



2019 INDIVIDUAL QUALITY REVIEW  
**XXX REGION REVIEW**  
 ADDITIONAL DOCUMENT REQUEST FORM

Surveyor: \_\_\_\_\_ Case Judge: \_\_\_\_\_ DDS Regional Lead: \_\_\_\_\_ Class Member Initials: \_\_\_\_\_

**FOR EACH DOCUMENT NEEDED** during a review, the IQR Surveyor will indicate what document(s) was requested, who was asked for the document (including title) and when the request was made; any notes/clarification should be provided in the last column; once a document is received complete columns 4 & 5. Note: Document Requests related to the case file(s) for contracted Reviewers and DHI Surveyors will go to the DDS Regional Lead so his/her name should be identified in the second column. If you make a document request during a phone interview or on site, indicate the name of the person to whom you made the request. DHI IQR Surveyors if there is a missing document in Therap, document the name of the missing document and responsible provider in column 1. In the Notes/Clarification Column indicate "Not Found in Therap."

Surveyor: The Provider should submit documents requested by Wednesday of the telephone interview week by no later than 5:00 p.m. MT. Documents requested for a second or third DRF should be due within 24 hours of the request or close of business the next day. If a document is turned in AFTER you have completed your portion of the Survey and passed your protocol to your case judge, complete the DRF but pass the document to the regional lead for the person whose services you have reviewed. Those documents can be considered by DDS during the follow up process, but not as part of the review.

**Documentation Request Form (DRF) will be sent to the following when completed by the Surveyor:**

1. DDS Regional Lead;
2. cc: Case Judge, Community Monitor's Office (Lyn Rucker and Paula Bigham), and Observer/Mentor when applicable;
3. cc: Lundy Tvedt (DHI / QMB / IQR) and Connie Farnsworth (DDS – Litigation Management Bureau)

**\*\*Providers please note: Documents must be provided to the DDS Regional Lead by**

**1<sup>st</sup> DRF: (Wednesday of the telephone interview week)**      **DATE:** \_\_\_\_\_ **TIME: 5:00 p.m. MT**  
**2<sup>nd</sup> Additional DRF: (due within 24 hours of the request or close of business the next day)**      **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_  
**3<sup>rd</sup> Additional DRF: (due within 24 hours of the request or close of business the next day)**      **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

Per Developmental Disabilities (DD) Waiver Service Standards Eff 1/1/2019 Chapter 16 Qualified Provider Agencies 16.10.2 Provider Responsibilities during the IQR: "Provider Agencies have the responsibility to: produce the required documentation requested by DOH within the designated time lines." For all DDW & Mi Via providers please refer to your Provider Agreement: "Article 17 Program Evaluation c. The PROVIDER shall provide information and access to copies of records promptly upon request by the DEPARTMENT." Failure to submit your documentation within the allotted time may result in a referral to Internal Review Committee and / or DDS for Contract Management for consideration of potential sanctions.

Missing Document Name/Type	Name and Title of Person Doc Requested from	Time, Date & method of request made (email, phone, interview)	Document received? (Yes OR No)	Time and Date Document Received	Notes/Clarification if Needed
IQR Reviewer completes this column	IQR Reviewer completes this column	IQR Reviewer completes this column	IQR Reviewer completes this column	IQR Reviewer completes this column	IQR Reviewer completes this column. Notes can ALSO be added by person providing document or response to request.

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