

Quality Assurance Policy Guidance

This document provides guidance for drafting a Quality Assurance policy when applying for a provisional Early Intensive Developmental and Behavioral Intervention (EIDBI) license. Its purpose is to support agencies in monitoring and addressing the way services are provided. While this document offers recommendations, all providers must comply with requirements established by Minnesota Statutes, sections 256B.0949 and 245A.142.

Recommended policy components

A Quality Assurance policy should be tailored to your specific organization and its staff. The policy may include topics such as:

- Purpose
- Scope
- Roles and responsibilities for all staff and provider levels
- Quality assurance activities, including:
 - Internal audits (including corrective action and follow-up)
 - Case reviews
 - Satisfaction surveys
- Documentation standards
- Continuous improvement initiatives
- Policy review schedule

For questions about the policies required for the EIDBI provisional license application, refer to the resources below, or contact the EIDBI Licensing Team at eidbi.licensing.dhs@state.mn.us or 651-431-6500.

Related resources

- [DHS Early Intensive Developmental and Behavioral Intervention \(EIDBI\) Benefit Manual](#)
- [EIDBI Licensing Homepage](#)
- Minnesota Statutes, sections [256B.0949](#) and [245A.142](#)