

DHS Bureau of Early Intervention

Provider Review Checklist - Audio

COPIES OF THE FOLLOWING DOCUMENTS MUST BE AVAILABLE OR PROVIDED TO THE EARLY INTERVENTION MONITOR FOR COMPLETION OF THE REVIEW: **FISCAL YEAR 2018 (JULY 1, 2017 - JUNE 30, 2018)**

ADMINISTRATIVE REVIEW ITEMS

- **PROOF OF PROFESSIONAL LIABILITY INSURANCE-COVERAGE FOR DATES JULY 1, 2017- JUNE 30, 2018**

THE FOLLOWING HIPAA COMPLIANCE DOCUMENTS (MUST BE SEPARATE DOCUMENTS):

1. **Administrative Directives (see Provider Tool #'s 4-9)**
An internal administrative document that outlines the privacy/security policies and procedures within a providers private office or agency.
2. **Notice of Privacy Practices (see provider Tool #'s 10-11)**
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 clients rights and the providers legal duties with respect to PHI.

FILE REVIEW ITEMS

- **DAILY DOCUMENTATION (EVALUATIONS, ASSESSMENTS, DIRECT SERVICE AND IFSP DEVELOPMENT, IF APPLICABLE.)**
- **IFSPs – ENTIRE DOCUMENT THAT COVERS FY 2018 (JULY 1, 2017-JUNE 30, 2018)**
- **PHYSICIAN'S SCRIPT , IF APPLICABLE**
- **IFSP MEETING ATTENDANCE WAIVER, IF APPLICABLE**
- **ALL AUTHORIZATIONS FOR SERVICES**
- **EVALUATION OR ASSESSMENT REPORT (ONLY FOR THE INDIVIDUAL PROVIDER RENDERING PROVIDER (S) BEING REVIEWED)**
- **14 DAY DOCUMENTATION FOR ALL REPORTS (DOCUMENTATION TO SUPPORT TIMELY SUBMISSION TO THE CFC)**
- **ALL INSURANCE EOBs AND COMPLETED CLAIMS THAT WERE SUBMITTED TO CBO NEED TO BE AVAILABLE UPON REQUEST OF THE MONITOR **THESE DO NOT NEED TO BE MAILED IN WITH REVIEW MATERIAL ****

ADDITIONAL REVIEW NOTES:

PLEASE CONTACT YOUR MONITOR OR THE WEBSITE WWW.EARLYINTERVENTIONMONITORING.ORG FOR ANY FURTHER CLARIFICATION.