



Independent Living Supports (ILS) and Supported Collaborative Living (SCL) Pre-Approval Assessment

Purpose: This assessment verifies that the provider has the basic systems, staffing, training, and intake processes in place to begin providing ILS and/or SCL safely.

Provider Information

Provider Name	Click or tap here to enter text.
Service Type	<input type="checkbox"/> Independent Living Supports (ILS) <input type="checkbox"/> Supported Collaborative Living (SCL)
Administrative Address	Click or tap here to enter text.
Agency Contact / Title	Click or tap here to enter text.
Pre-Approval Assessment Date	Click or tap to enter a date.
Surveyor Conducting Assessment	Click or tap here to enter text.
Anticipated Service Start Date	Click or tap to enter a date.

Policy and Procedure Readiness

Document the evidence reviewed in the Comments / Evidence column, such as policies, staff tools, training materials, sample forms, or other supporting documentation.

Requirement	Status	Comments / Evidence
Policies/procedures specific to ILS/SCL are in place.	<input type="checkbox"/> Y <input type="checkbox"/> N	Click or tap here to enter text.

Requirement	Status	Comments / Evidence
A process is in place for supervision of field-based or mobile staff.	<input type="checkbox"/> Y <input type="checkbox"/> N	Click or tap here to enter text.
A process is in place for documenting service delivery.	<input type="checkbox"/> Y <input type="checkbox"/> N	Click or tap here to enter text.
A process is in place for incident reporting, review, and follow-up.	<input type="checkbox"/> Y <input type="checkbox"/> N	Click or tap here to enter text.
An on-call system is in place for staff support and urgent issues.	<input type="checkbox"/> Y <input type="checkbox"/> N	Click or tap here to enter text.

Individual Start-Up Process

This section focuses on how the provider determines support needs before services begin and how assigned staff are prepared to deliver those supports.

Requirement	Status	Comments / Evidence
An on-call system is in place for individuals receiving services to access support for urgent needs or emergencies.	<input type="checkbox"/> Y <input type="checkbox"/> N	Click or tap here to enter text.
A process exists to identify and document each individual's support needs before services begin.	<input type="checkbox"/> Y <input type="checkbox"/> N	Click or tap here to enter text.
A process exists to ensure assigned staff understand the individual's identified needs and the supports they are expected to provide before the first service is delivered.	<input type="checkbox"/> Y <input type="checkbox"/> N	Click or tap here to enter text.

Examples of evidence: intake or assessment tools, sample orientation materials, communication tools, training references, or other documentation showing how support needs are identified and how staff are prepared before services begin.

Pre-Approval Assessment Outcome

Outcome	<input type="checkbox"/> Approved – Assessment requirements met; recommend issuance of Approval to Operate <input type="checkbox"/> Not Approved – Assessment requirements not yet met; follow-up required before Approval to Operate can be considered
Required Follow-Up Actions	Click or tap here to enter text.

Additional Comments	Click or tap here to enter text.
Follow-Up Review Date	Click or tap to enter a date.
Follow-Up Outcome	<input type="checkbox"/> Approved after follow-up – Assessment requirements met; recommend issuance of Approval to Operate <input type="checkbox"/> Not Approved – Assessment requirements still not met <input type="checkbox"/> Additional follow-up needed before Approval to Operate can be considered
Additional Comments	Click or tap here to enter text.
QE Director Approval of Assessment	
Date of Approval	