

QUALITY INCENTIVE PROGRAM (QIP) - Provider Checklist

ALL SERVICE PROVIDER REQUIREMENTS

All existing service providers with QIP-eligible purchase of service (POS) authorizations and activities during fiscal year (FY) 2024-25 (July 1, 2024 – June 30, 2025) – see [attachment B](#)

I. Register/update service provider information on the [Provider Directory](#)

- ☐ a. Review service agency's information in the Provider Directory
- ☐ b. If applicable, update accurate contact information, service types, and service area(s)

* To participate in data collection for FY 2026-27 Quality Incentive rate setting, providers must have completed Provider Directory by **October 30, 2025**.

II. Beginning November 3, 2025; check for an email with a survey link sent to the email address verified in the Provider Directory

III. Participate in [QIP Provider Capacity measure](#) and submit data

- ☐ a. Staff data (*i.e., turnover, wages, tenure, and benefits by job category*)
- ☐ b. Agency data (*i.e., provider structure, language structure*)
- ☐ To earn the Quality Incentive rate for FY 2026-27, providers must complete the Provider Capacity survey by **February 27, 2026**.

IV. Maintain compliance with [Provider Eligibility](#) by February 27, 2026

- ☐ a. Maintain compliance with [Electronic Visit Verification guidelines](#)
- ☐ b. Maintain compliance with [Home and Community Based Services \(HCBS\) Final Rule regulations](#)
- ☐ c. Maintain compliance with [independent audits/ reviews](#)

* Providers must be up to date with their most recent audit/review to be considered compliant. DDS will confirm compliance status on **February 27, 2026**.

ADDITIONAL REQUIREMENTS: EMPLOYMENT SERVICE PROVIDERS

Supported Employment Program - Group (950) and Individual (952) Services

I. Beginning November 3, 2025; check for an email with a survey link

II. Participate in [QIP Employment measure](#) and submit data

- ☐ a. Staff Training
 - Association of Community Rehabilitation Educators (ACRE) training
 - Certification of Employment Service Professionals (CESP) certification/re-certification
- ☐ b. Employment– number and proportion of individuals that achieve any of the following in FY 2024-25:
 - Attain individual CIE, including but not limited to individuals who:
 - Transition from internships to individual CIE
 - Transition from group employment to individual CIE
 - Transition from day or educational programs to individual CIE
 - Attain group employment, including but not limited to individuals who:
 - Transition from internship to group employment
 - Transition from day or educational programs to group employment
 - Attain a paid internship.
 - Stay in their job for at least 30 days, 6 months, 12 months, 18 months, or 24 months.
- ☐ c. Submit staff and employment data.
- ☐ To earn the Quality Incentive rate for FY 2026-27, providers must complete the Employment data collection by **February 27, 2026**.

RESIDENTIAL SERVICE PROVIDER REQUIREMENTS

Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHCN) – 113; Family Home Agency (FHA)- 904; Residential Facility Serving Adults (Owner Operated) - 905 & (Staff Operated) 915; Residential Facility Serving Children (Owner Operated) - 910 & (Staff Operated) – 920; Residential Care Facilities for the Elderly (RCFE) 113, 905 & 915; Enhanced Behavioral Support Homes (EBSH) - 900 & 901; Group Homes for Children with Special Health Care Needs (GHCSHN) – 163; Residential Care Facilities for the Elderly (RCFE) 096 & 114

I. Beginning November 3, 2025; check for an email with a survey link

II. Participate in [QIP Prevention and Wellness measure](#) and submit data

- ☐ **a.** Review resident census from the Department
- ☐ **b.** Gather exam/screening data per resident (Adults or Children)
 - **Adults:**
 - Physical Exam
 - Dental Exam
 - Breast Cancer Screening
 - Cervical Cancer Screening
 - Colorectal Exam
 - **Children:**
 - Wellness Visit
 - Dental Exam
 - Vision Exam
 - Immunizations
- ☐ **c.** Submit exam/screening data per resident (Adults or Children).
- ☐ To earn the Quality Incentive rate for FY 2026-27, providers must complete the Prevention and Wellness data collection by **February 27, 2026**.