

PRAIRIE RIDGE CDDO

Policy Number: 6

Regarding: Quality Assurance Committee

Effective Date: September 23, 1997

Revised Date: December 14, 1999; March 13, 2008; March 26, 2009; May 6, 2014;
July 1, 2017; April 25, 2019

Review Date: July 1, 2018

Policy

The Quality Assurance Committee will seek to assure quality services are provided to persons served by affiliates.

Procedure

- I. The Quality Assurance Committee will operate as a subcommittee of the Community Council.
- II. Members:
 - A. The committee will consist of persons who have a developmental disability, affiliates, family members, guardians and interested community members. At least two will also be members of the Community Council. CDDO Staff is a standing member and shall serve as the chairperson.
 - B. Any member may serve a dual role on the Quality Assurance Committee. (Parent and Community Council Member, or Provider and Community Council Member)
- III. Selection of members:
 - A. Each licensed affiliate shall appoint at least one person to participate on the QA committee.
 - B. The member must complete one review per quarter.
 - C. Quality Assurance Committee members may also include representatives of persons served, community providers, and other interested citizens.
 - D. Members must complete the QA Committee Training provided by the CDDO prior to completing any interviews.
- III. Term Limit:
 - A. Terms are unlimited.
- IV. Frequency of Meetings:
 - A. The Quality Assurance Committee will meet bi-annually to review the reports listed in CDDO policy #5, Quality Enhancement, from CDDO Staff.
 - B. Additional meetings may be held as needed and called by the chairperson.

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- V. Quality Assurance reviews shall evaluate:
- A. Services which were paid for have been delivered.
 - B. Services are delivered in a manner that respects the individual's legally protected rights.
 - C. That the person lives and works in a healthy and safe environment.
 - D. Services are provided in a manner that offers opportunities of choice to the person being served and promotes progress toward the person's preferred lifestyle and increased independence.
 - E. That the provider is reporting any suspicion of abuse, neglect, or exploitation to the appropriate state agency and has corrected or is actively in the process of correcting the cause of any confirmed violation.