of the Incident Management Representative as outlined in IM Bulletin 00-21-02
- Incident Management Training as required in IM bulletin 00-21-02
- Review of ISPs
- Provider qualifications
- Quality management
- QA&I
- Human Rights Committee
- Other

24. Do you have a formal monitoring/oversight process to evaluate agency's performance of delegated functions?

Yes

No

25. Describe the formal monitoring/oversight process

County contract monitoring

Quality review

Other

26. What is the frequency of the formal monitoring/oversight process?

Quarterly

Annual

Bi-Annual (every other year)

Triennial

As needed

Other

27. What is the sampling methodology for the formal monitoring/oversight process?

- Total
- Percentage
- Random
- Other

28. Have issues with the contracted entity been identified?

- Yes
- No
- N/A

29. What are/were the nature of the identified issues?

- Poor quality
- Issues with timeliness
- Workload saturation
- N/A
- Other

30. Have the identified issues been remediated?

Yes

No

N/A

Other contracted organizations

31. Do you contract with any other organizations? *

Yes

No

32. What is the name of the organization you contract with?

33. Which processes are you delegating to this organization?

- Intake/Registration
- Waiver eligibility determination
- Incident Initial Management Review
- Weekend/Holiday Incident Initial Management Review
- Incident Final Management Review
- Investigations conducted by a Certified Investigator
- Administrative Reviews of investigations
- Certified Investigator Peer Review (CIPR)
- Incident Management training as required in IM Bulletin 00-21-02
- Role & responsibilities of the Incident Management Representative as outlined in IM Bulletin 00-21-02
- Review of ISPs
- Provider qualifications
- Quality management
- QA&I
- Human Rights Committee
- Other

34. Do you have a formal monitoring/oversight process to evaluate the agency's performance of delegated functions?

Yes

No

35. Describe the formal monitoring/oversight process

County Contract monitoring

Quality review of incident management

Other

36. What is the frequency of the formal monitoring/oversight process?

Quarterly

Annual

Bi-Annual (every other year)

Triennial

As needed

Other

37. What is the sampling methodology for the formal monitoring/oversight process?

- Total
- Percentage
- Random
- Other

38. Have issues with the contracted entity been identified?

- Yes
- No
- N/A

39. What are/were the nature of the identified issues?

- Poor quality
- Issues with timeliness
- Workload saturation
- N/A
- Other

40. Have the identified issues been remediated?

Yes

No

N/A

41. Please describe any additional information that may be specific to your county operation relative to delegated or purchased functions.

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