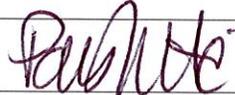


Catholic Charities Disabilities Services	
Agency Standard and Procedure	
Standard Category	Residential
Standard Title	Supervised IRA Billing
Regulations	ADM 2014-01 ADM 2012-01
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Attachments	
Approved by: Paula Jubic, Executive Director	

**Standard:**

Supervised IRA services will be provided and documented for billing following all appropriate laws, regulations and guidance. Service days, therapeutic leave days, and retainer days are eligible for billing. Documentation will be prepared and presented to the Fiscal Department in a timely and appropriate manner.

**Definitions:**

1. **Presence in the IRA:** the individual slept during the overnight hours in the IRA.
2. **Provision of services:** the staff deliver and contemporaneously document actions that are drawn from the Staff Action Plan (SAP) in the Life Plan during the service day billed.
3. **Service documentation:** Documentation by the staff delivering service should be written within 3 business days of the time that the service is delivered; however, subsequently, a Director of Residential Services or designee can determine if an amendment to the documentation is warranted. Contemporaneous is defined in the Agency Written Instructions Standard.
4. **Therapeutic leave day:** a day when the individual does not sleep overnight at the IRA and the absence is for the purpose of visiting with family or friends or for a vacation.
5. **Retainer day:** any day during which an individual is on medical leave from the IRA or associated days when any other institutional or inpatient Medicaid payment is made for providing services for the individual.

**Procedure:**

1. Supervised IRA services are recorded on a daily basis.
2. Service days, therapeutic leave days and retainer days are eligible for billing.
3. **Two standards must be met for billing for a service day:** the presence of the individual in the IRA **and** the provision of staff actions providing face-to-face services.

In the circumstance of vacation or relocation due to an emergency circumstance, days when the IRA staff deliver and document at least one individualized face-to-face service or staff action are also countable as service days. The documentation must also clearly state the location of this off-site delivery site.

4. At least one individualized face-to-face service or staff action must be provided and contemporaneously documented during the day to meet the billing standard.
5. Supervised IRA services are described in the individual's SAP and address skill acquisition, skill retention, the individual's need for hands-on assistance related to living in the community, as well as exposure to new experiences.
6. The SAP includes activities or supports that are designed to help the person pursue or to maintain the outcomes that have value to the individual.
7. Therapeutic leave days must be described in the individual's SAP to be eligible for payment. The SAP must generally describe the purpose of therapeutic leave days and the general frequency of the leave.
8. Billable retainer days are limited to 14 days per individual per year.
9. The day of admission to the hospital is not billable as a service day but is counted as a retainer day. The day of discharge from a hospital may be billed as a service day if a service is provided and the individual sleeps at the IRA overnight.
10. The required service documentation is a daily checklist with a monthly summary note. The monthly summary must describe the individual's response to services, address any issues or concerns and summarize the implementation of the individual's SAP.
11. Service documentation must be completed by the staff person who delivers the service or is knowledgeable of service delivery. If the service documentation is completed by someone other than the staff person delivering the service, the documentation must include a verification of service delivery by the staff who actually delivered the service.
12. QIDPs are responsible to ensure that each individual has a SAP that contains goals that require a daily billable encounter.
13. The individual's treatment team is responsible to ensure that individuals who use therapeutic leave have a therapeutic leave plan.
14. Documentation of billable services is completed using the appropriate THERAP generated program.
15. If THERAP is down, documentation is to be handwritten by staff and entered later by the Site Supervisor, Program Manager, Regional Program Manager, or Director of Residential Services. The written documentation is to be kept on file for ten years.
16. Documentation for billing is submitted to the Fiscal Department weekly.

17. Billing documentation will be reviewed by the Director of Residential Services, or designee, weekly to ensure that it is accurate and complete.