

Early Intervention Monitoring and Technical Assistance

Payee Review Checklist

Copies of the following documents must be provided completion of the review for fiscal year 2023 (July 1, 2022 – June 30, 2023):

Administrative Review Items

- ✓ **Proof of Professional Liability Insurance – coverage 7/1/22 to 6/30/23.**
- ✓ **HIPAA Compliance Documents** (Two separate documents)
 1. **Administrative Directives** (see Provider Tool #'s 4-10): An internal administrative document that outlines the privacy/security policies and procedures within a provider's private office or agency that should include:
 - Collection, storage, disclosure, and destruction stages.
 - The Privacy Officer, who is responsible for the development, implementation, and oversight of the policies and procedures pertaining to HIPAA (164.530).
 - HIPAA complaint process. (160.306 and 164.530).
 - Access to Protected Health Information (PHI) (164.524).
 - Minimum necessary requirements for using, disclosing, or requesting PHI (164.502).
 - Accounting of disclosures of PHI (164.528).
 2. **Notice of Privacy Practices** (see Provider Tool #11). A document that is given to the client that identifies the uses and disclosures of PHI that may be made by the provider as a covered entity, the client's rights, and the provider's legal duties with respect to PHI.

File Review Items

- ✓ Documentation of services provided (evaluations, assessments, direct service, and IFSP development).
- ✓ IFSP(s) – submit plans that cover all relevant dates of FY 2023 (7/1/22 - 6/30/23.).
- ✓ All authorizations for services.
- ✓ All evaluation and assessment reports (written by rendering provider(s) being reviewed).
- ✓ 14-day documentation for all evaluations and assessments (documentation to support submission to the CFC).
- ✓ Physician's authorization for all licensed professionals.
- ✓ 6-Month review reports.
- ✓ Discharge report and documentation to support timely submission to the CFC.
- ✓ All insurance explanations of benefits and completed claims that were submitted to the Central Billing Office, should be available upon request.

***Additional review information can be found at:**

www.EarlyInterventionMonitoring.org