

## Provider Documentation Review Tool

*This is the standard review tool used for all High Fidelity Wraparound records.  
Additional indicators may be included based on regulatory and/or customer requirements.*

<b>A - Application Packet</b>
1A) Complete packet is in the member file.
2A) Demographics completed
<b>B - Orientation of Child and Family to CME during the Application Process</b>
1B) Youth and family have enough information to make decision to participate in HFWA, FCC has basic information.
<b>C - Strengths, Needs and Culture Discovery</b>
1C) A family and youth informed SNCD is written in family language and consensus from the team is reached. Some items may be found in other areas of the record in addition to the SNCD.
<b>D - Child and Family Team Meeting - CFT</b>
1D) Team meetings are strength based, inclusive, allow for information sharing so families can make informed decisions
<b>E - Plan of Care</b>
1E) Plan of Care present in the record
2E) Team Mission
3E) Youth and Family Needs Prioritized
4E) Natural supports added to team
5E) Strategies for needs of youth and family
6E) Tasks to address each strategy
7E) FSP, YSP and Respite needs
8E) Youth and Family Training requested (if C Waiver youth)
9E) CFT held and Plan of Care updated
10E) Barriers to process
11E) Placement changes
12E) Return home/transition plan
13E) Plan of Care has applicable signatures
14E) Plan of Care aligns with HFWA phases and requirement- CANS and crisis planning
15E) Primary Care Physician (PCP) noted
<b>F - Crisis/Safety Plan</b>
1F) Crisis Plan present in the record
2F) Identify potential crises and safety situations
3F) Crisis Plan content
4F) Crisis history
5F) Baseline behavior
6F) Prevention Plan
7F) Triggers/signs of crisis behaviors starting
8F) Actions steps when crisis occurs
9F) Safety plan
10F) High Risk behaviors such as suicidal and homicidal issues
11F) External and internal signs of end of crisis
12F) Crisis lessons learned
<b>G - Contact Notes</b>
1G) There are thorough notes that help inform the POC and there's documentation of at least the minimum needed contacts
2G) Progress notes contain successes/gains made by family/youth
3G) Youth/family involvement in decision-making
4G) All contact (attempted or successful) with enrollees/families documented/
<b>H - Assessments</b>
1H) WFI-EZ completed within expected time frame

2H) CASII completed and present in file
3H) CANS completed and present in file
<b>I - Transition OOH</b>
1I) When youth are moving placement there is a good transition plan in place.
<b>J - Discharge or Transition Planning</b>
1J) There is a plan in place to support a family's continued movement forward and leaving wraparound.
<b>K - Coordination of Care</b>
1K) Coordination of Care demonstrated in the file
<b>L - As Needed Documentation</b>
1L) Documentation in member case file: Flex Fund Out of Home Placement (Custody Status), Return to Community (Custody Status), Critical Incident, Reports Current Youth Medication