

**West Virginia Medicaid Aged and Disabled Waiver Program
Site Monitoring Tool**

Agency:

Provider Number:

	Y	N	N/A	Comment	Manual Reference
Is office site identifiable to the public?					502.C.10
Is office site open to public per policy?					502.C.10
Is office site handicapped accessible?					502.C.10
Does site serve within eight contiguous counties?					502.C.8
Were records made readily available upon request?					550
Does site have an individual telephone number?					502.C.10
Is there a 24-hour contact method if applicable?					502.C.10
Are all charts from counties served available?					502.C.10
Does office allow for patient confidentiality?					502.C.10
Is Quality Assurance done in office?					502.C.9
Is there adequate and trained staff to offer safe services to client?					See below
Professional staff?					510.6
Non-professional staff?					520.1
Are adequate steps taken to avoid conflict of interest?					506