



Data Sheets/Progress Notes and Time Sheets Documentation Guidelines

Data Sheets/Progress Notes documentation must correspond to the Consumer's IPOS/plan of care, including current status, progress toward specific goals and objectives addressed during the encounter, and interventions offered by the Provider during the encounter and shall include these mandatory elements:

CLS and Respite Progress Data Sheets/Progress Notes Requirements

- Consumer Name and Consumer ID
- Date of Service (mm/dd/yyyy)
01/10/2022 or 1/10/2022
- Start Time and End Time of service (00:00 am) (00:00 pm)
Time In: 9:00 am or 09:00 am
Time Out: 11:00 pm
- Legible documentation that corresponds to the Consumer's IPOS/plan of care (Service type, location, activities, progress, and etc.)
- Provider must sign and date after every date of service entry and all areas of the form that requires the Provider's signature and date. (DO NOT use INITIALS)
*Jane Doe 1/10/2022 or John Doe
1/10/2022*

Time In and Out

Visits are calculated in 15 minute increments. H2015 and T1005 are HCPCS Codes and there is no rounding curve.

15 minutes = 1 unit
4 Units = 1 hour

Providers need to clock in/out by the exact minute to be paid.

Example 1:

9/12/22	3:00 pm – 6:00 pm = 3 hours
9/12/22	3:01 pm – 6:00 pm = 2.59 hours = 2.75 hours will be paid

Example 2:

9/13/22	7:15 am – 9:45 am = 2.5 hours
9/13/22	7:18 am – 9:45 am = 2.27 hours = 2.25 hours will be paid

Time Overlap

Time overlaps are not allowed between Providers and/or multiple agencies rendering services to the same client. This is a main reason for denial in payment.

Example 1:

Date of Service:	9/12/22
CLS Provider 1:	9:00 am – 3:00 pm = 6 hours
Respite Provider 2:	2:45 pm – 6:00 pm = 3.25 hours

Overlap between 2:45 pm – 3:00 pm. The agency cannot process payroll or claim due to payment will be denied because of the time overlap. The agency will notify the Providers, Client and Case Manager regarding issue. Corrections will need to be made on both the Data Sheets/Progress Notes and Time Sheets for

resubmission. If Time Overlap is resolved and received before payroll deadline, the visit will be paid. If submitted later, the visit will be paid on the next payroll date.

Example 2:

Date of Service: 9/15/22
ABA Therapy: 9:00 am – 12:00 pm = 3 hours
CLS Provider: 12:00 pm – 6:00 pm = 6 hours

Providers are from 2 different agencies that are being paid by the CMH. In order for both agencies to process the claim for reimbursement, the 2 Providers must not provide the services at the same time or have any overlapping times. In this scenario, there is no overlap of visits.

Overnight Visits

Providers that have overnight visits are technically providing visits on 2 different days. Data Sheets/Progress Notes and Time Sheets need to reflect the breakdown in days and times in and out. Please keep in mind that the billing codes, dates and times must match the claims we process with your CMH. Any discrepancies will result in denial of payment.

Example:

8/30/2022 6:00 pm – 6:00 am = 12 hours

Should be entered as:

8/30/22 6:00 pm – 12:00 am = 6 hours
8/31/22 12:00 am – 6:00 am = 6 hours

Corrections

- Corrections must be completed within 24 hours of notification.
- If corrections are not completed within the allotted time frame, it will be processed for the following pay period.
- No exemptions

DO NOT:

- Scribble
- Use Correction Tape or White Out

DO:

- Draw a line through the entry that needs the correction, initial and date.

Example:

JD 1/10/2023

Client had a slice of ~~appel~~ apple pie and glass of milk for a snack.

If you require further assistance, please email inquiries to payroll@hragroup.net or call HR Alliance at ; 734-513-2731 @ extension 402

Thank you,
HR Alliance