



IDGS: Clinician Non-Direct Check List

Non-direct clinical consultants can: evaluate a person's habilitation plan, train self-hired staff on the habilitation plan and evaluate the effectiveness of the self-hired staff's supports pertaining to the habilitation plan

****Non-Direct Clinical cannot be used to train care givers or directly support the person****

_____ The in-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

_____ Therapy plan written by the therapist- this must be provided prior to reimbursement

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

_____ An annual progress note with recommendations to continue therapy; this should be written and signed by the therapist.

- 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 needs to be updated annually or when the therapist changes