

# SERVICE MONITORING NOTIFICATION

**SUBJECT: CDDP Monitoring in SPD Children's Residential Services**

**TO: SPD Children's Residential Services Unit**

**FROM: CDDP \_\_\_\_\_**  
**Service Coordinator \_\_\_\_\_ County**

**CHILD: \_\_\_\_\_**

**SPD Residential or Proctor Provider: \_\_\_\_\_**

**As the CDDP Service Coordinator following this child, I am choosing to conduct service monitoring visits during the following months in 200\_\_.**

\_\_\_\_\_  
\_\_\_\_\_

**If I am unable to review services in the months listed above, I will notify the SPD Children's Residential Services Coordinator so alternate arrangements can be made by SPD. I will provide SPD a copy of the applicable monitoring checklist or case note addressing service review topics. Monitoring documents will be shared with the residential or proctor providers and placed in the child's SPD service record.**

**The SPD Children's Residential Services Coordinator will conduct service monitoring during the time periods not addressed by the CDDP and will provide copies of monitoring checklists to the CDDP and the residential or proctor agency. The SPD Residential Services Coordinator will also conduct site monitoring and participate in licensing reviews as part of monitoring the SPD direct contract.**

**Please send Service Monitoring notification and monitoring checklists to Janette Williams, Children's Residential Service Manager.**

**Fax: (503) 947-4245 Address: Department of Human Services, Seniors & People with Disabilities, Office of Home and Community Supports, 500 Summer Street NE, E10, Salem, OR 97301.**