

Sixth District Department of Correctional Services POLICY	Issue Date 10/16/09	Effective Date 09/15/14	Policy Number 2317-14
Subject ANCHOR CENTER LICENSED SUBSTANCE ABUSE PROGRAM QUALITY ASSESSMENT AND QUALITY IMPROVEMENT		Review Month September	Author 0633
Rescinds 2317-09	References		

PURPOSE:

The Director and/or designee develop and maintain a program of quality assessment and quality improvement that identify and track measurable indicators of program compliance. This is done via utilization of a Quality Assurance / Quality Improvement (QA/QI) team.

POLICY:

The QA / QI team consists of the Clinical Services Manager and treatment staff as appointed with approval of the Clinical Director. The QA / QI team collectively reviews pertinent information on at least a quarterly basis and make recommendations to the treatment staff based on the data analysis.

PROCEDURE:

1. Areas for analysis are objective, measurable, and specific to an area related to program compliance or improving treatment outcomes.
2. The QA / QI team at a minimum reviews files for completion of required documentation, reviews quality of documentation to ensure it meets industry and licensing standards, and reviews files to ensure evidence based practices are utilized.
3. The QA / QI team provides updates to the clinical staff as necessary with findings from data and file review.
4. The QA / QI team meets as often as needed but produces a report of activity at least quarterly.

BY ORDER OF:

Bruce Vander Sanden, Director