1915(i) INDIVIDUAL PROVIDER REVIEW REPORT

North Dakota Department of Health & Human Services Medical Services Division 1915(i) Form (5-2023)

Report Completed By:	Date Report Completed:
Name of Individual Provider:	Affiliated Provider Agency:
Reporting Period:	

Purpose

This report contains all of the requirements for 1915(i) individual providers outlined in the 1915(i) State Plan Amendment and attested to during the 1915(i) provider enrollment process. This report is used for required CMS reporting and as an internal review by the Department of Health & Human Services to ensure compliance with 1915(i) regulations.

Instructions

- 1. The provider agency shall maintain a file on each 1915(i) individual provider within their agency.
- 2. The provider agency shall complete a review report for each 1915(i) individual provider enrolled during the reporting period.
- 3. The provider agency shall only complete the service sections below that the 1915(i) individual provider is enrolled to provide.
- 4. The provider agency shall attach to this report supporting documentation relevant to each requirement. The documentation must prove the requirement has been met.
- 5. If all required documentation is attached for a requirement, select the "Yes" checkbox. If not, select the "No" checkbox and explain the agency's plan of action to address the noncompliance.
- 6. The provider agency shall submit annually, along with the supporting documentation, to the State Medicaid Agency's 1915(i) Administrator at nd1915i@nd.gov by January 1st.

Select the 1915(i) Service(s) Individual Provider is Enrolled to Provide:	
☐ Benefits Planning Services	
☐ Care Coordination	
□ Family Peer Support	
☐ Housing Support	
□ Non-Medical Transportation	
□ Peer Support	
□ Pre-Vocational Training	
□ Respite Care	
□ Supported Education	
□ Supported Employment	
☐ Training and Support for Unpaid Caregivers	
1915(i) INDIVIDUAL PROVIDER REQUIREMENTS PER 1915(i) SERVICE	
(Only complete service sections below the individual provider is enrolled to provide.)	
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CARE COORDINATION	
Requirement 1	
Provided driver's license or other form of identification verifying individual provider is at least 18	
years of age.	
Requirement 2	
Provided documentation individual provider has reviewed and is competent in all of the	
following:	
☐ 1. The Substance Abuse and Mental Health Services Administration (SAMHSA) Core	
Competencies for Integrated Behavioral Health and Primary Care or The Case Management Society of America Standards of Practice; and	
☐ 2. The State-sponsored care coordination training within 6 months of enrollment; and	
☐ 3. Person-Centered Plan Development and Implementation; and	
At a minimum, the provider agency must document the individual provider has	
reviewed the 1915(i) Plan of Care Policy 510-08-80, 1915(i) Person-Centered	
Planning and Self-Assessment Guide, and Therap POC Creation Guide.	
☐ 4. Home and Community Settings Rule (HCBS); and	
At a minimum, the provider agency must document their individual provider has	
reviewed the 1915(i) HCBS Policy 510-08-25, 1915(i) HCBS Settings Rule	
Training by providing a certificate of completion, and 1915(i) HCBS Settings	
Assessment Guide.	
☐ 5. Home and Community Settings Rule (HCBS) Compliance Verification Training; and	
 At a minimum, the provider agency must document their individual provider has reviewed the 1915(i) HCBS Settings Review form and 1915(i) HCBS Heightened 	
Scrutiny Visit form	

☐ 6. Applicable 1915(i) policies and trainings on the 1915(i) website
At a minimum, the provider agency must document their individual provider has
reviewed the 1915(i) Conflict of Interest Policy 510-08-20, 1915(i) Eligibility Policy
510-08-30, 1915(i) Fair Hearings and Appeals Policy 510-08-15, 1915(i) Medical
Records Policy 510-08-35, 1915(i) Needs-Based Eligibility and WHODAS Policy
510-08-30-10, and 1915(i) Participant Direction of Services Policy 510-08-70.
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Requirement 3
Provided documentation individual provider has <u>one</u> of the following:
\square 1. Bachelor's degree from an accredited college or university and one year of supervised
experience working with special populations; or
 Provide a description of the experience, setting, and dates services were provided.
\square 2. Three years of supervised experience working with individuals with special populations.
 Provide a description of the experience, setting, and dates services were provided.
Requirement 4 Yes No
Provided documentation individual provider is supervised by an individual meeting required
Provided documentation individual provider is <u>supervised by an individual</u> meeting required qualifications by providing <u>one</u> of the following:
qualifications by providing one of the following:
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qualifications by providing <u>one</u> of the following: ☐ 1. Bachelor's degree from an accredited college or university and one year of supervised experience working with special populations; or
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qualifications by providing <u>one</u> of the following: □ 1. Bachelor's degree from an accredited college or university and one year of supervised experience working with special populations; or • Provide a description of the experience, setting, and dates services were provided. □ 2. Three years of supervised experience working with individuals with special populations. • Provide a description of the experience, setting, and dates services were provided. If answered "No" to any of the above, what is the provider agency's plan of action to address
 qualifications by providing one of the following: □ 1. Bachelor's degree from an accredited college or university and one year of supervised experience working with special populations; or
 qualifications by providing one of the following: □ 1. Bachelor's degree from an accredited college or university and one year of supervised experience working with special populations; or

TRAINING AND SUPPORTS FOR UNPAID CAREGIVERS
Requirement 1
Provided driver's license or other form of identification verifying individual provider is at least 18
years of age.
Requirement 2 Yes No
Provided documentation individual provider possesses a high school diploma or equivalent.
Requirement 3
Provided documentation individual provider has reviewed and is competent in person-centered
planning implementation.
 At a minimum, the provider agency must document the individual provider has reviewed the 1915(i) Plan of Care Policy 510-08-80.
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Requirement 4
Provided documentation individual provider has reviewed and is competent in the Home and
Community Settings Rule (HCBS).
 At a minimum, the provider agency must document their individual provider has reviewed
the 1915(i) HCBS Policy 510-08-25, 1915(i) HCBS Settings Rule Training by providing a
certificate of completion, and 1915(i) HCBS Settings Assessment Guide.
Requirement 5 Yes No
Provided documentation individual provider possesses one of the following:
☐ 1. Minimum of two years of experience working with or caring for individuals in the target
population; or Provide a description of the experience, setting, and dates services were provided.
□ 2. Certification as a Parent Aide, Mental Health Technician, Behavioral Health Technician,
Healthy Families Home Visitor, Parents as Teachers Home Visitor, Nurse Family
Partnerships Program Visitor; or
☐ 3. Other NDDHHS approved certification
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Requirement 6
Provided documentation individual provider is <u>supervised by an individual</u> meeting required
qualifications by verifying <u>all</u> of the following:
☐ 1. Employed by an enrolled ND Medicaid provider of this service; and
☐ 2. Possesses a high school diploma, or equivalent; and
☐ 3. Has two or more years of experience in providing direct support to caregivers; and
Provide a description of the experience, setting, and dates services were provided.
☐ 4. Select one of the following:
☐ Minimum of two years of experience working with or caring for individuals in the
target population; or
 Provide a description of the experience, setting, and dates services were provided.
□ Certification as a Parent Aide, Mental Health Technician, Behavioral Health
Technician, Healthy Families Home Visitor, Parents as Teachers Home Visitor,
Nurse Family Partnerships Program Visitor; or
☐ Other NDDHS approved certification

If answered "No" to any of the above, what is the provider agency's plan of action to address non-compliance?
PEER SUPPORT
Requirement 1
Provided driver's license or other form of identification verifying individual provider is at least 18
years of age.
Requirement 2
Provided documentation individual provider has reviewed and is competent in person-centered
planning implementation.
At a minimum, the provider agency must document the individual provider has reviewed At a minimum, the provider agency must document the individual provider has reviewed At a minimum, the provider agency must document the individual provider has reviewed At a minimum, the provider agency must document the individual provider has reviewed At a minimum, the provider agency must document the individual provider has reviewed At a minimum, the provider agency must document the individual provider has reviewed At a minimum, the provider agency must document the individual provider has reviewed At a minimum, the provider agency must document the individual provider has reviewed At a minimum, the provider agency must document the individual provider has reviewed At a minimum, the provider agency must document the individual provider has reviewed At a minimum of the provider agency must document the individual provider has reviewed At a minimum of the provider agency must be a second must be a
the 1915(i) Plan of Care Policy 510-08-80.
Requirement 3
Provided documentation individual provider has reviewed and is competent in the Home and
Community Settings Rule (HCBS).
At a minimum, the provider agency must document their individual provider has reviewed
the 1915(i) HCBS Policy 510-08-25, 1915(i) HCBS Settings Rule Training by providing a
certificate of completion, and 1915(i) HCBS Settings Assessment Guide.
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Requirement 4 Yes No
Provided documentation individual provider meets <u>all</u> of the following:
☐ 1. Certified as a Peer Support Specialist I or II under NDAC 75-03-43; and
☐ 2. Certified Peer Support Specialist by the NDDHS Behavioral Health Division; and
☐ 3. Current certification as a Peer Support Specialist I or II as required by NDAC 75-03-
43-06. Recertification and NDAC 75-03-43-07 Continuing Education.
Requirement 5
The provider agency employing the peer specialist and supervisor is required to document the
following requirements. Provide documentation for <u>each</u> of the following for the <u>peer</u>
supervisor:
☐ 1. For every 30 hours of peer support services provided, the individual provider must have
one hour of face-to-face supervision with a qualified peer supervisor; and
☐ 2. Completed a state approved peer support specialist supervision training; and
☐ 3. Certified peer specialist; or <u>one</u> of the following combinations :
☐ High school diploma or GED <u>and</u> at least <u>one</u> of the following:

☐ Be a North Dakota Certified Peer Support Specialist II; or
☐ Three years of work experience as a peer specialist or peer recovery coach
including at least 2,250 hours of direct client service; or
 Provide a description of the experience, setting, and dates services
were provided.
☐ Two years of work experience as a peer specialist or peer recovery coach
including at least 1,500 hours of direct client service, and at least one year
of full-time work experience supervising others; or
 Provide a description of the experience, setting, and dates services
were provided.
☐ Associate degree from an accredited college or university and at least two
years of work experience as a peer specialist or peer recovery coach
including at least 1,500 hours of direct client service; or
 Provide a description of the experience, setting, and dates services
were provided.
☐ Bachelor's degree from an accredited college or university and at least two
years of full-time work experience supervising others; or
 Provide a description of the experience, setting, and dates services
were provided.
☐ Be the director of an organization providing peer support services
Be the director of all organization providing poor support services
If answered "No" to any of the above, what is the provider agency's plan of action to address
non-compliance?
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FAMILY PEER SUPPORT
Requirement 1
Provided driver's license or other form of identification verifying individual provider is at least 18
years of age.
Requirement 2
Provided documentation that individual provider has reviewed and is competent in person-
centered planning implementation.
At a minimum, the provider agency must document the individual provider has reviewed
the 1915(i) Plan of Care Policy 510-08-80.

Requirement 3 Yes No
•
Provided documentation individual provider has reviewed and is competent in the Home and Community Settings Rule (HCBS).
 At a minimum, the provider agency must document their individual provider has reviewed
the 1915(i) HCBS Policy 510-08-25, 1915(i) HCBS Settings Rule Training by providing
certificate of completion, and 1915(i) HCBS Settings Assessment Guide.
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Requirement 4 Yes No
Provided documentation individual provider meets all of the following:
☐ 1. Certified as a Peer Support Specialist I or II under NDAC 75-03-43; and
☐ 2. Certified Peer Support Specialist by the NDDHS Behavioral Health Division; and
☐ 3. Current certification as a Peer Support Specialist I or II as required by NDAC 75-03
43-06. Recertification and NDAC 75-03-43-07 Continuing Education.
43-00. Recentification and NDAC 75-03-45-07 Continuing Education.
Requirement 5
The provider agency employing the peer specialist and supervisor is required to document the
following requirements. Provide documentation for each of the following for the pee
supervisor:
☐ 1. For every 30 hours of peer support services provided, the individual provider must have
one hour of face-to-face supervision with a qualified peer supervisor; and
\square 2. Completed a state approved peer support specialist supervision training; and
☐ 3. Certified peer specialist; or one of the following combinations :
☐ High school diploma or GED <u>and</u> at least <u>one</u> of the following:
☐ Be a North Dakota Certified Peer Support Specialist II; or
☐ Three years of work experience as a peer specialist or peer recovery coacl
including at least 2,250 hours of direct client service; or
 Provide a description of the experience, setting, and dates service
were provided.
☐ Two years of work experience as a peer specialist or peer recovery coac
including at least 1,500 hours of direct client service, and at least one year
of full-time work experience supervising others; or
 Provide a description of the experience, setting, and dates service were provided.
☐ Associate degree from an accredited college or university and at least two
years of work experience as a peer specialist or peer recovery coach
including at least 1,500 hours of direct client service; or
 Provide a description of the experience, setting, and dates service
were provided.
☐ Bachelor's degree from an accredited college or university and at least two
years of full-time work experience supervising others; or
 Provide a description of the experience, setting, and dates service
were provided.
☐ Be the director of an organization providing peer support services.

RESPITE CARE
RESPITE CARE
Requirement 1
Provided a driver's license or other form of identification verifying individual provider is at least 18 years of age.
Requirement 2
Provided documentation individual provider has reviewed and is competent in person-centered planning implementation.
• At a minimum, the provider agency must document the individual provider has reviewed the 1915(i) Plan of Care Policy 510-08-80.
Requirement 3
Provided documentation individual provider has reviewed and is competent in the Home and Community Settings Rule (HCBS).
 At a minimum, the provider agency must document their individual provider has reviewed the 1915(i) HCBS Policy 510-08-25, 1915(i) HCBS Settings Rule Training by providing a certificate of completion, and 1915(i) HCBS Settings Assessment Guide.
Contineate of completion, and 1310(1) 11000 octaings / 133033ment Guide.
If answered "No" to any of the above, what is the provider agency's plan of action to address non-compliance?
NON-MEDICAL TRANSPORTATION
Requirement 1
Provided a government issued driver's license verifying individual provider has a valid license and is at least 18 years of age.
Requirement 2
Provided documentation individual provider has reviewed and is competent in person-centered planning implementation.
At a minimum, the provider agency must document the individual provider has reviewed the 1915(i) Plan of Care Policy 510-08-80.

Requirement 3
Provided documentation individual provider has reviewed and is competent in the Home and Community Settings Rule (HCBS).
 At a minimum, the provider agency must document their individual provider has reviewed the 1915(i) HCBS Policy 510-08-25, 1915(i) HCBS Settings Rule Training by providing a
certificate of completion, and 1915(i) HCBS Settings Assessment Guide.
If answered "No" above, what is the provider agency's plan of action to address non-compliance?
DENIFITO DI ANNINO
BENEFITS PLANNING
Requirement 1 Yes No
Provided a driver's license or other form of identification verifying individual provider is at least 18 years of age.
Requirement 2
Provided documentation individual provider has reviewed and is competent in person-centered planning implementation.
At a minimum, the provider agency must document the individual provider has reviewed
the 1915(i) Plan of Care Policy 510-08-80.
Requirement 3
Provided documentation individual provider has reviewed and is competent in the Home and Community Settings Rule (HCBS).
At a minimum, the provider agency must document their individual provider has reviewed
the 1915(i) HCBS Policy 510-08-25, 1915(i) HCBS Settings Rule Training by providing a
certificate of completion, and 1915(i) HCBS Settings Assessment Guide.
Requirement 4
Provided documentation individual provider meets <u>all</u> of the following:
☐ 1. Certified Work Incentives Counselor (CWIC); and
☐ 2. Community Partner Work Incentives Counselor (CPWIC)
2. Community Farther Work incentives Counselor (CF WIC)
If answered "No" above, what is the provider agency's plan of action to address non-compliance?

PREVOCATIONAL TRAINING
Requirement 1
Provided a driver's license or other form of identification verifying individual provider is at least
18 years of age.
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Requirement 2
Provided documentation individual provider meets <u>all</u> of the following:
□ 1. Mental Health First Aid Training for Youth and/or Mental Health First Aid Training for Adults depending on scope of services/targeted population; and
☐ 2. High school diploma or GED; and
☐ 3. Select one of the following:
☐ Employment Specialists (IPS or CESP); or
☐ Certified Brain Injury Specialist; or
☐ Qualified Service Provider (QSP); or
☐ Direct Service Provider (DSP); or
☐ Career Development Facilitation; or
☐ Affiliated agency meets one of the licensure or accreditation requirements below:
 NDAC 75-04-01 (DD license); or
 Accreditation from the Commission on Accreditation of Rehabilitation
Facilities (CARF); or
Council on Accreditation (COA); or
The Council on Quality and Leadership (CQL); or
ND School
Requirement 3
Provided documentation individual provider is <u>supervised</u> by an individual meeting <u>all</u> of the
following:
☐ 1. Mental Health First Aid Training for Youth and/or Mental Health First Aid Training for
Adults depending on scope of services/targeted population; and
☐ 2. High school diploma or GED; and
☐ 3. Two or more years of experience working in a vocational setting; and
 Vocational setting is defined as: "a setting offering support and/or services
assisting individuals to obtain and maintain an occupation, competitive
employment, or self-employment arrangements".
 Provide a description of the experience, setting, and dates services were provided.
☐ 4. Select one of the following:
☐ Employment Specialists (IPS or CESP); or
☐ Certified Brain Injury Specialist; or
☐ Qualified Service Provider (QSP); or
☐ Direct Service Provider (DSP); or
☐ Career Development Facilitation; or

 NDAC 75-04-01 (DD license); or Accreditation from the Commission on Accreditation of Rehabilitation Facilities (CARF); or Council on Accreditation (COA); or The Council on Quality and Leadership (CQL); or ND School
Requirement 3
Provided documentation individual provider is <u>supervised</u> by an individual meeting <u>all</u> of the
following:
☐ 1. Mental Health First Aid Training for Youth and/or Mental Health First Aid Training for
Adults depending on scope of services/targeted population; and
☐ 2. High school diploma or GED; and
\square 3. Two or more years of experience working in an educational setting; and
 An educational setting is defined as: "a setting offering support and/or services assisting individuals with promoting engagement, sustaining participation, and restoring ability to function in the learning environment".
 Provide a description of the experience, setting, and dates services were
provided.
☐ 4. Select one of the following:
☐ Employment Specialists (IPS or CESP); or
☐ Certified Brain Injury Specialist; or
☐ Qualified Service Provider (QSP); or
☐ Direct Service Provider (DSP); or
☐ Career Development Facilitation; or
 □ Affiliated agency meets one of the licensure or accreditation requirements below: NDAC 75-04-01 (DD license); or
 Accreditation from the Commission on Accreditation of Rehabilitation Facilities (CARF); or
 Council on Accreditation (COA); or
 The Council on Quality and Leadership (CQL); or
ND School
Requirement 4
Provided documentation individual provider has reviewed and is competent in person-centered planning implementation.
 At a minimum, the provider agency must document the individual provider has reviewed the 1915(i) Plan of Care Policy 510-08-80.

Requirement 5		
Provided documentation individual provider has reviewed and is competent in the Home and Community Settings Rule (HCBS).		
 At a minimum, the provider agency must document their individual provider has reviewed the 1915(i) HCBS Policy 510-08-25, 1915(i) HCBS Settings Rule Training by providing a certificate of completion, and 1915(i) HCBS Settings Assessment Guide. 		
If answered "No" to any of the above, what is the provider agency's plan of action to address non-compliance?		
SUPPORTED EMPLOYMENT		
Requirement 1		
Provided a driver's license or other form of identification verifying individual provider is at least		
18 years of age.		
Requirement 2		
Provided documentation individual provider meets <u>all</u> of the following:		
☐ 1. Mental Health First Aid Training for Youth and/or Mental Health First Aid Training for		
Adults depending on scope of services/targeted population; and		

ND School

Requirement 3			
Provided documentation individual provider is <u>supervised</u> by an individual meeting <u>all</u> of the			
following:			
\square 1. Mental Health First Aid Training for Youth and/or Mental Health First Aid Training for			
Adults depending on scope of services/targeted population; and			
☐ 2. High school diploma or GED; and			
\square 3. Two or more years of experience working in an employment setting; and			
 An employment setting is defined as: "a setting offering support and/or services assisting individuals to obtain and maintain an occupation, competitive employment or self-employment arrangements". Provide a description of the experience, setting, and dates services were 			
provided. □ 4. Select <u>one</u> of the following:			
☐ Employment Specialists (IPS or CESP); or			
☐ Certified Brain Injury Specialist; or			
☐ Qualified Service Provider (QSP); or			
☐ Direct Service Provider (DSP); or			
☐ Career Development Facilitation; or			
☐ Affiliated agency meets one of the licensure or accreditation requirements below:			
 NDAC 75-04-01 (DD license); or 			
 Accreditation from the Commission on Accreditation of Rehabilitation 			
Facilities (CARF); or			
Council on Accreditation (COA); or			
The Council on Quality and Leadership (CQL); or			
ND School			
Paguiroment 4			
Requirement 4 Yes No			
Provided documentation individual provider has reviewed and is competent in person-centered planning implementation.			
At a minimum, the provider agency must document the individual provider has reviewed.			
the 1915(i) Plan of Care Policy 510-08-80.			
Requirement 5			
Provided documentation individual provider has reviewed and is competent in the Home and Community Settings Rule (HCBS).			
 At a minimum, the provider agency must document their individual provider has reviewed the 1915(i) HCBS Policy 510-08-25, 1915(i) HCBS Settings Rule Training by providing a certificate of completion, and 1915(i) HCBS Settings Assessment Guide. 			
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If answered "No" to any of the above, what is the provider agency's plan of action to address non-compliance?		
HOUSING SUPPORTS		
Requirement 1		
Provided a driver's license or other form of identification verifying individual provider is at least 18 years of age.		
Requirement 2		
Provided documentation individual provider meets <u>all</u> of the following: ☐ 1. Mental Health First Aid Training for Youth and/or Mental Health First Aid Training for Adults depending on scope of services/targeted population; and ☐ 2. High school diploma or GED; and		
☐ 3. Select at least one of the following:		
☐ Two years of work experience providing direct client service; or		
Provide a description of the experience, setting, and dates services		
were provided.		
☐ Associate degree from an accredited college or university		
Requirement 3 Yes No		
Provided documentation individual provider is <u>supervised</u> by an individual meeting required qualifications by providing <u>all</u> of the following:		
 □ 1. Mental Health First Aid Training for Youth and/or Mental Health First Aid Training for Adults depending on scope of services/ targeted population; and □ 2. High school diploma or GED; and 		
☐ 3. Two or more years of experience in providing direct client services to individuals		
experiencing homelessness		
 Provide a description of the experience, setting, and dates services were 		
provided.		
Requirement 4		
Provided documentation individual provider has reviewed and is competent in person-centered		
planning implementation.		
At a minimum, the provider agency must document the individual provider has reviewed the 1015(i) Plan of Care Policy 510,09,90.		
the 1915(i) Plan of Care Policy 510-08-80.		

Requirement 5
Provided documentation individual provider has reviewed and is competent in the Home and Community Settings Rule (HCBS).
Community Settings rate (FICES).
At a minimum, the provider agency must document their individual provider has reviewed
the 1915(i) HCBS Policy 510-08-25, 1915(i) HCBS Settings Rule Training by providing a
certificate of completion, and 1915(i) HCBS Settings Assessment Guide.
If answered "No" to any of the above, what is the provider agency's plan of action to address non-compliance?

PROVIDE	R AGENCY
Comments:	
D :1 4 0: :	I.D. (
Provider Agency Signature:	Date:

DEPARTMENT OF HUMAN SERVICES		
Is the affiliated individual provider in	☐ Yes ☐ No	
compliance?		
Comments:		
DHS Medical Services Signature:	Date:	