

IDGS: Clinician Direct Check List

Current script with the therapy prescribed and diagnosis codes identified

- Needed to submit a budget with monies in direct clinical
- Script is within a year of the last script- does **not** have to align with budget year

The direct therapy can only cost up to the 90% as published by the Bureau of Labor Statistics at <http://www.bls.gov/soc/home.htm>

- This is based off professional's credentialing not the services provided
- This is based off of an hour of service- if session invoice is less we need to calculate the hourly rate
- The invoice **cannot** exceed the amount outlined by Medicaid- if the service cost exceeds this amount AIM cannot process the reimbursement request

The providers credentials must be run through the New York State licensure system to assure they are licensed/registered at <http://www.op.nysed.gov/opsearches.htm>

- If their registration/credentialing is not validated by the site that person cannot be approved to provide the therapy

A therapy plan was written by the therapist and signed by primary doctor (this means they are agreeing that this will benefit the individual) This can be provided after we start reimbursement (within the first quarter of supports). A delay in providing this documentation may delay reimbursements.

- This should include an evaluation, long and short term goals and how they are going to reach them

A semi-annual progress note with recommendations to continue therapy; this should be written and signed by the therapist and reviewed and signed by the person's primary care provider.

- This can be tied to the person's life plan meeting dates to assist with paperwork volume

The invoice for services are uploaded to Evero based on the date of the services rendered. The invoice should include:

- General Information- the person's name, the cost of session(s), length of the session(s), the session note (identified below) and proof of payment
- A therapy session note is required for every invoice processed- this would include what was accomplished during that session and is written by the therapist

All documentation must be updated minimally annually or when the script expires/therapist changes