

Documentation Requirements for Medicaid Waiver Services

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Documentation requirements presentation (PPT) given June 28, 2012

Documentation Requirements for Day Habilitation

Functional Analysis

Develop a functional analysis of the individuals capabilities with in the first month and annually.

Develop an ISP that includes the following:

- The individuals interest
- Choices
- Measurable outcomes

Submit quarterly reports to the individual, family/guardian, and Service Coordinator on the programming and support provided to achieve the outcomes in the ISP.

In-Home Day Habilitation

Day Habilitation provider must provide written documentation that in-home service are necessitated by the individual's medical or safety needs.

The Day Habilitation provider are responsible for developing the ISP goals and activities. The plan should include transitioning the individual to the community to the extent possible.

Documentation Requirement for Prevocational services

Prepare Vocational Assessments

Vocational assessment within the 90 days of intake and annually.

The vocational assessment must include the following:

- Employment-related strengths and weaknesses
- Available natural/community supports
- Individual concerns and preferences
- Accommodations and supports that may be required on the job.

Develop an ISP

The ISP shall include the following:

- The person interest
- Specific measurable outcomes for the development of vocational skills that are consistent with the goals
- Activities shall be functional.

File Quarterly Reports

Submit quarterly reports, no later that the 15th day of January, April, July, and October.

The quarterly reports shall include the following:

- Name of the person
- Community inclusion opportunities
- Volunteer activities
- Prevocational facility and non-facility-based activities

- Progress to achieving outcomes from IHP.

Documentation Requirements for Supported Employment

Complete a comprehensive vocational assessment

The vocational assessment shall include the following:

- Employment- related strengths and weakness
- Available family and community supports
- Personal concerns
- Accommodations and supports that may be required on the job
- If specific job or entrepreneurial efforts has been targeted the assessment may include:
 - Individualized training needs
 - Anticipated level of interventions that will be required by the job coach.
 - Type of integrated work environment
 - Supports that are needed to improve potential for employment.

Provide written justification ten business day prior to the prior authorization expires to request an extension.

Maintain service records that accurately link the services billed to the ISP/POC.

The documentation shall include:

- Individual's name
- Staff person's name
- Date(s) of activities
- Start and end times of activities
- Purpose of activities
- Location of activities
- Occurrences or behaviors that impede the progress of the group or individual participants
- Any unusual circumstances or events that impact the stability of the group or individuals participant
- Any incidents
- Actions take to address behaviors or unusual circumstances.

Submit quarterly reports that include the following:

- Individual's name
- Confirmation that wages exceed minimum wage
- Average hours a week worked by each person
- Hours of activities for each person if not engage in employment
- Aggregate calculation of wages earned, hours worked and hours of activities for person not engaged in employment.

Documentation Requirements for Supported Living and Residential Habilitation

Develop a functional analysis of the individual's capabilities with the first month.

Develop a support plan with measurable outcomes using the functional analysis, ISP/POC, and other information to develop and maintain skills to remain in the community while maintaining the individual's health and safety.

Maintain a participants attendance roster on a daily basis.

Maintain weekly progress notes or more frequently.

Progress notes shall include:

- Progress in meeting each goal in the ISP assigned to the supported living and residential habilitation provider.
- A list of all community activities and the individual's response to each activity.
- Any health events, side effects to medication, change in health status, behavioral event, use of restrictive procedures or unusual incidents.
- Each visitor the person receives, special events, and any situation or event requiring follow up.

Quarterly reports that include the activities and support provided to help the individual achieve his/her identified outcomes and progress to date.

Maintain current financial records of expenditures.

Documentation Requirements for Respite

Provider shall maintain documentation the includes the following:

- Date and amount of time the service is delivered
- Record the activities engaged in
- Individual's response to those activities
- Unusual events or circumstance involving the individual's health and welfare while respite services were delivered.

Documentation requirements for Host Homes

Develop a functional analysis of the individual's capabilities with the first month.

Develop a support plan with measurable outcomes using the functional analysis, ISP/POC, and other information to develop and maintain skills to remain in the community while maintaining the individual's health and safety.

Maintain weekly progress notes or more frequently.

Progress notes shall include:

- Progress in meeting each goal in the ISP assigned to the Host Home provider
- A list of all community activities and the individual's response to each activity.
- Any health events, side effects to medication, change in health status, behavioral event, use of restrictive procedures or unusual incidents.
- Each visitor the person receives, special events, and any situation or event requiring follow up.

Quarterly reports the include the activities and support provided to help the individual achieve his/her identified outcomes and progress to date.

Maintain current financial records of expenditures

Nurse shall document monthly for individual prescribed medication and every 60 days for individual without medication.

Documentation Requirements for In-Home Support

In-Home Support services require an In-home Support Services Plan prior to the initiation of services.

A copy of the plan should be maintained at the individual's home, provider office, and Service Coordination.

The plan shall include the following:

- Activities and supports that will be provided and identify anticipated outcomes.
- A staffing plan and schedule
- As necessary, the participation of professionals to meet the individual needs
- Emergency and contingency plan to address potential behavioral, health, or emergency events.

Maintain weekly progress notes or more frequently if indicated.

Progress notes shall include the following:

- Progress in meeting each goal in the ISP assigned to the in-home support provider.
- List of community activities with the in-home support provider and the individual's response to each activity.
- Any unusual health events, side effects to medication, change in health status, behavioral events, use of restrictive procedure or unusual incidents.
- Any visitor the individual receives, special events, and any situation or event requiring follow-up during the delivery of the in-home supports services
- Dates and times services are delivered.

Provide quarterly reports that include following:

- Progress on goals, objectives, and activities.
- Quarterly reports are within 30 days of the end of each quarter (i.e. January 30th, April 30th, July 30th, and October 30th).

Documentation Requirements for Speech and Language

Initial assessment

- Comprehensive assessment to determine absence of swallowing disorder;
- Communication disorder;
- Background review and current functional review of communication capabilities in different environments;
- Needs assessments for the use of augmentative and alternate speech devices, methods, or strategies;
- Needs assessment for the use of adaptive eating equipment;
- Assisting persons with voice disorders;
- Teaching and training the person and team on communication program;
- Aural rehabilitation by teaching sign language and/or lip reading;
- treatment goals that are appropriate for the authorized service;
- Number of hours for follow along services;
- Continuation

Quarterly reports/written documentation

- Visitation notes
- Progress notes
- Pertinent documentation of the person's progress or lack of progress
- Progress on treatment goals

- Documentation must include evidence that services did not exceed the authorized frequency and duration.

Documentation Requirements for Nutrition

Initial assessment

- Biochemical, clinical dietary appraisals;
- Food-drug interaction potential;
- Health and safety environmental review of food preparation and storage area;
- Need assessments for adaptive equipment and dysphagia management;
- Improve and increase person's ability to manage their diet; menu development; shopping; and food preparation.
- treatment goals that are appropriate for the authorized service; and
- Number of hours for follow along services

Quarterly reports/written documentation

- Visitation notes
- Progress notes
- Pertinent documentation of the person's progress or lack of progress
- Progress on treatment goals
- Documentation must include evidence that services did not exceed the authorized frequency and duration.

Documentation Requirements for BSP

Diagnostic Assessment

BSP

- A description of the techniques for gather information;
- The goals of the BSP;
- Strategies of positive behavior support;
- Etc.
- Future meeting for BSP providers.

Quarterly reports/written documentation

- Visitation notes
- Progress notes
- Pertinent documentation of the person's progress or lack of progress
- Progress on treatment goals
- Documentation must include evidence that services did not exceed the authorized frequency and duration.