

HCBS DayHab Documentation

- 1) Units billed need to match units documented.
- 2) You can only bill for time we are providing the service:
 - a. DayHab – can include lunch/break times if the person’s service plan states that they need to develop or maintain skills through this time.
 - b. Services can be provided at intermittent times throughout a day. Documentation needs to clearly show what time DayHab began and ended for each interval of service.
 - c. Anytime someone leaves the service (Dr. Appts, different services, team meetings). We need to end their time in day hab start again when they return.
- 3) Documentation needs to be show that skill development or maintenance throughout the time period that the service was delivered. That means that documentation needs to show that you were working on the person’s objectives or on maintaining skills as identified in there service plan throughout the time you are billing for.
- 4) All service must be authorized in the person’s service plan – it is important that all staff know the member’s service plan to assure that you are providing services consistent with the service plan.

Day habilitation services are services that assist or support the member in developing or maintaining life skills and community integration. Services must enable or enhance the member’s intellectual functioning, physical and emotional health and development, language and communication development, cognitive functioning, socialization and community integration, functional skill development, behavior management, responsibility and self-direction, daily living activities, self-advocacy skills, or mobility.

Objective: Carter will display appropriate boundaries (maintains personal space and greets people using a hand shake or personal greeting only) while participating in social activities with peers, 4 out of 5 days a week for 6 consecutive weeks.

Time of Service 8:30am to 11:30am

Carter arrived at DayHab at 8:30am, as he walked in he greeted staff by hugging them, staff gently reminded Carter to greet them by saying hello and asked Carter to try the greeting again, Carter said, sorry forgot and greeted staff again by saying hello. Staff monitored Carter throughout the morning to assure he was maintaining appropriate boundaries, when Carter was participating in exercise group, staff observed Carter bumping his hips into his peers, staff reminded Carter to use his boundaries, Carter said “oops”, and stopped bumping hips with his peer, during the rest of the morning Carter displayed appropriate boundaries, staff praised Carter throughout the morning for this and each time Carter smiled and made the thumbs up sign.

Billing Units

DayHab **15 minute** units

- 1) DayHab has a 15 minute unit. Units round down for 1-7 minutes, up for 8-14.
- 2) AM and PM are very important.
- 3) Need to assure documentation supports the number of units billed

DayHab **daily** Units:

- 1) A daily unit is billed any time that you have more than 4.25 hours of service in one day.
- 2) If someone only has daily units and they do not have 15 minute units authorized – you cannot bill for any services on days when they received less than 4.25 hours of service.