

## **Day Habilitation Billing Audit Outline**

Arrange for interview with Accounts Receivable Manager and Accounting Billing Manager, as applicable to discuss billing submittal reports and documentation. Contact Day Habilitation Coordinator(s) - Life Center (MD) and ASD - for all billing supporting documentation. Meet in their work space or as convenient and as their schedule permits.

Areas of discussion to include but not limited to:

- Process and Procedures
  - Areas of concerns
  - Opportunities for efficiencies
  - Documentation
- Audit process
  - Audit period
  - Random sample
    - a) <http://www.random.org/>
    - b) Integer generator
  - Review
    - a) Thorough and complete documentation
    - b) Adherence and compliancy

Refer to the following documents for the billing standards and instructions for completing the required forms for Day Habilitation billing submittal.

- **OMRDD Administrative Memorandum - #2006-01**
- **OMRDD Administrative Memorandum - #2003-03**
- **OMRDD Administrative Memorandum - #2003-04**
- **Instructions for Completing Group Day Habilitation Daily Summary Sheet**
- **Instructions for Completing Individual Summary Sheet**
- **Obtain Day Habilitation Roster from Records Coordinator**

Utilize **CP NYS Record Retention Schedule** for documentation retention requirements.

- Review documentation onsite, as feasible and record:
  - Inconsistencies
  - Inaccuracies
  - Streamlining process
- Copy any documentation that may be needed for support
- Complete a Group Day Hab Billing and Claiming Internal Audit Form

### **Documentation in review:**

- Medicaid Report
- NYS OMRDD Standard Voucher

- Day Habilitation Billing Form
- Day Habilitation Program, Person Specific Attendance, Summary of Billable Units
- Day Habilitation Program, Person Specific Attendance Sheet
- Group Day Habilitation, Documentation Record, Individual Summary Sheet
- Group Day Habilitation Plan Monthly Summary
- Annual Habilitation Plan, as applicable
- Semi-Annual Habilitation Plan, as applicable
- ISP (Individual Service Plan), as applicable
- CFA (Comprehensive Functional Assessment), as applicable
- Day Habilitation Goal Methodology

Note: All Day Habilitation Assistants and Specialists key in attendance which feeds to the Accounting Clinic Billing Manager's billing program, which is formatted and forwarded to the Accounts Receivable Manager for population into Medical Manager for billing submittal.

### **Documentation Retention**

- In accordance with the adopted, *CP NYS Record Retention Schedule* which provides guidance for supporting documentation, including ISPs, Day Habilitation Plans, and daily service documentation, to be retained for a period of at least six years from the date service was billed.

### **Audit Report**

- Prepare audit report to identify:
  - Month/year
  - Type of audit
  - Auditor/Reviewer name
  - Introduction
  - Purpose
  - Standard / Regulation
  - Best practice
  - Current process
  - Information gleaned
  - Documentation in review
  - Areas of Concern
  - Recommendations
  - Reference to all detail reports and sample forms as attachment(s)