

Contract Monitoring Plan

Facilities Name:	[REDACTED]
Provider Contact:	[REDACTED] Facility Administrator 800 East Cypress Drive Pembroke Pines, Florida 33025 [REDACTED]
Contract Number:	LI801
Contract Duration:	July 1, 2008 – June 30, 2018
On-Site Monitoring Dates:	December 4 - 7, 2017
Review Period:	November 1, 2016 through October 31, 2017
Monitoring Team Lead:	[REDACTED] Contract Manager
Monitoring Team Members:	[REDACTED], Contract Manager [REDACTED], Contract Manager [REDACTED], Contract Manager [REDACTED], Nurse Consultant [REDACTED], Pharmacist [REDACTED], Nursing/Medical [REDACTED], Dietitian [REDACTED], Programing [REDACTED], Risk Manager [REDACTED], MHTF Director of Program and Policy [REDACTED], MHTF Deputy Director of Program and Policy [REDACTED], General Services

Document and Information Request List

- **To Be Submitted In Advance**
 - Master program/treatment schedule for residents;
 - The most current facility inventory list;
 - A list of all medical clinics provided and the residents who participate in these clinics during the review period;
 - A list of residents seen in sick call visits during August 1, 2017 through October 31, 2017;
 - A list of residents seen by the dental clinic during August 1, 2017 through October 31, 2017;
 - Copies of the three most recent P&T committee meetings;
 - A list of resident grievances filed during the review period; and
 - A list of residents referred to outside medical care during August 1, 2017 through October 31, 2017.

- **Available on On-Site**
 - List of vocational service programs and descriptions;
 - Food service menu(s) for the past 3 months (August – October 2017) as well as the substitution menus;
 - Master resident recreational calendar for the past 3 months (August – October 2017);
 - Transportation logs for the past 3 months (August – October 2017);
 - Treatment Team Schedule during the days the team is on-site;

- Access to the incident reporting system, which shall include all incidents that have occurred during the review period.

On-Site Monitoring Visit Assignments

Area of Review	Name	Comments
Classes/Programs Observation	[REDACTED]	
Dental Services	[REDACTED]	
Discharge Meeting	[REDACTED]	
Incidents and Critical Event Reporting	[REDACTED]	
Medical - Sick Call	[REDACTED]	
Medical Clinics	[REDACTED]	
Medication Pass	[REDACTED]	
Nursing Services	[REDACTED]	
Pharmacy	[REDACTED]	
General Medical Services	[REDACTED]	
Recommitment Hearings	[REDACTED]	
General Resident File Reviews	[REDACTED]	
Resident Interviews	[REDACTED]	
Resident Rights	[REDACTED]	
Staff Interviews	Entire Team	
Treatment Team Meeting	[REDACTED]	
Dietary Services	[REDACTED]	
Physical Plant	[REDACTED]	
Areas not Reviewed		
Administration and Staffing		

Prior Corrective Actions

Inventory of Provider’s Tools, Equipment and Furnishings. It is recommended that both the Maintenance Department and Lock and Key office complete the shadow boards and add tool numbers to each tool. This is also needed for the tool carts that move around the compound.

Schedule of Activities

Monday	9:00 - Entrance Conference 10:30 – Tour 12:00 Lunch 1:00 – 5:00 Assignments
Tuesday	9:00 – 5:00 Assignments
Wednesday	9:00 – 5:00 Assignments
Thursday	9:00 – 11:30 Assignments 11:30 – Exit Conference