

### **HCBS Pre-Vocational Services Documentation**

- 1) Units billed need to match units documented.
- 2) We can only bill for time we are providing the service:
  - a. Pre-voc – this would be time that we are working on the goals and objective. Does not include lunch breaks or time that people waiting for transportation, etc.
- 3) Documentation needs to be based on skill development for pre-voc. That means that documentation needs to show that you were working on the person's objectives throughout the time you are billing for.
- 4) All service must be authorized in the person's service plan, so everything you do must be in the person's service plan.

**Prevocational services** are services aimed at preparing a member for paid or unpaid employment, but that are not job-task oriented. These services include teaching the member concepts necessary for job readiness, such as following directions, attending to tasks, task completion, problem solving, and safety and mobility training.

#### **Example of statement in a member service plan that identifies why Larry needs pre-voc services:**

Larry needs prevocational services to improve his ability to follow direction, stay focused on and complete work assignment, and to learn problem solving and safety skills. (This will cover everything but mobility training)

#### **Documentation needs to focus on the objectives that the person is working on. For example:**

Objective: Larry will follow safety rules the entire day 80% of all work days for 3 consecutive months.

8:45am – 11:59am

Larry arrived at work at XYZ agency at 8:45am. Staff checked to assure he was wearing safe clothing and shoes, staff praised him for wearing his work boots and jeans and asked if he had his goggles. He showed staff his goggles and put them on. Staff checked on him throughout the morning to ensure he was following safety rules and continued to wear his goggles. Each time he was staff praised him. When staff checked on him at 11:20 am, Larry was using the nail gun without wearing his goggles and he was pretending to shoot it at his co-workers. Staff unplugged the nail gun and discussed the consequences of not following safety rules; Larry laughed and stated he was just having fun and wouldn't do it again. Staff monitored his compliance with safety rules for the rest of the time period. Larry followed the safety rules for the rest of the morning.

#### **Billing Units**

Pre-voc **non-daily** units

- 1) Pre-Voc has an hourly unit. Units round down for 1 to 30 minutes, up for 31 to 59.
- 2) AM and PM are very important.
- 3) Need to assure that time in log matches billing time at top of log.

Pre-voc **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 receive services for 4.25 hours, and they do not have any hourly authorized – you cannot bill for any services that day.