

SCDPPPS Quality Assurance Tool Review Form

The purpose of this SCDPPPS Quality Assurance Tool is to review appropriate operations and ensure adherence to the principles of evidence-based practices. Refer to the **SCDPPPS Quality Assurance – Review Instructions** for a description of the formal process together with an explanation and examples for each item.

Directions: Check each box that can be documented. Note comments on the back of this page. Circle appropriate scores as follows: **0** = No boxes checked **5** = 1 or 2 boxes checked **10** = 3 or more boxes checked

1. Program Environment	0	5	10	<input type="checkbox"/> Provides appropriate services <input type="checkbox"/> Maintains and cleans the facility <input type="checkbox"/> Is in a suitable location
2. Client Access	0	5	10	<input type="checkbox"/> Has a clear intake process <input type="checkbox"/> Has an intake that includes info on a sliding scale for costs <input type="checkbox"/> Has public transit/transportation services available
3. Communication	0	5	10	<input type="checkbox"/> Maintains attendance records <input type="checkbox"/> Reviews client progress <input type="checkbox"/> Provides regular reports to referring SCDPPPS staff
4. Staff/Personnel	0	5	10	<input type="checkbox"/> Has qualified staff with education/experience <input type="checkbox"/> Requires ongoing professional development <input type="checkbox"/> Trains staff on evidence-based communication techniques
5. Assessment	0	5	10	<input type="checkbox"/> Conducts a formal assessment <input type="checkbox"/> Has services that are responsive to client needs <input type="checkbox"/> Reassess clients per a schedule
6. Program Design	0	5	10	<input type="checkbox"/> Has cognitive behavioral treatment (CBT) at the core of services <i>(Check item if CBT is not a reasonable component of the program)</i> <input type="checkbox"/> Conducts skill building through behavioral practice <input type="checkbox"/> Has the client's social support system and community involvement
7. Program Incentives	0	5	10	<input type="checkbox"/> Provides rewards to clients for progress <input type="checkbox"/> Holds events to recognize client's achievements <input type="checkbox"/> Has clear guidelines for program completion
8. Program Fidelity	0	5	10	<input type="checkbox"/> Follows a standardized curriculum <input type="checkbox"/> Evaluates staff members' performance <input type="checkbox"/> Conducts internal quality assurance processes
9. Outcomes	0	5	10	<input type="checkbox"/> Tracks clients' completion rates <input type="checkbox"/> Collects relevant client data <input type="checkbox"/> Shares formal outcomes reports
10. Other	0	5	10	<input type="checkbox"/> Has been in operation for at least three years <input type="checkbox"/> Has a culture of learning and is open to change <input type="checkbox"/> Has responded appropriately to previous reviews <i>(Check item if this is the provider's first review)</i>

Total Score: _____

PREFERRED = 80 – 100

APPROVED = 55 – 75

CONDITIONAL

= 0 – 50