



Illinois Department of Human Services

Bruce Rauner, Governor

James T. Dimas, Secretary

Developmental Disabilities

600 East Ash ● Building 400 ● Springfield, IL 62703

FY 19 BQM ISC Desk Audit Review Needs	
1.	The current Discovery Tool, Personal Plan and all agency Implementation Strategies.
2.	The prior Discovery Tool and Personal Plan signature pages with dates OR the ISP and Addendum.
3.	Documentation that on-going assessment of the services in the Personal Plan are being evaluated to determine progress toward achieving the person's Outcome(s).
4.	Documentation of at least two visits by the ISC within the prior 12 months.
5.	Documentation that the Personal Plan has been updated at least annually or within 30 days of identified change in needs of the person served.
6.	Documentation that there has been annual information/education about how to report abuse, neglect and financial exploitation. (IL-1201 R-06-17) Please include a short statement about the agency process for education with the person/guardian about abuse, neglect financial exploitation and not just document signature. Sending one copy of the current and prior 1201 is what is needed to document abuse, neglect, financial exploitation, abuse-neglect and choice.
7.	Copy of the original Choice of Support and Services (IL-462-1238). For the annual Choice of Support and Services if you do the IL-462-1238 you can send it, otherwise we will use the dates on the 1201s.
8.	Copy of the current annual Rights of Persons in Medicaid Home and Community Based Services (IL-1201 R-06-17) as well as the one prior.
9.	Copy of Initial Level of Care determination .(DDPAS10 or OBRA or Conversion)
10.	Current and prior 1213.1 Re-Determinations.
11.	If a person has closed and there is a STAR form, please send it along.