

Documentation Criteria for Residential, Day, PA, Respite and Behavioral Respite Services

Daily Documentation. (Applies to all of the above services except Semi-Independent Living and Supported Employment for 1-3 Persons which have minimum contact requirements.)

1. Daily documentation must demonstrate that the service was provided on the dates billed for, including time in/time out or start and end times for day services and the signature of at least one of the staff delivering the service to the individual. (A valid signature may be the written name of the staff person, the initials of the staff person with a “key” indicating the name of the staff person for each set of initials used and a sample of the staff’s written initials, or an access controlled electronic signature.)
2. Documentation must demonstrate that the service provided met the required criteria (service definition, service intensity, planned and meaningful activities).
3. Documentation must demonstrate that the relevant ISP actions were implemented.
4. Documentation must provide the foundation for the monthly review.
5. Documentation should be as simple and time efficient as possible.
6. Daily documentation must provide communication of significant information (Staff Communication Notes) about the individual served among staff (medical events, behavioral events, other unusual events either positive or negative, anything else that occurred with the individual that is important for other staff to know.)
 - If none of these events occurred during the period documented, no Staff Communication Note is necessary.
 - Staff Communication Notes may be included on the same form as other elements of the daily documentation or may be on a separate format.

Documentation for Semi-Independent Living

1. Documentation must demonstrate that at least the minimum number of hours of face to face service was provided.
2. Documentation must demonstrate that the service activities met the service definition.
3. Documentation that ISP action(s) are addressed.

Documentation for Supported Employment for 1-3 People.

1. Documentation must demonstrate that at least the minimum number of contacts per week was made.
2. Documentation must demonstrate that the service activities met the service definition.

3. Documentation that ISP action(s) are addressed.

Sources to verify that a service was “billable”: Presence of daily documentation or documentation of minimum required contacts for SIL and SE, 1-3 people.

1. Attendance logs (except not required for PA).
2. Staff attendance sheets.