

PROVIDER CASE RECORDS

The participant care record includes:

1. Service work orders
2. Assessment, parts or all of the assessment provided by the waiver agent
3. Types of services provided to each participant, i.e., a description of the tasks completed by date of service, worker notes describing the tasks completed for each time period, in-home service logs. Worker time sheets without tasks performed do not meet these criteria.
4. Ranges of time that each service is provided, i.e., 10:00 am – 12:00 pm; times are subject to change according to participant preferences and Waiver agent authorization.
5. Date of service
6. Progress notes and supervisory notes
7. Identification of worker providing each service, a signature

Requirements

1. A worker service record (in home log) is a daily account of services furnished and is written by the worker who provides the service.
2. Service workers maintain a record of services furnished by date of service, description of service provided on each date and range of time services are provided.
3. Worker time sheets are not to be used as worker service records and generally do not meet the requirement of worker service documentation.
4. Absence of a worker service record at a review for any date of service for which the provider makes a claim is equivalent as having no record that the service was rendered.
5. Service workers must sign each service entry.

Counseling Records

Providers furnishing MI Choice counseling services maintain ongoing case records for each participant, recording assessed needs, treatment plan, and progress achieved at each counseling session.