ODP
QA&I Cycle 2
Provider Full Review
Spreadsheet Training

Purpose of training

- AEs have the knowledge to accurately and easily complete Provider Full Review spreadsheet and Provider Staff Training Record

- AEs can explain to Providers the expectations for completing the Provider Staff Training Record

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QA&I Spreadsheets

- Read the instructions in the "How to Use Spreadsheet" tabs in the QA&I Provider Full Review Spreadsheet and Provider Staff Training Record <u>before</u> beginning review

- Have a copy of the Provider Tool open as you complete the review spreadsheet

- Do not copy and paste any information, unless where it is indicated to do so

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AE's Provider Individual Sample

AEs will pull their own individual sample for the Provider review

- 1% of individuals being served, with a minimum of 5 and maximum of 10.

- Cross section of individuals served, waiver and non-waiver funding/program types, locations, types of services, including licensed and non-licensed settings.

- At least 1 individual in the sample must reside in a licensed 5310, 6400, 6500, unlicensed 6400, or 6500 setting.

If required, in addition to the individual sample pulled by the AE, ODP will provide AEs with the AWC Provider individual sample. ***These individuals cannot be included in the sample the AE pulls.**

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Walk through of Provider Full Review Spreadsheet and

Provider Staff Training Record

- Instructions

- Training Questions (Qs13-15 and Q27)

  - Staff Training Record

- Delegated/Purchased Incident Management Questions (Q19-20)

- Individual Rights Remediation (Q52-53)

- #NAME error

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Can't see question 19??

Horizontal scroll bar needs to be slid all the way to the left to see the drop downs for Q19 in the Provider tool

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Thank you!

Please read the instructions in the "How to Use Spreadsheet" tabs

Quality Assessment & Improvement Cycle 2 Review Process Resources, which includes the QA&I Process Document, QA&I Cycle 2 Training for AEs, SCOs, & Providers – Updated June 2023, Frequently Asked Questions (FAQ) document, and record of change are on MYODP.

Quality Assessment & Improvement Resources

If you still have questions, after reading the QA&I Process Document and FAQ document, and watching the trainings send your questions to the **QA&I Mailbox: ra-pwqaiprocess@pa.gov**

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