

Provider Review Checklist

COPIES OF THE FOLLOWING DOCUMENTS MUST BE AVAILABLE OR PROVIDED TO THE EARLY INTERVENTION MONITOR FOR COMPLETION OF THE REVIEW: FISCAL YEAR 2011 (JULY 1, 2010-JUNE 30, 2011)

THE FOLLOWING HIPAA COMPLIANCE DOCUMENTS (MUST BE SEPARATE)

1. **Administrative Directives (see Provider Tool #'s 4-9)**
An internal administrative document that outlines the privacy/security policies and procedures within a providers private office or agency.
2. **Notice of Privacy Practices (see provider Tool #'s 10-11)**
A document that is given to the client that identifies the uses and disclosures of PHI that may be made by the provider as a covered entity, the clients rights and the providers legal duties with respect to PHI.

ADMINISTRATIVE REVIEW ITEMS

- DOCUMENTATION OF ONGOING PROFESSIONAL DEVELOPMENT
- PROOF OF PROFESSIONAL LIABILITY INSURANCE (IF APPLICABLE)

IF PROVIDER WORKS WITH ASSOCIATE LEVEL PROVIDERS, THE FOLLOWING WILL ALSO BE NEEDED:

- AGENCY ORGANIZATION CHART, OR SOME OTHER DOCUMENT, THAT SHOWS THE ASSIGNMENT OF ASSOCIATE LEVEL PROVIDERS TO SUPERVISORS.
- CREDENTIALS OF ANY ASSOCIATE LEVEL PROVIDERS THAT WORK UNDER THE SUPERVISION OF CREDENTIALLED PROVIDERS
- DOCUMENTATION OF DIRECT SERVICE SUPERVISION AND IFSP IMPLEMENTATION SUPERVISION OF THE ASSOCIATE LEVEL PROVIDER BY THE CREDENTIALLED SUPERVISOR

FILE REVIEW

- RECORD NOTES (INCLUDING TRANSPORTATION LOGS, IF APPLICABLE)
- CURRENT AND PAST IFSPs THAT COVER FY 2011
- ALL AUTHORIZATIONS
- ALL CORRESPONDENCE
- ALL EVALUATION AND ASSESSMENT INSTRUMENTS AND REPORTS
- PHYSICIAN'S AUTHORIZATION FOR PT, OT, SPEECH, AND AUDIOLOGIST
- 6-MONTH REVIEWS, IF APPLICABLE
- DISCHARGE REPORT, IF APPLICABLE
- ALL INSURANCE EOBs AND COMPLETED CLAIMS THAT WERE SUBMITTED TO CBO NEED TO BE AVAILABLE UPON REQUEST OF THE MONITOR

ADDITIONAL REVIEW NOTES:

PLEASE CONTACT YOUR MONITOR AND/OR THE WEBSITE, WWW.EITAM.ORG PRIOR TO YOUR REVIEW FOR ANY CLARIFICATION.