**Early Intervention Monitoring and Technical Assistance**

**Audio Review Checklist**

Copies of the following documents must be available or provided completion of the review for **fiscal year 2021 (July 1, 2020 – June 30, 2021):**

**Administrative Review Items**

* **Proof of Professional Liability Insurance – coverage 7/1/20 to 6/30/21.**
* **HIPAA Compliance Documents** (Must be 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 Office who is responsible for the development, implementation, and oversight of the policies and procedures pertaining to HIPAA (164.530).
* HIPPA 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).

1. **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 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 2021 (7/1/20 - 6/30/21) or IFSP Meeting attendance Waiver.
* 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.
* All insurance explanation 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**](http://www.EarlyInterventionMonitoring.org)