South Carolina Department of Behavioral Health and Developmental Disabilitie Office of Intellectual and Developmental Disabilities	S	
Day Services On-site Review Tool- July 2025 through June 2026		
Observations and other discovery methods such as interactions with participants and staff members, and record reviews should be used to determine and time of the review, the noted requirements were "Met" or "Not Met." Each section below should be reviewed with people who receive services Reviewers should be as specific as possible but adjust their language as necessary to ensure the service recipients and staff understand the questions.		
Scoring: Questions in bold type are 4 points each. Other questions receive 2 points each. Maximum score= 100 When multiple participants are interviewed in one setting, their responses will be averaged.		
Name of Location: Date and Time of Review:		
Time Spent On-site for Review: Reviewer:		
Services Provided On- site: Group Employment Career Prep Day Activity Community Services Supported Names of People Supported On-site in the Day Services Setting that were Interviewed/Observed during the Review: Names of Staff Interviewed During the On-site Review:	rt Cent	er
Services are provided in a manner that promotes dignity and respect.	Met	Not Me
1. Staff interactions with people supported are positive and encouraging.	Met Met	Not Met
2. People are engaged in age-appropriate activities.	Met	Not Met
 Participants and staff address each other in age appropriate and socially acceptable ways. (Staff are not Mr. or Ms. X while participants are called only by first names). 		
4. People receive personal care/assistance in private (including medication administration).	Met	Not Met
5. People know how to make a complaint, if needed.	Met	Not Met
Services are provided in a setting that promotes health, safety, and well-being.		
6. Staff can describe medical conditions/health risks as outlined in the support plan (self-injurious behavior, seizure activity, etc.)	Met	Not Met
7. Staff can describe their responsibilities in emergency situations.	Met	Not Met
Services are provided in a manner that promotes individual choice and responsibility.		
8. Staff can describe how they offer choices in services/supports.	Met	Not Met
9. Services are provided in the least intrusive manner at the level and frequency needed to optimize independence.	Met	Not Met
10. Participants are encouraged to exercise responsibility in making choices and selecting activities.	Met	Not Met
11. Participants can choose with whom they do activities.	Met	Not Met
12. Participants are not confined to one room all day.	Met	Not Met
Services are provided in a manner that promotes relationships and community connections.		
13. Staff are not congregated together and/or apart from participants.	Met	Not Met
14. Participants are appropriately interacting with each other.	Met	Not Met
15. Participants have opportunities to do activities in the community with people without disabilities (and are not paid staff).	Met	Not Met
16. Activities are planned based on participants' (collective) goals in their service plans.	Met	Not Met
Services are provided in a manner that promotes personal growth and accomplishments.		
17. Staff can describe how they support people in achieving their goals.	Met	Not Met
18. Participants are engaged in the activities.	Met	Not Met
19. Participants indicate they enjoy their training/activities.	Met	Not Met

Services are person-centered. Met	20. Participants indicate they have gained a skill or accomplished a personal goal.	Met	Not Met
21. Participants indicate they choose who is invited to their Plan meetings. Image: Constraint of the plan meetings. Image: Constraint of their goals. 22. Participants are able to change their goals and/or training/activities. Image: Constraint of their goals. Image: Constraint of their goals. 23. Participants are able to change their goals and/or training/activities. Image: Constraint of their goals. Image: Constraint of their goals. 24. Participants are able to change their goals and/or training/activities. Image: Constraint of their goals. Image: Constraint of their goals. 25. Training/activities are strength-based and results-oriented and reflect participants' interests and preferences, and strengths and these are reflected in their personal constraint of their goals. Image: Constraint of their goals. 27. Not all participants are doing the same activities at the same time. Image: Constraint of the goals and/or training/activities. 28. There is a variety of choices of training/activities. Image: Constraint of their goals. Image: Constraint of their goals. 29. Communication methods exist for people that do not use words to communicate. Image: Constraint of their goals. Image: Constraint of their goals. 20. There is a variety of choices of training/activities. Image: Constraint of their goals. Image: Constraint of their goals. Image: Constraint of their goals. 21. Staff tach describe recent opportunities for participants to inter			
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