

CFC COMPLIANCE REVIEW AND CHECKLIST

The Annual Compliance Review will consist of closed client file reviews using the CFC Compliance Review Tool to measure compliance with federal and state requirements. Findings will be reported and shared with the CFC Manager and designated CFC staff during an Exit Meeting. The Exit Meeting will also provide an opportunity to discuss any findings and determine and document what technical assistance and follow up actions will be required to ensure future compliance.

REVIEW TIMELINE

ONE WEEK BEFORE
CFC Manager submits file
review list

1

REVIEW DATE

CFC uploads
documentation for review
to SharePoint folder

2

ONE WEEK AFTER
EI Monitor completes
review (request additional
documentation if needed)

3

DATE TBD

Exit meeting will be
scheduled with CFC
Manager

4

AFTER EXIT MEETING
Report and completed
review or CAP letter sent

5

FILE SELECTION AND SHARING

- Files for review will be selected from monthly closure reports
- Client files must have been eligible for transition
- Minimum of one file selected to represent each Service Coordinator
- File documentation will be uploaded in a designated PHI shared file folder

DOCUMENTATION CHECKLIST

- Referral Form
- Case Notes
- Current IFSP (to include six months and transition updates)