



Wisconsin Department of Health Services

IRIS Record Review SharePoint Instructions

ATTACHMENTS

The first column will show a paperclip icon when attachments are available. Attach any documents collected during the review of the appeal. To open the attachment, open the issue and click on the hyperlink at the bottom of the issue form.

ISSUE ID

On the view screen, the "Issue ID" column will display a number. This is known as the "background check appeal request number," which is automatically generated. This is unique to each background check appeal request and can be used in correspondences to identify the background check appeal in question.

STATUS

"Status" indicates the record review's stage in the process. Only the Department may change the status to "closed."

Option	Description
Under Review	"Under Review" means the Department of Health Services (DHS) is currently reviewing the record.
ICA Requesting Clarification	"ICA Requesting Clarification" means that the IRIS Consultant Agency (ICA) is requesting additional information from DHS regarding a finding or requested remediation action.
Clarification Provided	"Clarification Provided" indicates to the ICA that DHS has responded to its request for additional information.
Remediation - ICA	"Remediation - ICA" means that DHS reviewed the record and the ICA should begin working on completing remediation activities.
Remediation Validation - DHS	"Remediation Validation - DHS" means that the ICA has completed the remediation activities and DHS should validate the remediation.
Remediation Re-review - ICA	"Remediation Re-review - ICA" means that DHS determined that one or more of the remediation activities were insufficient after the validation process and has returned the record to the ICA for additional work. DHS uses this status multiple times when multiple attempts are required to obtain adequate remediation.
Remediation Re-validation - DHS	"Remediation Re-validation - DHS" means that the ICA has completed the follow-up remediation activities and the record is ready for DHS to validate the remediation. The ICA uses this status multiple times when multiple attempts are required to obtain adequate remediation.
Closed	"Closed" means that the review and remediation activities were completed and the Department determined that no further action is required. DHS changes the status to "closed" once all remediation activities are complete.

YEAR

FOR DHS USE ONLY: Select the year DHS completed the record review from the drop down.

QUARTER

FOR DHS USE ONLY: Select the quarter DHS completed the record review from the drop down. For example, if the DHS reviewer completed the review on March 1, the DHS reviewer selects, "1st Quarter."

DATE OF REVIEW

FOR DHS USE ONLY: Enter the date DHS completed the record review. If the review takes several days to complete, enter the date the record review was completed.

REVIEWER

FOR DHS USE ONLY: Enter the DHS reviewer's name in the format (Last Name, First Name).

PARTICIPANT'S NAME

Enter the participant's name into this text box in the format (Last Name, First Name).

MASTER CLIENT INDEX (MCI)

Enter the participant's MCI number into this text box.

TARGET GROUP

Select the participant's target group from the dropdown box options.

IRIS CONSULTANT (IC)

Enter the IC's name in the format (Last Name, First Name).

IC SUPERVISOR

Enter the IC Supervisor's name in the format (Last Name, First Name).

REVIEW

FOR DHS USE ONLY: DHS scores each indicator, "Met", "Not Met", or "Not Applicable." DHS selects the appropriate response from the dropdown. There is a corresponding field with this title for each indicator on the record review. Refer to the Record Review Instructions for clarification regarding when DHS selects "met", "not met", or "not applicable."

REASON NOT MET

FOR DHS USE ONLY: In cases wherein DHS scores the indicator "not met", DHS selects the reason(s) why the indicator was scored "not met" from the drop down, or check box options. There is a corresponding field with this title for each indicator on the record review. This field defaults to "N/A" so that in instances where the indicator is scored "met", or "not applicable", no action is required in this field.

FOLLOW UP REQUIRED

FOR DHS USE ONLY: In cases wherein DHS scores the indicator "not met", DHS selects the follow-up activities required from the drop down, or check boxes, to indicate the required remediation activities. There is a field of this type for each indicator on the record review. This field defaults to "N/A" so that in instances where the indicator is scored "met", or "not applicable", no action is required in this field.

REMEDIACTION ACTION TAKEN

FOR ICA USE ONLY: The ICA selects the appropriate response(s) from the drop down, or check boxes, to correspond with the actions taken to satisfy the requirements for remediation identified by DHS in the "Follow Up Required" field. This field defaults to "N/A" so that in instances where the indicator is scored "met" or "not applicable," no action is required in this field.

DATE OF CASE NOTE (REMEDIACTION)

FOR ICA USE ONLY: The ICA selects the date or other requested information of the remediation action taken. The SharePoint site identifies this information using parentheses in the option(s) chosen in the "Remediation Action Taken" field. For example, this may be the date of the case note where the information, Individual Support and Service Plan (ISSP), or behavior plan can be found, or the name and role of the supervisor who provided remedial instruction to the IRIS Consultant. Examples: (insert date); (insert name/role). This field should be left blank in instances where the indicator is scored "met" or "not applicable" as no action is required in this field.

DHS APPROVAL

FOR DHS USE ONLY: DHS selects “yes” or “no” based on whether the evidence of remediation provided by the ICA is sufficient. In cases where the DHS reviewer initially scored the indicator, “met” or “not applicable”, the DHS reviewer will select “yes” on the date the record review was completed.

DATE REMEDIATION APPROVED

FOR DHS USE ONLY: The DHS Reviewer enters the date DHS determines the ICA successfully remediated the negative findings. In cases wherein the DHS reviewer initially scored the indicator “met” or “not applicable,” the DHS Reviewer enters the date of the record review.

PREFERRED LANGUAGE

FOR DHS USE ONLY: The DHS Reviewer enters the participant’s preferred language from the options listed in the drop down.

IS THE PARTICIPANT BETWEEN 18-25 YEARS OLD?

FOR DHS USE ONLY: DHS chooses “yes” when the participant’s age is between 18-25 and “no” when the participant’s age is 26 or over.

IRIS CONSULTANT QUALITY SCORE

FOR DHS USE ONLY: The DHS Reviewer checks each box that is applicable to the IRIS Consultant’s performance based on the information in the record review.

TOTAL IRIS CONSULTANT QUALITY SCORE

FOR DHS USE ONLY: The DHS Reviewer chooses the total number out of five as documented in the field, “IRIS Consultant Quality Score” from the choices in the dropdown.

QUALITY CONCERNS NOTED

FOR DHS USE ONLY: The DHS Reviewer chooses “yes” or “no” to indicate whether or not there were concerns identified that were not related to an indicator on the record review.

DESCRIPTION OF QUALITY CONCERNS

FOR DHS USE ONLY: DHS enters narrative descriptions of each of the identified quality concerns.

REQUIRED REMEDIATION

FOR DHS USE ONLY: DHS enters the remediation activities required to remediate the quality concerns.

REMEDICATION STEPS TAKEN

FOR ICA USE ONLY: The ICA enters the steps taken to complete the activities prescribed in the “Required Remediation” field.

DHS APPROVAL

FOR DHS USE ONLY: DHS chooses “yes” when the ICA completes the required activities to remediate the quality concerns. If DHS did not note any quality concerns, DHS chooses “yes” at the time of the record review.

DATE QUALITY REMEDIATION APPROVED

FOR DHS USE ONLY: DHS enters the date DHS verified and approved the remediation activities for the quality concerns. If DHS did not note any quality concerns, DHS enters the date the record review was completed.

NEGATIVE FINDINGS

FOR DHS USE ONLY: DHS chooses “yes” if any of the indicators were scored “not met” as evidenced in the fields titled, “Review.”

REMEDICATION DISCUSSION

DHS and the ICA document all discussion regarding record review findings or prescribed remediation activities.

REMEDIATION COMPLETED

FOR DHS USE ONLY: DHS uses this field to measure whether the ICA completed the required remediation activities satisfactorily on DHS' first request.

Option	Description
Completed Without Additional Work Requested	DHS chooses this selection when the ICA completes all remediation activities satisfactorily on the first request.
Completed With Additional Work Requested	DHS chooses this selection any time the ICA does not complete the required remediation activities as requested and DHS requests additional work.

DATE REVIEW CLOSED

FOR DHS USE ONLY: DHS enters the date the reviewer changed the status to "closed" indicating that all remediation activities were completed.