

## APPENDIX ZI



### Intensive Outpatient Program

#### Site Visit Preparation Form

#### Materials needed prior to site visit:

- List of clients for the last 6 months (unique identifiers)
- List of all staff who work within or attached to IOP
- MAD approval letter
- Performance Evaluations of staff implementing IOP
- Copy of licensure of staff providing and supporting IOP
- Proof of EBP training for staff implementing IOP
- Evidence of Cultural Competence training for staff providing and supporting IOP
- Table of organization of IOP Service Team (Treatment Team)

#### IOP Supervisor only

- Proof of working in IOP or equivalent 2 years and 1 year of being a supervisor prior to becoming supervisor
- Documentation showing training for supervising in EBP

#### Quality Assurance

- QA documentation specific to EBP and fidelity to the EBP
- Documentation of QA Meetings 2 x per year
- Client satisfaction/Outcomes reporting and documentation

#### Additional material to be reviewed on site;

#### Personnel Files

- Personnel Files
- Copy of Licensure
- MAD provider approval letter

- Proof of EBP specific training
- Supervision records
- Cultural competency training documentation
- Performance Evaluations

### **Selected Client Files**

#### Psychiatric Evaluation Including

- ASAM criteria
- Dynamics of Co-occurring disorder
- Risk Assessment
- Strengths

#### Treatment Plan Including

- Goals/Interventions for each problem in the evaluation
- Created at start of treatment
- Updated every 90 days
- Signed by client and therapist
- Include family supports
- Reflect development level of client
- Take culture into account
- Concrete goals that support recovery
  
- Evidence of multi-disciplinary team
- Integration of other services at agency
  1. Examples: MAT, CCSS
- Progress notes
- Cultural competence, awareness, curiosity
- Trauma Informed Care/ Responses
- Relapse and/or Crisis Plan
- Release of information when appropriate
- Client Bill of Rights
- Grievance Procedures
- Treatment schedule
- Evidence of EBP Fidelity in treatment documentation
- Evidence of golden thread running from assessment, treatment plan, notes to discharge
- Urinalysis and Breathalyzer results, if appropriate for EBP

BHSD staff will pull random staff files for review. They will also want to interview staff who have different roles within the agency and are a part of IOP.