

DMH MAT Quality Assurance Check List

Case Name (First Name, Last Initial): _____	DMH IS Number: _____	DCFS Office: _____
MAT Provider Agency: _____	MAT Assessor: _____	MAT Supervisor: _____
MAT Refer./Accept. Dates: _____ / _____	Date SOF Completed: _____	Date SOF Evaluated: _____

1. Were all the necessary stakeholders/informants sufficiently engaged in multidisciplinary activities to support the information gathering/assessment process?

- Yes No If No, which ones were not represented? Child/ren Biological Parents CSW
 Current Caregiver Potential Caregiver Relatives Other

Comments:

2. Did the SOF Report adequately address all of the MAT assessment areas of need? Yes No

- If No, which area/s was/were not adequately addressed? Medical Dental Developmental
 Speech/Language Educational Vocational Mental Health Family/Caregiver

Comments:

3. Was the SOF Final Report completed within 45 days? Yes No

How many days transpired between the acceptance of the case and the completion of the Report? _____

Comments:

4. Were the strengths of the children, family and other caregivers adequately described? Yes No

If No, whose strengths were not adequately described?

5. Were the needs of the children, family and other caregivers adequately described? Yes No

If No, whose needs were not adequately described?

6. Did the SOF Report contain adequate descriptions and information, as indicated by the SOF form? Yes No

If No, which descriptions and information were inadequately described?

7. Were the recommendations made in the Report consistent with the assessment information? Yes No

If No, how/where were they inconsistent?

8. Were the recommendations provided specific enough to be efficiently implemented? Yes No

If No, how did they lack specificity?

Instructions for Completing the DMH MAT QA Check List

A. Purpose

The DMH MAT QA Check List is used to evaluate the content and quality of MAT SOF Reports completed by MAT Assessors. The results of the form are also used to complete the Monthly MAT QA Check List Review Log.

B. Preparation

1. The DMH MAT QA Check List is completed by the DMH MAT Provider Agency Supervisor when formally evaluating selected final MAT SOF Reports completed by the MAT Assessors within his/her unit before they are submitted to the DCFS MAT Coordinator and the DMH MAT Coordinator. It is recommended that each Supervisor formally evaluate each quarter at least one final MAT SOF Report per MAT Assessor within his/her unit, using the DMH MAT QA Check List to document those evaluations.

Following each evaluation, the MAT Provider Agency Supervisor makes a photocopy of the SOF Report and the completed MAT QA Check List. He/she returns/forwards the originals to the MAT Assessor, and retains the photocopies in a drop file for future use and reference, including making them available to DMH MAT QA staff upon request for purposes of QA evaluation.

2. The DMH MAT QA Check List is also used by DMH MAT QA staff to evaluate a sample of final MAT SOF Reports completed in their Service Areas. These include both SOF Reports that were formally evaluated by Provider Agency Supervisors, using the MAT QA Check List, and those that were reviewed but not formally evaluated. DMH MAT QA staff are expected to review and evaluate at least 5-10 final SOF Reports each year that were completed by each MAT Provider Agency located within the Service Area.

Reports to be evaluated are selected by DMH QA staff during site visits to Provider Agencies. During such visits, the DMH QA staff person, per arrangement with the Provider Agency Supervisor, will select and formally evaluate, by using the MAT QA Check List, a sample of final SOF Reports completed by MAT Assessors within that agency. DMH QA staff will also evaluate, as available, a sample of final SOF Reports formally evaluated by the Provider Agency Supervisor, along with the QA Check Lists that were completed as part of those evaluations. Upon completion of the evaluations, the DMH QA staff person will make entries in the Monthly MAT QA Check List Review Log to document the results of the evaluations.

C. Evaluation Criteria

In several instances, the MAT QA Check List asks whether or not the various sections of the SOF Report adequately addressed or described the dimensions listed in those sections, such as overall areas of need, as outlined in the MAT Scope of Work, the specific strengths and needs of the children, family members and caregivers, and descriptions of goals and recommendations. The following are suggested criteria that can be utilized to evaluate the adequacy or inadequacy of those write-ups:

1. An evaluation of "Inadequate" means that the write up fell below acceptable standards, either in terms of the quantity of information provided or the quality of analysis or insight given, or both.

Lack of quantity means that the comments given were too brief or cursory to provide the level of detailed information needed by the reader to sufficiently grasp the situation being described. Examples: 1) The assessment lacked an overall sense of thoroughness and specificity of detail needed to provide the reader a solid grasp of the situation being described, 2) The assessment provided very few, if any, descriptive examples supporting the statements made, 3) The lack of detail led the reader to wonder when or how often certain events described in the report occurred, or 4) The assessment alluded to issues without reference to any follow up, such as significant health concerns or fears expressed by the child.

C. Evaluation Criteria (Cont.)

Lack of quality, on the other hand, means that the assessor's analysis of the situation did not adequately portray the assessor's thoughts or perceptions from a mental health or therapeutic point of view. Examples: 1) The assessment did not adequately address the underlying needs behind the various behaviors that are occurring, 2) the assessment did not adequately explain how therapeutic intervention will help to change those behaviors or address the needs exhibited by those behaviors, 3) The assessment provided a more or less superficial understanding of the dynamics of the situation, and lacked sufficient depth of insight, or 4) The treatment recommendations focused too much on changing outward behaviors and were not sufficiently directed to meeting the child's basic underlying needs, such as the need to feel loved, to be accepted and validated as a person, and/or to experience empowerment and feelings of success.

2. An evaluation of "Adequate" means that the assessment provided a solid, detailed description of the elements of the case situation, together with a thoughtful analysis of the mental health dynamics involved. The analysis had clinical depth and recommended treatment goals that directly and clearly focused upon both the family's functional strengths and the child's underlying cognitive and emotional needs, including educational needs, as opposed to his/her service needs. The amount and detail of information provided presented a complete picture of the situation, and the analysis showed depth of insight into the factors that inform the behaviors portrayed. All pertinent issues were anticipated and answered by the writer. It is obvious that the writer spent a great deal of time completing the assessment and writing the report, and took the time to individualize the case and focus on the elements that make it unique. Each of the important elements of the case was clearly addressed and presented in a logical, integrated and coherent manner.

D. Procedures

After entering at the top of the page the case identifier information indicated, including both the MAT Referral and MAT Acceptance dates, the person evaluating the SOF Report completes the remainder of the Check List as follows:

1. In Section 1, checks whether or not all of the necessary stakeholders and informants were sufficiently engaged to support the information gathering and assessment process. If not, checks the appropriate check box(es) to indicate those that were not, and enters any appropriate comments.
2. In Section 2, checks whether or not the SOF Report adequately addressed all of the MAT assessment areas of need. If not, checks the appropriate box(es) to indicate the areas that were not adequately addressed, and enters any appropriate comments.
3. In Section 3, checks whether or not the SOF Final Report was completed within 45 days, enters how many days transpired between the acceptance of the case and the completion of the Final Report, and enters any appropriate comments.
4. In Section 4, checks whether or not the strengths of the children, family and other caregivers were adequately described. If not, indicates those whose strengths were not adequately described.
5. In Section 5, checks whether or not the needs of the children, family and other caregivers were adequately described. If not, indicates those whose needs were not adequately described.
6. In Section 6, checks whether or not the SOF Report contained adequate descriptions and information, as indicated on the SOF form. If not, indicates which descriptions and information were inadequately described.
7. In Section 7, checks whether or not the recommendations made in the Report were consistent with the information contained in the assessment. If not, indicates how/where they were inconsistent.
8. In Section 8, checks whether or not the recommendations in the Report were specific enough to be efficiently implemented. If not, indicates how they lacked specificity.