



## ELEMENT #2

### Heightened Scrutiny Documentation Assessment Tool

**INSTRUCTIONS:** In order to assess your agency's compliance with the Home and Community Based Settings (HCBS) Rule, a Heightened Scrutiny Review Team made up of TennCare representative(s), the designated reviewer (MCO/DIDD), and an Advocacy Review Committee will be conducting a documentation assessment of each identified HCBS Setting (HS element #2). Your designated reviewer will contact you at least 30 days prior to your on-site assessment to request the required documentation. Please note, several of these items may have been submitted during the provider self-assessment process and will not require resubmission. However, if your documents have changed or been updated since your self-assessment, please contact your designated reviewer to submit the updates. If you have any questions, please contact your designated reviewer.

#### Required Documentation from the Provider:

1. Vision & Mission. Written mission/vision statement documenting the core values of the organization.
2. Promotional Materials. Promotional information about the organization such as pamphlets or fundraising materials that describes the services offered.
3. Agency Policies and Procedures. Examples of policies and procedures expected to be submitted include:
  - a. Participant rights and due process
  - b. Participant dignity and respect
  - c. Grievances and Complaints
  - d. Modifications to the HCBS Settings Rule
  - e. Staff training related to the P&P listed above
4. Transition Plan. The Agency's current transition plan (if applicable) and supporting documentation of ongoing activities to meet stated deliverables and timelines in the plan.

#### Supporting Documentation:

- Service Notes - documentation supporting utilization of services as identified in the person centered plan for the individual to be interviewed (most recent month only),
- Plan of Care – individual's current plan of care (provided by MCO/ISC/CM)
- Individual Experience Assessment – completed IEA (pulled from Wu-Foo as entered by MCO/ISC/CM)