



PROVIDER AGENCY QUESTIONNAIRE

Last Updated: 08/05/2005

1. How many years has your agency been in business? 19.0
2. List licenses. Supervised Independent Living & Personal Care Attendant
3. List other certifications/credentials. None
4. Is your agency accredited Yes or No
5. If your agency is accredited, by whom? No
6. Has your agency had an external audit/survey? Yes or No
7. If your agency had an external audit/survey was it voluntary? Yes or No
8. If your agency has had an external audit/survey, were there any deficiencies? Yes or No
9. If there were any deficiencies, were they resolved? Yes or No

10. Does your agency provide direct care services? Yes or No
11. If yes, select all that apply and identify the number of persons supported in each
 - Supported Independent Living 04
 - Individual and Family Support 10
 - In-home Respite
 - Center-based Respite
 - Supported Employment
 - Day Program
 - Transportation
 - Other: (specify services) Community Choice Waiver
12. If your agency provides Supported Employment Services, how many persons supported are competitively employed? N/A
13. What is the average rate of pay for the persons supported that are working competitively? (Select one of the following) Select One

14. How many people are employed by your agency? (Select one of the following)

21-50

15. What types of professionals are employed by your agency? (Select all that apply)

Psychologist

Behavior Specialist

Registered Nurse

Licensed Social Worker

Other (Specify)

16. What is the average rate of pay for the direct care professionals working for your agency for Individual and Family Support (IFS) day services? (Select one of the following)

\$7.25-\$8.25

17. What is the average rate of pay for the direct care professionals working for you agency for IFS night services? (Select one of the following)

\$7.25-\$8.25

18. Does your agency reimburse staff for mileage when they are providing transportation to persons supported in their own vehicle? Yes or No

19. If your agency reimburses for mileage, how much do they reimburse?

Transportation Stipend for DSW receive every 2 weeks from (\$ 3.00 - \$ 50.00 (limit)

20. If your agency provides direct care services, what is your annual direct support professional turnover rate?

25.0 turn over

21. What are the common reasons for agency turnover?

more hours, better pay, and benefits

22. How many hours of training per year are provided to your direct support professionals?

45.0 annually

23. What training topics are provided to your direct support professionals?

Abuse/Neglect, Policies and Procedures, Incident Reporting, Duties and Responsibilities of a DSP, Person-Centered Planning, Confidentiality (HIPAA), Universal Precautions, Medication Administration, Safe Driving, Emergency Trainings while attending to clients, Evacuations during hurricanes, etc. 1st Aid training

24. How many hours of training are provided to your professional staff?

40.0 Annually

25. What training topics are provided to your professional staff?

Abuse/Neglect, Medication Administration, Incident Reporting, Duties and Responsibilities of a Supervisor, time Management, Confidentiality, Writing Care Plans, Schedules, Quarterly Summaries, Evaluations of DSP.

26. Does your agency have a written policy regarding expectations of employee's behavior when providing services? Yes or No

27. If yes, how can persons interested in your agency access this information?

Available by request Policy will be copied to be mailed or picked up from office.

28. Identify the total number of persons served by your agency?

29. Does your agency serve children? Yes or No

30. Does your agency serve persons that require support with medication administration and/or non-complex tasks? Yes or No

31. Does your agency serve persons with more intense behavioral support needs, such as aggression, pica, self-injurious behaviors, etc.? Yes or No

32. Does your agency serve persons with more intense medical support needs, such as medical vents, tube feeding, etc.? Yes or No

33. Does your agency specialize in services for specific populations (Autism, Prader-Willi, etc.)? Yes or No If Yes, specify specialties.

34. Is your agency's Quality Assurance Plan available for current persons supported and potential persons interested in your agency to review? Yes or No

35. If yes, how can persons that are interested access this information?

Available upon request (copied and mailed to the interested party or picked up from office).

36. How does your agency assess individual and/or their families satisfaction with the services provided?

Satisfaction Surveys on a quarterly basis

37. How often does your agency assess an individual and/or their family's satisfaction? (Select one of the following)

Quarterly

38. What is your agency's process for receiving individual complaints?

Complaints are reported by phone, face-to-face, quarter satisfaction surveys

39. How are complaints resolved?

1. Document the complaint, 2. Document all parties involved with the complaint, 3. Contact and meet with all involved with the complaint and each person write and sign their statement of what actually happened; 5. Administrator review and further investigate the complaint, 6. Inform all parties of the outcome/findings of the

40. Does your agency report overall individual satisfaction? Yes or No

41. Who is overall satisfaction reported to?

Quality Assurance

42. How often is overall satisfaction reported? (Select one of the following)

Every 6 months

Service providers should submit this form electronically to the Office for Citizens with Developmental Disabilities, attention Christy Johnson at christy.johnson@la.gov.