

Provider Certification Review Respite Hourly 10.1.14

Identifier	Domain	Weight	QA/QI	Indicator	Intent
CQ.1	1	5	QA	Do the staff and the organization promote an environment that respects the person and treats them in a dignified manner?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to respect and dignity. This includes, but may not be limited to the following DDS policies and procedures: ISP, Human Rights, IMEU, and DSP training.
CQ.2	1	3	QA	Is the person's right to privacy acknowledged and practiced?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to respect and privacy. This includes, but may not be limited to the following DDS policies and procedures: ISP, Human Rights, IMEU, and DSP training.
CQ.3	1	3	QA	Is the person and/or their representative aware of actions they can take if they feel they have been treated unfairly, have concerns or are displeased with the services being provided?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to rights and choice. This includes, but may not be limited to the following DDS policies and procedures: ISP, Human Rights, IMEU, Internal Resolution and DSP training.
CQ.25	1	3	QA	Is the person and/or their representative able to communicate and/or demonstrate their rights as a consumer of waiver services?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to rights. This includes, but may not be limited to the following DDS policies and procedures: ISP, Human Rights, IMEU, Internal Resolution, DSP training and Waiver Service Rules.

Provider Certification Review Respite Hourly 10.1.14

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CQ.A	1	0		Does the person exhibit behaviors/symptoms that would benefit from the implementation of a BSP?	
CQ.A.1	1	3	QA	If needed, has a BSP been developed or is one currently under construction?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to BSP development. This includes, but may not be limited to the following DDS policies and procedures: ISP, Human Rights, IMEU, Behavior Support, DSP training and Waiver Service Rules.
CQ.A.2	1	5	QA	If there is a BSP, does it meet the requirements set forth in DDS policy?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to BSP development. This includes, but may not be limited to the following DDS policies and procedures: ISP, Human Rights, IMEU, Behavior Support, DSP training and Waiver Service Rules.
CQ.A.3	1	5	QA	If there is a BSP, is it monitored for progress or need for revision?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to BSP monitoring. This includes, but may not be limited to the following DDS policies and procedures: ISP, Human Rights, IMEU, Behavior Support, DSP training and Waiver Service Rules.

Provider Certification Review Respite Hourly 10.1.14

Identifier	Domain	Weight	QA/QI	Indicator	Intent
CQ.A.5.14	1		QI	If there is a BSP, was the provider able to show progress in this review period toward meeting the requirements identified in the fade plan?	The intent of this QI indicator is to measure if the provider has initiated practices that go beyond providing basic behavioral supports for the person and shows improvement as outlined in the BSP, or modifications to the BSP to better create an environment for improvement.
CQ.B	1	0		Does the BSP contain restrictive components?	
CQ.B.1	1	3	QA	If there is a BSP, is there evidence the BSP has been reviewed and approved by the agency HRC?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to BSP implementation and human rights. This includes, but may not be limited to the following DDS policies and procedures: ISP, Human Rights, Restrictive Control Review Committee, IMEU, Behavior Support, DSP training and Waiver Service Rules.
CQ.B.2	1	3	QA	If there is a BSP, is there written evidence the BSP being implemented has been approved by the person and/or their guardian?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to BSP implementation and human rights. This includes, but may not be limited to the following DDS policies and procedures: ISP, Human Rights, Restrictive Control Review Committee, IMEU, Behavior Support, DSP training and Waiver Service Rules.

Provider Certification Review Respite Hourly 10.1.14

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CQ.B.3	1	3	QA	If there is a BSP, is there written evidence the BSP being implemented has been approved by the person's interdisciplinary team?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to BSP implementation and human rights. This includes, but may not be limited to the following DDS policies and procedures: ISP, Human Rights, Restrictive Control Review Committee, IMEU, Behavior Support, DSP training and Waiver Service Rules.
CQ.B.4	1	3	QA	Did the provider complete all action steps to ensure approval by the DDS RCRC?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to BSP implementation and human rights. This includes, but may not be limited to the following DDS policies and procedures: ISP, Human Rights, Restrictive Control Review Committee, IMEU, Behavior Support, DSP training and Waiver Service Rules.
CQ.C	1	0		Was an emergency use of a restricted control used with the person in the past year?	
CQ.C.1	1	5	QA	If there was an emergency use of a restrictive control, was it reported per current DDS policy?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to the emergency use of restrictive controls. This includes, but may not be limited to the following DDS policies and procedures: Human Rights, Restrictive Control Review Committee, IMEU, and Behavior Support.

Provider Certification Review Respite Hourly 10.1.14

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CQ.C.2	1	5	QA	If there was an emergency use of a restrictive control, was the incident reviewed by the person's team in accordance with current DDS policy?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to the emergency use of restrictive controls. This includes, but may not be limited to the following DDS policies and procedures: Human Rights, Restrictive Control Review Committee, IMEU, and Behavior Support.
CQ.C.3	1	5	QA	If the emergency restrictive control used was mechanical restraint, was it authorized in writing by a licensed care practitioner, who specified the duration of its use, the circumstances under which the restraint is authorized and the frequency for staff monitoring of the person?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to the emergency use of restrictive controls. This includes, but may not be limited to the following DDS policies and procedures: Human Rights, Restrictive Control Review Committee, IMEU, and Behavior Support.

Provider Certification Review Respite Hourly 10.1.14

Identifier	Domain	Weight	QA/QI	Indicator	Intent
CQ.34.14	2	5	QA	Do the staff promote and implement practices that ensures the safety of the person?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to ensuring people are safe. Safety could include ensuring people are educated about abuse and neglect, the proper staff ratio is maintained, the home has the required emergency supplies needed for the person, there are no environmental issues putting the person at risk, the staff's background does not put the person at risk, that staff can communicate with the person. This includes, but may not be limited to the waiver general provisions and the waiver service rules.
CQ.4	2		QI	Does the person currently feel safe and protected while receiving services from this provider?	The intent of this QI indicator is to measure if the provider has initiated practices that go beyond providing basic human care for the person and incorporates community best practice principles and standards in relation to what makes a person feel safe.
CQ.5.12	2	3	QA	Does the person know what to do and where to go in the event of an emergency and is it consistent with the written individualized emergency plan and in accordance with current DDS standards?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to individuals being safe during times of emergencies. This includes, but may not be limited to the following DDS policies and procedures: Waiver service rules and the Fire and Natural disaster Policy and Procedures.

Provider Certification Review Respite Hourly 10.1.14

Identifier	Domain	Weight	QA/QI	Indicator	Intent
CQ.26	2	5	QA	Is there written evidence that each direct support staff that works with the person has received person specific training on all current documents, information and required supports relevant to the service being provided?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to staff training. This includes, but may not be limited to the following DDS policies and procedures: Waiver service rules, Health and Wellness Standards and the DSP Training Policy and Procedures.
CQ.27	2	5	QA	Are the Direct Support staff and their supervisors able to demonstrate competency in person specific training through conversation and actions?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to staff competency. This includes, but may not be limited to the following DDS policies and procedures: Waiver service rules, Health and Wellness Standards, BSP policy and Procedures, Fire and Natural Disaster Policy and procedure, IMEU Policy and Procedures, and the DSP Training Policy and Procedures.
CQ.D	2	0		Does the person have an identified need to use adaptive equipment or durable medical supplies?	

Provider Certification Review Respite Hourly 10.1.14

Identifier	Domain	Weight	QA/QI	Indicator	Intent
CQ.D.1	2	5	QA	Is the adaptive equipment or durable medical supplies in good repair?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to adaptive equipment. This includes, but may not be limited to the following DDS policies and procedures: Health and Wellness Standards and Utilization of Local Dollars for Adaptive Equipment Policy and procedure.
CQ.D.2	2	5	QA	Do staff know how to support the person in using the adaptive equipment or durable medical supplies?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to adaptive equipment. This includes, but may not be limited to the following DDS policies and procedures: Waiver service rules, Health and Wellness Standards, Fire and Natural Disaster Policy and procedure, Utilization of Local Dollars for Adaptive Equipment Policy and procedure, and the DSP Training Policy and Procedures.
CQ.D.3	2	5	QA	Does the person use the adaptive equipment or durable medical supplies to meet the prescribed need?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to adaptive equipment. This includes, but may not be limited to the following DDS policies and procedures: Health and Wellness Standards, Fire and Natural Disaster Policy and procedure, Utilization of Local Dollars for Adaptive Equipment Policy and procedure, and the DSP Training Policy and Procedures.

Provider Certification Review Respite Hourly 10.1.14

Identifier	Domain	Weight	QA/QI	Indicator	Intent
CQ.E.14	2	0		Has the person been the recipient of a Serious Reportable or Reportable incident within the past year with this provider?	
CQ.E.1.14	2	5	QA	If the person been the recipient of a SRI or RI within the past year with this provider were steps taken to protect the person while the investigation was taking place?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to protecting people who have been the recipient of an SRI or RI. This includes, but may not be limited to the following DDS policies and procedures: IMEU Policy and procedures.
CQ.E.2	2	5	QA	If the investigation of the SRI was substantiated, were remedies put in place to avoid reoccurrence?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to protecting people who have been the recipient of an SRI or RI. This includes, but may not be limited to the following DDS policies and procedures: IMEU Policy and procedures.
CQ.E.3.14	2	5	QA	Was the incident reported within the required timeframe?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to protecting people who have been the recipient of an SRI or RI. This includes, but may not be limited to the following DDS policies and procedures: IMEU Policy and procedures.

Provider Certification Review Respite Hourly 10.1.14

Identifier	Domain	Weight	QA/QI	Indicator	Intent
CQ.E.4.14	2	5	QA	Was an incident investigation completed according to DDS guidelines?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to protecting people who have been the recipient of an SRI or RI. This includes, but may not be limited to the following DDS policies and procedures: IMEU Policy and procedures.
CQ.E.5.14	2	5	QA	If there were remedies and/or recommendations associated with the incident, were they implemented in a timely manner?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to protecting people who have been the recipient of an SRI or RI. This includes, but may not be limited to the following DDS policies and procedures: IMEU Policy and procedures.
CQ.7	3	3	QA	If the person takes medication that has side effects which could potentially affect their active participation in services, are staff aware of the side effects?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to people's health. This includes, but may not be limited to the following DDS policies and procedures: Health and Wellness Standards Policy and the Health and Wellness Standards, DSP Training Policy.

Provider Certification Review Respite Hourly 10.1.14

Identifier	Domain	Weight	QA/QI	Indicator	Intent
CQ.8	3	5	QA	If the person has health concerns that may impact the service, are staff aware of those concerns and able to explain the process for reporting?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to people's health. This includes, but may not be limited to the following DDS policies and procedures: Health and Wellness Standards Policy and the Health and Wellness Standards, DSP Training Policy and the IMEU Policy and Procedure.
CQ.9	3	5	QA	If the person has restricted mobility needs through the use of a wheelchair or other medical equipment, is there a clear and consistent plan for its use regarding positioning, and physical transfers, when equipment should be worn, etc.?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to people's health that have limited mobility. This includes, but may not be limited to the following DDS policies and procedures: Health and Wellness Standards Policy and the Health and Wellness Standards.
CQ.11	3	5	QA	Are the staff that work with the person able to identify typical behaviors or habits of the person in order to detect any changes that need to be reported to the primary care giver?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to changes in peoples health. This includes, but may not be limited to the following DDS policies and procedures: Health and Wellness Standards Policy and the Health and Wellness Standards.

Provider Certification Review Respite Hourly 10.1.14

Identifier	Domain	Weight	QA/QI	Indicator	Intent
CQ.F	3	0		Is the person prescribed psychotropic medications?	
CQ.F.1	3	3	QA	Is there an easy to understand information sheet for all psychotropic medications available to all staff that describes the potential side effects and potential adverse drug interactions that may occur from use of the medication?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to the use of psychotropic medications. This includes, but may not be limited to the following DDS policies and procedures: Health and Wellness Standards Policy and the Health and Wellness Standards.
CQ.G	3	0		Does the person have special dietary needs?	
CQ.G.1	3	3	QA	If the person has special dietary needs, are staff able to articulate them?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to the dietary needs of a person. This includes, but may not be limited to the following DDS policies and procedures: Health and Wellness Standards Policy and the Health and Wellness Standards, and the DSP training Policy and Procedures.

Provider Certification Review Respite Hourly 10.1.14

Identifier	Domain	Weight	QA/QI	Indicator	Intent
CQ.G.2	3	3	QA	Is all documentation related to the diet consistent and presents a clear understanding of the person's dietary needs?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to the dietary needs of a person. This includes, but may not be limited to the following DDS policies and procedures: Health and Wellness Standards Policy and the Health and Wellness Standards, and the DSP training Policy and Procedures.
CQ.J	3	0		Does the person take medications during the time services are being provided by this provider?	
CQ.J.1	3	3	QA	If the person self-administers medication, is there evidence that an assessment has been completed?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to the administration of medication. This includes, but may not be limited to the following DDS policies and procedures: Health and Wellness Standards Policy and the Health and Wellness Standards, and the DSP training Policy and Procedures.

Provider Certification Review Respite Hourly 10.1.14

Identifier	Domain	Weight	QA/QI	Indicator	Intent
CQ.J.7	3	1	QA	If the person self-administers medication, is a basic record kept to document when medication is taken?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to the self-administration of medication. This includes, but may not be limited to the following DDS policies and procedures: Health and Wellness Standards Policy and the Health and Wellness Standards, and the DSP training Policy and Procedures.
CQ.J.2	3	5	QA	Are the medications safely administered to or by the person?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to the administration of medication. This includes, but may not be limited to the following DDS policies and procedures: Health and Wellness Standards Policy and the Health and Wellness Standards, and the DSP training Policy and Procedures.
CQ.J.3	3	5	QA	If medication is administered to the person, is it done by a person trained in medication administration?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to the administration of medication. This includes, but may not be limited to the following DDS policies and procedures: Health and Wellness Standards Policy and the Health and Wellness Standards, and the DSP training Policy and Procedures.

Provider Certification Review Respite Hourly 10.1.14

Identifier	Domain	Weight	QA/QI	Indicator	Intent
CQ.J.4	3	3	QA	Does the MAR and supporting documents include all items currently required by the DDS Health and Wellness Standards for all regularly prescribed medications and PRN medications?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to the documentation associated with medication administration. This includes, but may not be limited to the following DDS policies and procedures: Health and Wellness Standards Policy and the Health and Wellness Standards, and the DSP training Policy and Procedures.
CQ.M	3	0		Is the person currently being treated for seizures?	
CQ.M.1	3	3	QA	If the person is currently being treated for seizures, is a written seizure record maintained that meets the requirements outlined in the DDS Health and Wellness Standards?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to the tracking of seizures. This includes, but may not be limited to the following DDS policies and procedures: Health and Wellness Standards Policy and the Health and Wellness Standards, the ISP Policy and procedures, DSP Training Policy and Procedure, and the Waiver Service rules.

Provider Certification Review Respite Hourly 10.1.14

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CQ.13	4	3	QA	Does the provider create an environment in which self-advocacy and choice is encouraged, supported and taught?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to the Quality Outcomes outlined in the Individual Support Plan policy and procedure for Choice and Decision Making. This includes, but may not be limited to the following DDS policies and procedures: the ISP Policy and procedures, the Waiver Service rules, Human Rights Definitions and the Internal Problem Resolution Policy and Procedure.
CQ.14	4	3	QA	Do the goals/objectives the person is working on match their priorities regarding their hopes, dreams and values?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to the Quality Outcomes outlined in the Individual Support Plan policy and procedure for Choice and Decision Making. This includes, but may not be limited to the following DDS policies and procedures: the ISP Policy and procedures, and the Waiver Service rules.
CQ.15	4	1	QA	Is there evidence that the staff assigned to the person is acceptable to the person?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to the Quality Outcomes outlined in the Individual Support Plan policy and procedure for Choice and Decision Making. This includes, but may not be limited to the following DDS policies and procedures: the ISP Policy and procedures, the Waiver general Provisions rule, and the Waiver Service rules.

Provider Certification Review Respite Hourly 10.1.14

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RS.1	5	3	QA	Is the person able to participate in community based programs while receiving respite services?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to the continuation of community activities when a person is in respite. This includes, but may not be limited to the following DDS policies and procedures: the ISP Policy and procedures, the Waiver general Provisions rule, and the Respite Waiver Service rule.
CQ.31.14	7	3	QA	Is there a general information sheet in the record that meets the requirements outlined in the waiver rules?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to documentation standards. This includes, but may not be limited to the waiver general provisions and the waiver service rules.
CQ.17	7	3	QA	Did the service provider participate as a member of the interdisciplinary team at the annual ISP meeting?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to the creation and implementation of the ISP and IPP. This includes, but may not be limited to the following DDS policies and procedures: the ISP Policy and procedures, the BSP Policy and procedures, and the Waiver Service rules.
CQ.18	7	3	QA	Is a copy of the current ISP and Plan of care maintained by the service provider?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to the creation and implementation of the ISP and IPP. This includes, but may not be limited to the following DDS policies and procedures: the ISP Policy and procedures, and the Waiver Services rules.

Provider Certification Review Respite Hourly 10.1.14

Identifier	Domain	Weight	QA/QI	Indicator	Intent
CQ.19	7	5	QA	Are services being provided in accordance with the waiver prior authorization agreement and in accordance with the ISP?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to the implementation of the ISP and IPP. This includes, but may not be limited to the following DDS policies and procedures: the ISP Policy and procedures, and the Waiver Service rules.
CQ.H	7	0		Were there any changes in the circumstances (eligibility, changes in health, ability to make informed decisions, whether goals are consistent with desires, preferences, support community integration), with the person in the past year?	
CQ.H.1	7	5	QA	If there was a significant event in the person's life, was the interdisciplinary team responsive to the changing needs of the person?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to the coordination of services for each person. This includes, but may not be limited to the following DDS policies and procedures: the ISP Policy and procedures, the IMEU Policy and procedures, and the Waiver Service rules.

Provider Certification Review Respite Hourly 10.1.14

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CQ.H.2	7	3	QA	If there was a significant event in the person's life, did the provider take action to promote the review and revision of the ISP as appropriate?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to the coordination of services for each person. This includes, but may not be limited to the following DDS policies and procedures: the ISP Policy and procedures, the IMEU Policy and procedures, and the Waiver Service rules.
CQ.33.14	7	3	QA	Are daily progress notes written in accordance with DDS policy?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to documentation standards. This includes, but may not be limited to the waiver general provisions and the waiver service rules.
RS.2	7	3	QA	Is the person able to maintain consistency with their schedule and activities while receiving respite services?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to the delivery of respite services. This includes, but may not be limited to the Respite Waiver rule, the General Provisions Waiver rule, the ISP policy and procedures.
RS.3	7	3	QA	Does the person receive support in achieving their outcomes while receiving respite services?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to the delivery of respite services. This includes, but may not be limited to the Respite Waiver rule, the General Provisions Waiver rule, the ISP policy and procedures.

Provider Certification Review Respite Hourly 10.1.14

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RS.4	7	3	QA	Does the provider maintain documentation of service delivery in accordance with current DDs policy?	The intent of this indicator is to ensure provider compliance with all DDS Policies, procedures and published guidelines related to the delivery of respite services. This includes, but may not be limited to the Respite Waiver rule, the General Provisions Waiver rule, the ISP policy and procedures.
S.1	8			The person is satisfied with their staff.	The intent of this indicator is measure the person's satisfaction with the waiver service provider.
S.2	8			The person is satisfied with the provider.	The intent of this indicator is measure the person's satisfaction with the waiver service provider.
S.3	8			The person is satisfied with how the provider responds to inquiries, needs, wants and concerns.	The intent of this indicator is measure the person's satisfaction with the waiver service provider.
S.4	8			The person feels respected and valued by the provider staff.	The intent of this indicator is measure the person's satisfaction with the waiver service provider.
S.5	8			The person is satisfied with the progress they are making and the support they are given to achieve their life dreams.	The intent of this indicator is measure the person's satisfaction with the waiver service provider.
S.6	8			The person is satisfied with their community presence.	The intent of this indicator is measure the person's satisfaction with the waiver service provider.

Provider Certification Review Respite Hourly 10.1.14

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S.7	8			The person is satisfied with how changes to service delivery are handled by the provider.	The intent of this indicator is measure the person's satisfaction with the waiver service provider.
S.8	8			The person is satisfied with the amount of support they receive to develop and maintain relationships.	The intent of this indicator is measure the person's satisfaction with the waiver service provider.
S.9	8			The person is satisfied with the amount of support they receive to advocate for their rights.	The intent of this indicator is measure the person's satisfaction with the waiver service provider.
S.10	8			The person is satisfied with the amount of knowledge staff have about them.	The intent of this indicator is measure the person's satisfaction with the waiver service provider.