

Service Specific Record Review – Special Medical Home Care

#	Performance Measure/Standard	Protocol	Not Met Reasons	
1	The provider maintains Daily Progress Notes/Service Logs covering services provided and billed during the period under review.	<p>CMS Assurance – Financial Accountability RECORD REVIEW</p> <p>The Daily Progress Note/Service Logs is summary of support provided during the contact and must include:</p> <ul style="list-style-type: none"> ○ Name of individual receiving service ○ Date of service ○ Time in/out ○ Summary of services provided <ul style="list-style-type: none"> • Review Daily Progress Notes/Service Logs for the entire period of review. • Determine that Daily Progress Notes/Service Logs include all required components. • Review Daily Progress Notes/Service Logs against claims data to ensure accuracy in billing. <p style="text-align: center;">This standard is subject to identification of a potential billing discrepancy</p>	<ol style="list-style-type: none"> 1) Provider did not maintain Daily Progress Notes/Service Logs covering services provided/billed during the period under review. (B) 2) Daily Progress Notes/Service Logs covering services provided/billed during the period under review did not include the individual's name. (B) 3) Daily Progress Notes/Service Logs covering services provided/billed during the period under review did not include a time in/out. (B) 4) Daily Progress Notes/Service Logs covering services provided/billed during the period under review did not include the date service was provided. (B) 5) Daily Progress Notes/Service Logs covering services provided/billed during the period under review did not include a summary of services provided. (B) 6) Discrepancies were noted between units billed and services documented. (B) 	B
2	The record includes the current Nursing Care Plan.	<p>CMS Assurance – Financial Accountability RECORD REVIEW</p> <ul style="list-style-type: none"> • Review Nursing Care Plan for period under review. • Review for annual update. • Ensure Nursing Care Plan is done by an RN or ARNP. <p style="text-align: center;">This standard is subject to identification of a potential billing discrepancy</p>	<ol style="list-style-type: none"> 1) Nursing Care Plan was not completed prior to the initial claim submission. (B) 2) Nursing Care Plan had not been updated on an annual basis. (B) 3) Nursing Care Plan was not provided for review. (B) 4) Nursing Care Plan was not completed by an RN or ARNP. (B) 	B

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3	When applicable Nursing Care Plan contains revisions to reflect current health status.	<p>CMS Assurance - Service Plan RECORD REVIEW</p> <ul style="list-style-type: none"> Review current Nursing Care Plan If warranted determine if revisions have been made to reflect current health status. <p>If there have been no significant changes to the individual's health status since the last annual update score as N/A.</p>	1) Nursing Care Plan did not contain revisions to reflect current health status.	C
4	The record includes the Nursing Assessment (completed at the time of the first claim submission and annually thereafter).	<p>CMS Assurance – Financial Accountability RECORD REVIEW</p> <ul style="list-style-type: none"> Review the Nursing Assessment is done by an RN or ARNP. Review for an initial Nursing Assessment done at the start of services. Review for annual Nursing Assessment. Review for changes in the individual's health status. <p>Note: If initial Nursing Assessment is not in the record but a current Nursing Assessment is available score as not met but with no potential recoupment.</p> <p style="text-align: center;">This standard is subject to identification of a potential billing discrepancy</p>	<p>1) Nursing Assessment was not completed by an RN or ARNP. (B)</p> <p>2) Initial Nursing Assessment was not in the record. (B)</p> <p>3) Initial Nursing Assessment was not completed prior to the first claim submission. (B)</p> <p>4) Nursing Assessment was not completed annually. (B)</p> <p>5) Nursing Assessment had not been updated to reflect significant changes in the individual's health status. (B)</p>	B
5	The record includes prescription for the service.	<p>CMS Assurance – Financial Accountability RECORD REVIEW</p> <ul style="list-style-type: none"> A new prescription needs to be obtained every 12 months. Review record to ensure an original prescription(s) (not a copy) is on file for entire period of review. This may require review of 2 prescriptions in order to cover the period of 	<p>1) The original prescription covering some or all services provided/billed during the period under review was not in the record. (B)</p> <p>2) The prescription covering services provided/billed during the period under review was a copy/not original. (B)</p>	B

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		<p>review.</p> <p>This standard is subject to identification of a potential billing discrepancy</p>		
6	The record includes the list of duties to be performed by the nurse.	<p>CMS Assurance – Financial Accountability RECORD REVIEW</p> <ul style="list-style-type: none"> • Review record for a current list of specific nursing duties. 	<ol style="list-style-type: none"> 1) There was no list of duties to be performed by the nurse in the record. 2) List of duties was generic and not specific to the individual's needs. 	C
7	The provider maintains current Service Authorization(s) for the service being rendered and billed.	<p>CMS Assurance - Service Plan RECORD REVIEW</p> <p>Service Authorizations are provided quarterly or more frequently as changes dictate.</p> <ul style="list-style-type: none"> • Review the Service Authorization for Special Medical Home Care and ensure: <ul style="list-style-type: none"> ○ A Service Authorization is available to cover all services provided and billed during the period under review. ○ The Service Authorization(s) is in approved status; ○ The Service Authorization(s) is for the correct rate (agency vs. solo – geographic vs. non-geographic, ratio). <ul style="list-style-type: none"> ○ Refer to the current APD Provider rate table as needed. <p>WSCs and service providers must verify the Service Authorization is correct according to the authorized amount of services in the iBudget system. If corrections are needed the service provider should immediately contact the WSC for resolution.</p> <ul style="list-style-type: none"> ○ Consider provider due diligence in securing corrected Service Authorizations when incorrect ones are received. 	<ol style="list-style-type: none"> 1) No Service Authorizations were in the record covering services provided and billed during the period under review. 2) One or more Service Authorizations covering services provided and billed during the period under review were not in the record. 3) One or more Service Authorizations covering services provided and billed during the period under review were not in approved status. 4) One or more Service Authorizations covering services provided and billed during the period under review did not indicate the correct rate. 	C

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8	The provider renders the service in accordance with the Handbook.	<p>CMS Assurance - Service Plan RECORD REVIEW</p> <ul style="list-style-type: none"> • Review provider records for Service Authorizations. • Determine Service Authorization(s) are available covering services provided and billed during the period under review. • Review data collection documentation and Daily Progress Notes for information that supports frequency of service provision. • If service authorizations are not present for some or all of the period under review other documentation such as service logs, daily progress note, Nursing Care Plan, support plans, etc. can be used. <p style="text-align: center;">This standard is subject to identification of a potential billing discrepancy</p>	1) Service is not being rendered in accordance with the Handbook. (B)	B
9	The provider is in compliance with billing procedures and the Medicaid provider agreement.	<p>CMS Assurance – Financial Accountability RECORD REVIEW</p> <p>Provider is not to bill for services prior to rendering service.</p> <ul style="list-style-type: none"> • Review Claims data for date billed. • Review dates on Daily Progress Notes/Service Logs. • Determine whether or not services were rendered prior to billing for each date of service in the review period. 	1) Provider billed for services prior to rendering services on one or more dates during the period under review.	C
10	The provider does not receive reimbursement for Residential Habilitation or Residential Nursing services.	<p>CMS Assurance – Financial Accountability RECORD REVIEW</p> <ul style="list-style-type: none"> • Review to ensure that the provider is not receiving payment for Residential Habilitation or Residential Nursing. 	<p>1) The provider received reimbursement for Residential Habilitation services. (B)</p> <p>2) The provider received reimbursement for Residential Nursing services. (B)</p>	B

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11	The provider has a method in place to document information about the individual's physical health on an ongoing basis.	<p>CMS Assurance – Health and Welfare RECORD REVIEW</p> <ul style="list-style-type: none"> • Ask the provider for method of collecting and documenting historical physical health information relevant to the service being provided. • Ask the provider for method of collecting and documenting current information about the individual's physical health. • Review file for documentation supporting stated method. • Documentation may include intake forms, stand-alone forms, or other available documentation. • For Special Medical Home Care a well written and updated Nursing Care Plan may meet this requirement. 	<ol style="list-style-type: none"> 1) Provider has no method in place to document information about the individual's physical health. 2) Key/Critical pieces of physical health information were absent from the record. 	C
12	The provider has a method in place to document information about the individual's behavioral/emotional health on an ongoing basis.	<p>CMS Assurance – Health and Welfare RECORD REVIEW</p> <ul style="list-style-type: none"> • Ask the provider for method of collecting and documenting historical behavioral/emotional health information relevant to the service being provided. • Ask the provider for method of collecting and documenting current information about the individual's behavioral/emotional health. • Review file for documentation supporting stated method. • Documentation may include intake forms, stand-alone forms, or other available documentation. 	<ol style="list-style-type: none"> 1) Provider has no method in place to document information about the individual's behavioral/emotional health. 2) Key/Critical pieces of behavioral/emotional health information were absent from the record. 	C
13	The provider submits documents to the Waiver Support Coordinator as required.	<p>CMS Assurance - Service Plan RECORD REVIEW</p> <p>Review documentation to assure:</p>	<ol style="list-style-type: none"> 1) The provider did not have documented evidence of document submission of Daily Progress Note/Service Logs. 2) The provider did not have documented 	C

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#	Performance Measure/Standard	Protocol	Not Met Reasons
		<ul style="list-style-type: none"> • Daily Progress Notes/Service Logs are submitted. • Nursing Care Plan is done at the time of initial claim submission and annually. • Nursing Assessments are completed prior to or at the time of claim submission and annually. • Copy of original prescription for services was turned in. 	<p>evidence of document submission of Nursing Care Plan at time of initial claim submission and annually thereafter.</p> <p>3) The provider did not have documented evidence of document submission of Nursing Assessment prior to or at time of first claim submission and annually thereafter.</p> <p>4) The provider did not have documented evidence of document submission of a copy of original prescription for the service.</p>

CONTROLLED DOCUMENT