

## FOOTHILLS GATEWAY, INC

### Monitoring of Program Approved Service Agencies (PASA's)

#### PROCEDURE:

- The Directors of PASAs meet quarterly with the Community Centered Board (CCB) Administration.
- Chief Operating Officer Case Management Division, and Comprehensive and Support Services Case Management Directors regularly meet with PASA's on an individual basis.
- Support Services Case Management Director facilitates quarterly meetings for SLS/CES PASA Coordinators. The PASA HCBS-DD Coordinators meet quarterly with the Comprehensive Case Management Director
- FGI Case Management distributes to PASAs, quarterly reports regarding Incident Reports and late paperwork for Comprehensive and Supported Living Services.
- Compilation of Comprehensive and Supported Living Services Home and Day visit forms, as well as follow-up reports, are entered in a computer database. The reports are distributed quarterly to PASAs.
- A representative of Case Management will attend all CDPHE exit surveys upon notification by the PASA. CCB will access POC online to monitor for follow-up.

4/03 . . . . 6/16; 5/17; 6/18