Home Studies

Start date:

- November 2010

Tool:

- New tool that was created with contractors and DHHS staff.

Guidebook:

- New guidebook that was created with contractors and DHHS staff.

Sample Size:

- Ten percent (10%) of the home studies that come in will go through the QA process. This is for new home studies only not updated ones.
- All home studies will be reviewed before a license is issued or the home is approved.

Process:

- Home studies will all be emailed to one identified staff in each service area.
- That person is in charge of making sure that every 10th home study received, from each lead agency in the service area, goes through the QA process.
- Each service area will decide who does the review and how to report the findings back to the agencies.
- Tools will be sent to Terri Farrell to be entered into a database and reports will be submitted to the contract liaisons quarterly.
- Reviewers must make comments if they mark no to any question.
- Home studies will only be accepted from agencies that DHHS has a contract with.
- QA process will have to be completed timely so that the packet can get approved or denied and appropriate action taken.
- Signed originals of each home study will need to be submitted with the licensing or approval packets.
- Service areas must QA the original home study submitted by the lead agency.

Training:

- Training was completed in October in Grand Island.