



Vendor Progress Notes/Descriptions

❖ **The following therapeutic or training services require progress notes** covering the time period noted in the invoice:

- Service coordination hours
- Behavior management
- Substance abuse treatment
- Psychotherapy/counseling
- Cognitive rehabilitation
- Physical therapy
- Occupational therapy
- Speech-language therapy
- Life skills training
- Assistive technology training
- Alternative therapy
 - Aqua therapy
 - Biofeedback/neurofeedback
 - Chiropractic therapy
 - Hippotherapy
 - Acupuncture/acupressure
- Vocational services
- Educational service
- Parental support
- Vision therapy

Progress notes must capture the following information:

- Date(s) of contact
- Type of contact (i.e. in-person, virtual, telephonic)
- Length of contact
- Location of in-person contact (home, office, community)
- Identified goals
- Brief description/summary of services/interventions, **AND**
- Demonstrated progress (or lack thereof)

❖ **The following services require a brief description** covering the time period noted in the invoice:

- Personal care
- Companion care
- Household management
- Financial management (as a standalone service)

Brief descriptions must capture the following information:

- Date(s) of contact
- Length of contact
- Location of contact (home, office, community)
- Brief description/summary of services/interventions

Example: *Companion care – Accompanied beneficiary on walks; provided safety monitoring while he cooked dinners; drove beneficiary to grocery store and provided guidance while he shopped and unpacked.*

If progress notes/descriptions are not submitted or do not provide all of the above mentioned information, invoices will be returned.