

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



Policy Title:

Billing Documentation For Waiver Services

Chapter:

5

Effective Date:

9/25/2008

Revision Date:

Policy Number:

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Robert Fleese, President - CEO

SCOPE:

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

INTRODUCTION:

1. Billing records for waiver services will describe the nature and extent of services provided and will be retained in either electronic copy or paper form for not less than four years after the services is furnished.
2. Billing information will include the following:
 - Date(s) of service(s) as submitted on the bill/invoice
 - Name(s) of individual(s) for which services were provided
 - Documentation that services provided are listed in the approved Individual Service Plan (ISP) and that service type and number of units are authorized.
 - Information that substantiates that services listed in the ISP are the services provided and billed. For adult residential services and lifesharing (also referred to as Family Living), this is the Monthly Residential Population Report. For Vocational and Day Activity programs, billable services are documented on the Weekly Census Report. For Supported Living, services are documented for billing on a weekly hours report submitted for the calendar month.

- The reports listed above may be referred to as progress notes. For billing purposes, a progress note in paper or electronic form is required for intermittent and non-intermittent services. Non-intermittent services are continuous, consecutive, approved services scheduled on a regular basis, like residential habilitation or prevocational services. Intermittent services may include Supported Living services and Employment services. For Intermittent services, a progress note needs to be written each time that service is provided. For non-intermittent (Residential and Day Program) at minimum, only a monthly progress note is required.
 - As needed, staff records and/or time sheets along with schedules can be used to further substantiate time from multiple staff who provide billable services.
3. A representative of Keystone (typically the individual fulfilling the program specialist responsibilities) will provide a completed Service Participation form (Exhibit A) to the Supports Coordinator at the annual service plan meeting.

DISCUSSION: