

DHS Bureau of Early Intervention

Payee Review Checklist - Interpreters

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

- **ADMINISTRATIVE DIRECTIVE (DOCUMENT TO DESCRIBE HIPAA COMPLIANCE-SEE PROVIDER TOOL #'4-9)**
An internal administrative document that outlines the privacy/security policies and procedures within a providers private office or agency.

FILE REVIEW ITEMS

- **DAILY DOCUMENTATION FOR TRANSLATION AND/OR INTERPRETATION SERVICES**
- **TRANSLATED DOCUMENTS IN ENGLISH AND TRANSLATED VERSION**
- **IFSPs –ENTIRE DOCUMENT THAT COVERS FY 2018 (JULY 1, 2017- JUNE 30, 2018)**
- **ALL AUTHORIZATIONS**
- **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 AND/OR THE WEBSITE WWW.EARLYINTERVENTIONMONITORING.ORG FOR ANY FURTHER CLARIFICATION.**