

## QUICK REFERENCE GUIDE TO SERVICE DELIVERY DOCUMENTATION REQUIREMENTS

The following documentation requirements must be utilized for individuals enrolled in the Supports Program and can be applied to all other individuals (including those individuals on the CCW) **effective immediately**. They must be utilized for anyone who isn't enrolled in the Supports Program once they become enrolled and for anyone on the CCW once they are moved to the Fee-for-Service system. Support Coordination documentation is already in use and will continue for anyone enrolled in the Supports Program or in the interim system.

**Please Note:** In addition to the documentation requirements specific to service delivery that are documented below and described further in Section 17 of the Supports Program Policies & Procedures Manual, service providers must comply with documentation requirements related to service certification/licensing, staff training, facilities, medications, emergencies, individual records, etc. as described in this manual.

Providers using an electronic health record (EHR) or billing system that cannot duplicate these standardized documents will remain in compliance if all the information required on these documents is captured somewhere and can be shown/reviewed during an audit.

Services	Required Documents
<b>All Services</b>	<ul style="list-style-type: none"> <li>Documentation of the delivery of all services must be maintained to substantiate claims. This documentation should include the date, start and end times, and number of units of the delivered service for each individual and must align with the prior authorization received for the provision of services and the individual's ISP.</li> </ul>
<b>Career Planning</b>	<ul style="list-style-type: none"> <li><b>Career Plan</b> – developed by the Career Planning provider but must include, at a minimum, indication of the individual's career goal, a detailed description/outline of how the individual is going to achieve that goal, and identification of areas where employment support may be needed.</li> </ul>
<b>Community Based Supports Self-Directed Employees (SDE)</b>	<ul style="list-style-type: none"> <li><b>Community Based / Individual Supports Activity Log</b></li> </ul>
<b>Community Inclusion Supports</b>	<ul style="list-style-type: none"> <li><b>Community Inclusion Services – Individualized Goals</b></li> <li><b>Community Inclusion Services – Activities Log</b></li> <li><b>Community Inclusion Services – Quarterly Update</b></li> </ul>
<b>Day Habilitation</b>	<ul style="list-style-type: none"> <li><b>Day Habilitation – Individualized Goals</b></li> <li><b>Day Habilitation Activities Log</b></li> <li><b>Day Habilitation Services – Quarterly Update</b></li> </ul>
<b>Natural Supports Training</b>	<ul style="list-style-type: none"> <li><b>Natural Supports Training Log</b></li> </ul>
<b>Prevocational Training</b>	<ul style="list-style-type: none"> <li><b>Prevocational Training – Individualized Goals</b></li> <li><b>Prevocational Training – Activities Log</b></li> <li><b>Prevocational Training – Quarterly Update</b></li> </ul>
<b>Support Coordination</b>	<ul style="list-style-type: none"> <li><b>Person-Centered Planning Tool (PCPT)</b></li> <li><b>Individualized Service Plan (ISP)</b></li> <li><b>Support Coordinator Monitoring Tool</b></li> <li><b>For all documents visit:</b> <a href="http://rwjms.rutgers.edu/boggscenter/projects/njisp.html">http://rwjms.rutgers.edu/boggscenter/projects/njisp.html</a></li> </ul>
<b>Supported Employment – Individual Employment Support  Supported Employment – Small Group Employment Support</b>	<ul style="list-style-type: none"> <li><b>Supported Employment Services – Pre-Employment Service Log</b></li> <li><b>Supported Employment Services – Intervention Plan and Service Log</b></li> </ul>