

## 2.7.14 RFSR Validation Training Agenda

Welcome (Mark Thomas)

- Housekeeping (Kristen Esnard)
  - Sign-in sheets
  - Take care of your own needs
  - Asking questions, making comments throughout training
  
- Purpose of validation with individuals currently on the RFSR living in private NH and ICF/DD (Kristen Esnard)
- Validation team (collaborative effort between local governing entities, OCDD and Ombudsman) (JoAnn Payne)
- Validation process
  - Pre-validation visit ( JoAnn Payne)
    - Contact lists: individuals and their families/legal guardians; Ombudsman, LGE and OCDD staff
    - Dissemination of information from RFSR Manager + documentation on tracking form for Manager
    - Assignments from Division Director of LGEs + timelines (visual) + documentation on tracking form for LGE
    - Preparation for visits
      - Communication with facility administrators
        - Telephone script + documentation
      - Contacting individuals, families and legal guardians to schedule visit
      - Preparing individual/family decision and individual update forms + review face to face script
      - Documentation on tracking form for validation team
      - Individuals unable to be located
- Validation visit (Gina Easterly and Ted Kleamenakis)
  - Identification + sign-in at facility + introduction to individual/family/legal guardian
  - Face to face script to conduct visit + documentation
  - Individual update form
  - Individual/family decision forms (2 copies)
  - OCDD fact sheet, LGE contact list + LGE brochure + signed decision form
  - Documentation on tracking forms for validation teams + weekly updates to RFSR Manager
- Post-validation (JoAnn Payne)
  - Completed scripts + forms sent to LGE
  - LGE copies individual update form and enters data into Participant Services Database
  - Documentation on tracking forms for LGE and validation team
  - PSD demographic page + packet sent to RFSR Manager
  - RFSR Manager sends data to SRI
  
  - Documentation on tracking form for Manager
- Technical assistance (JoAnn Payne)
- Questions, comments and/or suggestions (Gina Easterly)