



**DDS/DDA**  
**Checklist for Reviewing of**  
**Provider's Investigation Reports for Comprehensiveness and Quality**

Provider: \_\_\_\_\_ Score: \_\_\_\_\_  
 Individual: \_\_\_\_\_ IMEU Case# \_\_\_\_\_  
 Assigned Investigator/Rater: \_\_\_\_\_  
 Type of Incident: \_\_\_\_\_  
 Date of Incident: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Date Accepted by DDS: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Date Provider Investigation Submitted to IMEU: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Days Used to Complete Investigation from Date Accepted by DDS: \_\_\_\_\_ days

Rating Scale: 1----- 3----- 5  
 Below Expectations (B/E)      Meet Expectations (M/E)      Exceeds Expectations (E/E)

Each question is rated either a 1, 3, 5, or N/A

SITE VISIT		RATINGS			
		B/E	M/E	E/E	N/A
1.	Initial site visit is conducted within 24 hours, for incidents specific to a)abuse; allegations; b) neglect allegations; c) serious physical injuries. The site visit documentation is:	1	3	5	N/A
PROVIDE COMMENTS FOR ALL - N/A RESPONSES IN THIS AREA					
INITIAL INTERVIEW		RATINGS			
		B/E	M/E	E/E	N/A
2.	Interview with alleged victim. The interview and documentation is:	1	3	5	N/A
3.	Interview with alleged target person. The interview and documentation is:	1	3	5	N/A
4.	Interview with incident reporter. The interview and documentation is:	1	3	5	N/A
5.	Interview with RN or other health professional who treated the individual. The interview and documentation is:	1	3	5	N/A
6.	Interview with potential witnesses, to include other DDA Individuals. The interview and documentation is:	1	3	5	N/A
7.	Critical questions directly related to the incident were targeted.	1	3	5	N/A
PROVIDE COMMENTS FOR ALL - N/A RESPONSES IN THIS AREA					



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<b>INITIAL REVIEW</b>		<b>RATINGS</b>			
		<b>B/E</b>	<b>M/E</b>	<b>E/E</b>	<b>N/A</b>
8.	The Investigator's review of ISP/BSP/Behavioral Data Sheets was comprehensive.	1	3	5	N/A
9.	The Investigator thoroughly reviewed the target's criminal background information, personnel and training records.	1	3	5	N/A
10.	The Investigator reviewed pertinent daily progress notes, communication/activity logs, nursing notes and documented thoroughly.	1	3	5	N/A
11.	The Investigator thoroughly reviewed and documented previous incidents reports for the DDA Individual within the past 12 months.	1	3	5	N/A
12.	The Investigator thoroughly reviewed and documented previous allegations against target.	1	3	5	N/A
13.	The Investigator thoroughly reviewed and documented pertinent emergency room/hospital discharge summaries.	1	3	5	N/A
14.	The Investigator thoroughly reviewed and documented health status records for victim (e.g., bowel tracking, seizure, fluid intake/out, nutritional assessments, PT/OT Assessments, HCMP, etc).	1	3	5	N/A
<b>PROVIDE COMMENTS FOR ALL - N/A RESPONSES IN THIS AREA</b>					
<b>FINDINGS AND RECOMMENDATIONS</b>		<b>RATINGS</b>			
		<b>B/E</b>	<b>M/E</b>	<b>E/E</b>	<b>N/A</b>
15.	Evidence was presented to support the findings.	1	3	5	N/A
16.	Conflicting evidence was identified.	1	3	5	N/A
17.	The recommendations made were thorough.	1	3	5	N/A
18.	Recommendations were based on evidence and findings.	1	3	5	N/A
19.	Recommendations, if implemented, are likely to prevent future similar incidents.	1	3	5	N/A
20.	Time frames for implementation of recommendations are reasonable.	1	3	5	N/A