

IRA Residential Habilitation Billing Audit Outline

Arrange for interview with Accounts Receivable Manager to discuss billing submittal reports and documentation and Residential Director and Senior Director 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 Residential Habilitation billing submittal.

- 1. OMRDD/OMIG Analysis of audit findings – Residential Habilitation Protocols (2)**
- 2. HCBS Waiver Service Documentation IRA Residential Habilitation Daily Checklist**
- 3. Instructions for completing IRA Residential Habilitation Daily Checklist**
- 4. Instructions for completing IRA Residential Habilitation Monthly Summary Note**
- 5. OMRDD Administrative Memorandum - #2002-01**
- 6. IRA Monthly Unit of Service Provider Training Handout**
- 7. OPWDD Guidance Documents with Payment Standards**
- 8. Residential Habilitation 2010 Training Power Point**

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 IRA Res Hab Billing and Claiming Internal Audit Form

Documentation in review:

- Monthly IRA Positing Report

- IRA Residential Habilitation Daily Checklist
- ISP – Individualized Service Plan
- Residential Habilitation Plan
- Residential Habilitation Monthly Plan Summary

Documentation Retention

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