

Sec. 17-134d-146. Documentation requirements

Case management services will be reimbursed by the Department only when documentation of compliance with the following requirements is on file with the Department of Mental Health or its performing providers:

(a) Plan of Services Requirement

Case management services are provided in accordance with the eligible person's plan of services. At a minimum, the plan shall:

- (1) be developed by the case manager at least annually or more frequently if needed, and indicate that the eligible person or their representative has participated in, or has been given the opportunity to participate in, the development of the eligible person's plan of services;
- (2) be based on an assessment of an eligible person's needs which may include: assessments of medical, clinical, social, educational and other needs;
- (3) be reviewed and monitored by the case manager;
- (4) identify issues, needs and goals relevant to the eligible person from the date of admission to the date of plan review;
- (5) identify the needed services required by an eligible person and the anticipated frequency, duration and limitations of needed services;
- (6) indicate the case management services needed, and the anticipated frequency, duration and limitations of case management services; and
- (7) indicate the various public agencies or private entities that will or may provide the needed services.

(b) Permanent Service Record

An individualized permanent service record for an eligible person must be maintained. At a minimum, the record shall contain the following:

- (1) The eligible person's name, address and other relevant historical and financial information;
- (2) Assessments of the eligible person, performed as necessary, to determine needed services;
- (3) A plan of services pursuant to subsection (a) of Section 17-134d-146;
- (4) Signed monthly service entries indicating the date(s), place of service and type of case management services rendered.

(c) Other Documentation Requirements

All documentation shall be incorporated into the eligible person's permanent service record in a complete, prompt and accurate manner. All documentation shall be made available to authorized Department personnel upon request as permitted by federal statute.

(Effective February 23, 1993)