FOCUS SAMPLE REVIEW CHECKLIST
SUBCONTRACTS

Agency/Area Program:	**Reviewer Name:**
Focus sample individual name/#:	**Review Date:**
BASED ON **FILE REVIEW --** THE FOLLOWING IS PRESENT	YES/NO/NA – NOTES FROM **FILE REVIEW**
SUBCONTRACTS (404 NAC 11-002)	
Services delivered by the subcontractor are permitted under 404 NAC.	
The agency has **policies and procedures including a section that addresses:** • **Development;** • **Training;** • **Oversight; and** • **Service Monitoring components.**	
Subcontractors have: • **The same qualifications;** • **Staff training; and** • **Service provision expectations as employees of the provider.**	
Service provision monitoring of the subcontractor's performance is completed on-site at a minimum of one time per month	

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SUBCONTRACTS

BASED ON **FILE REVIEW --** THE FOLLOWING IS PRESENT	YES/NO/NA – NOTES FROM **FILE REVIEW**
Copies of subcontracts are **submitted to the Department PRIOR to the utilization of the subcontractor's services.**	
The subcontractor **does NOT serve as the legal guardian of the individual served.**	
The subcontractor **is NOT an immediate family member of the individual served.**	