**Early Intervention Monitoring and Technical Assistance**

**Interpreter Checklist**

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

**Administrative Review Items**

HIPAA Compliance

**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).

**File Review Items**

* Documentation of services provided (Direct service, phone call, and translation documentation).
* IFSP(s) – submit plans that cover all relevant dates of FY 2021 (7/1/20 - 6/30/21).
* All authorizations for services.

**Additional review information can be found at:**

[**www.EarlyInterventionMonitoring.org**](http://www.EarlyInterventionMonitoring.org)