

DHS Bureau of Early Intervention

**Provider Review Checklist - Interpreters
Fiscal Year 2011 – July 1, 2010 to June 30, 2011**

THE FOLLOWING LIST OF ITEMS SHOULD BE READILY AVAILABLE FOR REVIEW DURING THE VISIT:
OR

COPIES OF THE FOLLOWING DOCUMENTS MUST BE PROVIDED TO THE EARLY INTERVENTION MONITOR FOR COMPLETION OF THE REVIEW:

ADMINISTRATIVE REVIEW

- DOCUMENT TO DESCRIBE HIPAA COMPLIANCE- QUESTION #4 ON THE TOOL – POLICIES TO PROTECT CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION (PHI) AT COLLECTION, STORAGE AND DESTRUCTION STAGES

FILE REVIEW

A CHILD'S FILE SHOULD CONTAIN THE FOLLOWING FOR THE MONITORING REVIEW:

- RECORD NOTES DOCUMENTING TRANSLATION AND INTERPRETATION SERVICES
- CURRENT AND PAST IFSPs THAT COVER FY 2011
- ALL AUTHORIZATIONS
- ALL CORRESPONDENCE
- COMPLETED CLAIMS THAT WERE SUBMITTED TO CBO NEED TO BE AVAILABLE UPON REQUEST OF THE MONITOR

ADDITIONAL REVIEW NOTES:

- THIS REVIEW IS BEING CONDUCTED FOR FISCAL YEAR 2011. (JULY 1, 2010-JUNE 30, 2011)