Title: Specialized Residential Homes Quality Review Procedure

Prepared By: Clinical Director

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Purpose:

To define the process used to monitor specialized residential homes and to give assistance in maintaining compliance with licensing and regulatory bodies to assure consumers are not placed at risk while residing in homes contracted by Huron Behavioral Health (HBH) for specialized residential services.

Scope:

This procedure applies to all contracted specialized residential homes.

Information:

1. Specialized residential homes are governed by numerous licensing and accrediting bodies including, but not necessarily limited to:
   - Department of Consumer & Industry Services, Division of Adult Foster Care (AFC) Licensing
   - Michigan Department of Health and Human Services (MDHHS)
   - Office of Recipient Rights (ORR)
   - Centers for Medicare and Medicaid (CMS)
   - Council on Accreditation (COA)
   - HBH Contractual Requirements

Procedure:

A. Residential Home Quality Review:

1. At least annually Huron Behavioral Health will conduct a quality review of Huron County specialized residential homes using the "Checklist for Annual Review of Specialized Residential Homes Form" (90-333). These homes are required to participate and cooperate with the review activities. Homes that must be reviewed annually include, but may not be limited to:
   - Genesis Home
   - Hurford Home
   - Birchview Home
   - Kirk Langley Home
   - Shady Acres Home
2. These homes will typically, (but not necessarily) be scheduled with advance notice and the review results will be documented.
3. The annual review will cover items typically reviewed during site reviews by the licensing/regulatory bodies listed in the "Information" section above and are included on the "Checklist for Annual Review of Specialized Residential Homes Form" (90-333). This includes, but is not limited to:
   - Reviewing the home for compliance with the Medicaid Home and Community Based Services (HCBS) Rules
   - Obtaining copies of initial and annual background checks conducted
   - Monitoring the home's training records
4. Item(s) found to be out of compliance will require corrective action(s). Recommendations may be made for areas found which are not in compliance.

B. Recipient Rights Reviews:

1. On an annual basis, the HBH Recipient Rights Officer conducts Recipient Rights Reviews at all providers with whom HBH contracts for specialized residential services and in-patient psychiatric hospitals using the "Recipient Rights – Provider Site Assessment Form" (90-343). Note: There is a reciprocity agreement in place between Recipient Rights Officers for Inpatient Hospital reviews. The local Recipient Rights Officer will complete the review (see also "Reciprocity Policy" ORI.1.33).
2. Areas reviewed include record review, environment, recipient rights, training, policies, and procedures.
3. The Recipient Rights Officer will identify any required actions and will follow-up with the provider to assure that corrective actions are completed as required.

Definitions/Acronyms:

AFC – Adult Foster Care
CMS – Centers for Medicare and Medicaid
COA – Council on Accreditation
DD – Developmental Disability
HBH – Huron Behavioral Health
MDHHS – Michigan Department of Health and Human Services
ORR – Office of Recipient Rights

Forms:

90-333 Checklist for Annual Review of Specialized Residential Homes Form
90-343 Recipient Rights Provider Site Assessment Form

Records:

Records of specialized residential homes reviews are retained for a minimum of three (3) years.

Records of Rights reviews are retained by the HBH Recipient Rights Officer for a minimum of three (3) years in conjunction with the three-year review conducted by the Michigan Department of Health and Human Services (MDHHS) Office of Recipient Rights (ORR). (For example, upon completion of the MDHHS ORR every three years, the previous three years of internal review records may be disposed of.)

Reference(s) and/or Legal Authority

AFC Licensing Rules
COA standards
MDHHS Site Review Protocols
ORI.1.33 Reciprocity Policy

Change History:

Change Letter	Date of Change(s)	Changes
None		New procedure to clarify audit activities conducted by HBH
A	03/25/09	Reviewed and revised to comply with COA 8th edition standards – removed COA chapter-specific references (G1, G2, S23, & S26), no other content changes.
B	05/02/13	Reviewed and revised to comply with COA 8th edition standards – in #4 removed "Sand Beach Crisis Residential Home", added to "Reference" section "AFC Licensing Rules",
C	10/14/15	Removed references to "HBH operated homes" and replaced language with "contracted homes" throughout document (3 places), changed "inspections" to "audits" throughout document (2 places), corrected staff title in A.1 & "Records" section, changed "MDCH" to "MDHHS" (2 places), in "Records" section broke out residential records from Rights records and specified timeframes, several other minor wording/grammatical changes made without changing sentence content.
D	06/21/17	Changed "Audits" to "Quality Reviews" and "Reviews" throughout document (12 places), in "Information" section #1 changed "Michigan Department of Community Health (MDCH)" to "Michigan Department of Health and Human Services (MDHHS)".
E	03/06/19	In "Information" section added reference to Centers for Medicare and Medicaid, in "Procedure" section #4 removed "Riverview Home3" and "Dennis Langley Home".
F	01/17/21	In "Information" section added last bullet ("HBH Contractual Requirements"), in "Procedure" section A.4 changed "Rieverview Home" to "Birchview Home", added 3 bullets in A.6, in B.2 added "Note" regarding Reciprocity.

G	12/16/22	In "Procedure" section #5 changed 3rd bullet from "obtaining copies of the home's training records" to "Monitoring the home's training records", made several minor wording/grammatical changes/corrections throughout procedure without changing sentence content.
H	10/08/24	No content changes made.
I	09/23/26	In "Procedure" section A combined #1, #3, & #4, in B.1 added "see also "Reciprocity Policy" ORI.1.33", in "References" section added ORI.1.33, made several minor wording/grammatical changes/corrections throughout procedure without changing sentence content.