

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.*

A - Application Packet
1A) Complete packet is in the member file.
2A) Demographics completed.
B - Orientation of Child and Family to CME during the Application Process
1B) Youth and family have enough information to make decision to participate in HFWA, FCC has basic information.
C - Strengths, Needs and Culture Discovery
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.
D - Child and Family Team Meeting - CFT
1D) Team meetings are strength based, inclusive, allow for information sharing so families can make informed decisions.
2D) Team meeting minutes present.
E - Plan of Care
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.
F - Crisis/Safety Plan
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.
G - Contact Notes
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.
H - Assessments
1H) WFI-EZ completed within expected time frame.

2H) CASII completed and present in file.
3H) CANS completed and present in file.
I - Transition OOH
1I) When youth are moving placement there is a good transition plan in place.
J - Discharge or Transition Planning
1J) There is a plan in place to support a family's continued movement forward and leaving wraparound.
K - Coordination of Care
1K) Coordination of Care demonstrated in the file.
L - As Needed Documentation
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