



Division of Licensing and Certification

<b>DDA - CARF ACCREDITED AGENCY FOCUS REVIEW - PARTICIPANT FILE REVIEW</b>
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Agency Name:	Survey Date:
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Rule Referenced	Rule Information	Participant File Reviewed Does file meet rule requirement? Yes or No				Comments: If marked no, state reason why file does not meet rule requirement.
		Participant #1	Participant #2	Participant #3	Participant #4	
16.03.21.601	Does the participant record clearly document the <b>date, time, duration, and type of service</b> ?					
16.03.21.601	Does the participant record include the <b>signature</b> of the individual providing the service, for each service provided? Each signature must be accompanied both by credentials and the date signed.					

**Notes:**