

DHS Bureau of Early Intervention

Payee Review Checklist – Transportation

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 ITEM

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

FILE REVIEW ITEMS

- **DAILY DOCUMENTATION (TRANSPORTATION LOG)**
- **ALL AUTHORIZATIONS FOR SERVICES**
- **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 VISIT THE WEBSITE AT WWW.EARLYINTERVENTIONMONITORING.ORG FOR ANY FURTHER CLARIFICATION.