

**Monitoring Checklist**

**Name**

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

**Date of Monitoring:**

**Current ISP?**

Invite & Enclosure letter?

**Finances:**

Money counted?

Receipts reviewed?

Revenue & Exp. Report?

Finances filed in book?

**Documentation:**

Activity calendar updated?

Case notes completed?

Outcomes documented?

Quarterlies & enclosure letter?

Progress notes updated?

**Medical Appointments:**

Appt sheet filled out?

Follow-up scheduled?

**Medications:**

Meds signed on med log?

Labels match MAR?

New medications?

Info sheets match meds?

**Fire drill:**

Completed on time?

Alarm checks done?

Rotating route?

**Inservice hours:**

Current training hours?

Training sheet given?

**Annual appointments**

**Due Date**

**Scheduled?**

Physical:

Vision Screening:

Hearing Screening:

Dental Exam:

Mantoux test:

Tetanus:

Flu shot:

Pneumovax:

Prostate Exam:

Mammogram:

Gynecological Exam:

**Quarterly Psych Appts:**

1. Due Date: \_\_\_\_\_

2. Due Date: \_\_\_\_\_

3. Due Date: \_\_\_\_\_

4. Due Date: \_\_\_\_\_

**Provider Trainings:**

**Due Date:**

CPR: (yearly) \_\_\_\_\_

First Aid (every 3 yrs) \_\_\_\_\_

Fire Safety Training \_\_\_\_\_

**Annual Documentation**

**Due Date**

**In book?**

Lifetime Med History:

Assessment:

Fire Safety training:

Individual Rights:

**Name:**

**Medication Changes:**

**Day Program:**

Attendance issues:

Other issues:

**Monitoring issues:**

**Provider concerns:**

Physical Site Checklist - Check every 3 months

		Date Checked?	Date Checked?	Date Checked?	Date Checked?
POISONS:	locked?				
	original container?				
	separate from food?				
HEAT SOURCES:	guards?				
VENTILATION:	adequate?				
LIGHTING:	adequate?				
SURFACES:	hazard free?				
RUNNING WATER:	120 degrees?				
TELEPHONE:	available-consumer?				
EMERGENCY NUMBERS: (hospital, fire, police, ambulance, poison control)	posted?				
SCREENS, WINDOWS, DOORS:	good repair?				
HANDRAILS:	two or more stairs?				
NONSKID SURFACES:	interior stairs?				
	outside stairs?				
FURNITURE:	good repair?				
EXTERIOR CONDITIONS:	hazard free?				
INDIVIDUAL'S BEDROOM:	clean?				
BATHROOMS:	adequate?				
KITCHENS:	adequate?				
LAUNDRY:	clean?				
SWIMMING POOL:	secured?				
FIREARMS:	locked?				
	ammo separate?				
UNOBSTRUCTED EGRESS:	adequate?				
FLAMMABLES:	away from heat?				
SMOKE DETECTORS:	one on each floor?				
	operable?				
FIRE EXTINGUISHERS:	one on each floor?				
	operable?				
MEDICATIONS:	locked?				
	original container?				

**Comments:**