

Updates to Technical Guidance for Claim and Service Documentation Attachments

ODP Announcement 23-055

AUDIENCE:

Providers of services in the Consolidated, Community Living, Person/Family Directed Support (P/FDS) and Adult Autism Waivers, Agency with Choice organizations, the Vendor Fiscal Employer Agent organization, Managing Employers, Common Law Employers, Administrative Entities (AEs), Supports Coordination Organizations (SCOs), Providers of Base-Funded services, and Targeted Support Management (TSM) Organizations

PURPOSE:

To announce the release of updated attachments to Bulletin 00-22-03, *Technical Guidance for Claim and Service Documentation* to align with waiver changes approved in January 2023.

DISCUSSION:

The Office of Developmental Programs (ODP) is pleased to announce the release of Attachments 1 and 2 of Bulletin 00-22-03, *Technical Guidance for Claim and Service Documentation*. Attachment 1 provides guidance for providers and SCOs in the Consolidated, Community Living and P/FDS waivers. Attachment 1 also applies to TSM

and base-funded services. Attachment 2 provides guidance for providers of services in the Adult Autism Waiver (AAW).

Both attachments are intended to provide specific guidance on the documentation that must be on record for each service in order to support a claim and service delivery. They should be used in conjunction with Bulletin 00-22-03.

The attachments were updated to reflect changes in the January 1, 2023, renewals of the Consolidated, Community Living and P/FDS waivers and the January 1, 2023, amendment of the AAW that affect claims documentation.

In Attachment 1, this includes changes in the examples of activities that can be added to service note checklists to align with the changes in the Communication Specialist and Supports Broker services.

In Attachment 2, these changes include:

- Changes in the examples of activities that can be added to service notes in the Day Habilitation service.
- The requirement to document three bids or attempts to obtain three bids for Home Modifications.
- Expansion of the ability to provide Nutritional Consultation services over the phone.
- Introduction of the requirements for claim and service documentation for Remote Supports, a new service in the AAW effective January 1, 2023.

Attachments 1 and 2 should be used effective immediately and have been uploaded as the current attachments to ODP Bulletin 00-22-03 on the DHS Bulletin [webpage](#). Links to the attachments follow:

[Attachment 1: ID/A Waivers, Targeted Support Management, Base-Funded Services](#)

[Attachment 2: Adult Autism Waiver](#)

COMMENT:

Any questions or comments should be directed to the appropriate ODP Regional Office.