

SAMPLE DAY ONE
INFORMATION

Send to Regional and area offices via email and distributed to the provider either via email
or at the
Administrative Review

TO: (Provider; Regional and Area Directors and Program Monitors)

FROM: (OQE Director/ Team Leader)

SENT: (Date – at survey start)

CC: (Human Rights Specialist and MAP Coordinator)

SUBJECT: Sites/Individuals to be Audited for ..

Start date: End date: SEM date:

The sites/individuals to be audited have been selected for . The audit approach does not focus on the particular individuals but rather on systems and service delivery through pulling different people's information for different indicators. For employment supports and individual home supports, which operate on a more individual basis, each individual audit is taken from one person's information for all indicators.

Community based day supports, residential services, placement services and respite operate on a more location specific basis, and services that individuals are receiving at that location are very similar to each other. For these locations, information will be collected, to the extent possible, from at least two people's information – half the indicators for one person, and half the indicators for the second person, totaling one Individual Audit. The people have been selected in advance, so that we might better prepare, although individual(s) may need to be re-selected on site e.g. selected an individual who has been hospitalized. The locations to be audited and the number of people from whom information will be collected are noted below.

The sites/individuals to be audited are as follows:

<u>Location Address</u>	<u>Type of Service</u>	<u># Of individual audit</u>	<u>Surveyor</u>	<u>Date Scheduled</u>
	Residential	1 (1)		
	Residential	1 (2)		
	Community Based Day Services	1 (1)		
	Community Based Day Services			

DANIEL DEARDEN	Placement Services	1		
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	Placement Services	1		
	Placement Services	1		
	Individual Home Supports	1		
	Individual Home Supports	1		
	Individual Home Supports	1		
	Employment Support Services	1		
	Employment Support Services	1		

Team Leader:

Survey team contact information

The agency is being informed today of the sites to be audited and surveyors will commence their reviews immediately and complete their reviews on . As stated in the 45 Day Letter, we would like to know about any areas of concern or specific site information that we should be aware of as we proceed with this survey including those items noted through the bi-monthly monitoring visits. Please address your comments to .

Thank you for your assistance in this process.