

Tool VI-A
Preplanning and Preplan Development (Q-Coordination)
Person-Directed Plan (PDP) Monitoring Tool

Date of Monitoring:

Person Served:

Home:

Personal Support Plan (PSP) Meeting Date:

Qualified Intellectual Disability Professional (QIDP):

Question/Probe:	Yes	No	Comments: For each No, QC documents what is missing and the date when the issue was discussed with QIDP.
Was Form 6600, Personal Support Plan (PSP) Preparation Worksheet, completed by the QIDP by the designated deadline and were the person's desires and wants addressed?	<input type="checkbox"/>	<input type="checkbox"/>	
Was Form 6604, Preplanning Questionnaire, sent with invitation letter six weeks before the scheduled PSP? If not returned to the QIDP two weeks after the invitation was sent, was a follow-up provided?	<input type="checkbox"/>	<input type="checkbox"/>	
Did QIDP review Form 6604 and disperse information to the disciplines if needed and incorporate information into PSP draft? Was it filed correctly?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the QIDP send notification to PST members and invitations to those the person chose to attend?	<input type="checkbox"/>	<input type="checkbox"/>	
Was the preplan meeting scheduled three weeks before the scheduled PSP meeting? Was the meeting held as scheduled?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the QIDP, psychologist, RC, medical staff (physician, RN, LVN) and other identified staff attend? Were the steps completed in this meeting as outlined in facility procedures?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the QIDP receive the assessments/reports needed for the PDP three weeks before the PSP as outlined? If not, what actions did the QIDP take on the date in which the assessments were due?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the QIDP complete Form 6611, Assessments/Services the Person Uses/Needs, no later than one week before the scheduled PSP meeting? Was it completed correctly and sent to the team members for review at least one week before the PSP?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the QIDP finalize the Risk Screening Tools completed at the preplan meeting? Was Form 6612, Risk Tracking Record, completed no later than one week before the PSP meeting? Did the QIDP send a copy of Form 6612 to all PST members for review one week before the PSP meeting?	<input type="checkbox"/>	<input type="checkbox"/>	
Was Form 6610, Achievements and Abilities, completed by the QIDP no later than one week before the PSP? Was it completed correctly? Was it sent to team members one week before the PSP meeting?	<input type="checkbox"/>	<input type="checkbox"/>	