

DHS Bureau of Early Intervention

Payee Review Checklist

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 – DATES MUST COVER 7/1/17-6/30/18**

HIPAA COMPLIANCE DOCUMENTS (MUST BE SEPARATE):

1. **Administrative Directives (see Provider Tool #'s 4-10)**
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 # 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

IF PROVIDER WORKS WITH ASSOCIATE LEVEL PROVIDERS, THE FOLLOWING WILL ALSO BE NEEDED:

- **AGENCY ORGANIZATION CHART, OR SOME OTHER DOCUMENT, THAT SHOWS THE ASSIGNMENT OF ASSOCIATE LEVEL PROVIDERS TO SUPERVISORS.**
- **CREDENTIALS OF ANY ASSOCIATE LEVEL PROVIDERS THAT WORK UNDER THE SUPERVISION OF CREDENTIALLED PROVIDERS**
- **DOCUMENTATION OF DIRECT SERVICE SUPERVISION AND IFSP IMPLEMENTATION SUPERVISION OF THE ASSOCIATE LEVEL PROVIDER BY THE CREDENTIALLED SUPERVISOR**

FILE REVIEW ITEMS

- **DAILY DOCUMENTATION (EVALUATIONS, ASSESSMENTS, DIRECT SERVICE AND IFSP DEVELOPMENT)**
- **IFSPs -ENTIRE DOCUMENT THAT COVERS FY 2018 (7/1/17-6/30/18)**
- **ALL AUTHORIZATIONS FOR SERVICES**
- **ALL CORRESPONDENCE**
- **ALL EVALUATION AND ASSESSMENT REPORTS (ONLY FOR THE INDIVIDUAL 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 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 AND/OR THE WEBSITE, WWW.EARLYINTERVENTIONMONITORING.ORG PRIOR TO YOUR REVIEW FOR ANY CLARIFICATION.