

HCBS SCL 15 Min. unit & HBH Tiers U4-U6 Service Documentation

1. Recording Time

- Time needs to be recorded by the minute and can only include the time you were with the person you are serving.
- For HBH tiers – you need to record time to the minute. It is OK to have more than one contact in a day – but the total combined time should fall within the tier time. If occasionally you are under or over the tier time – not a problem, but if this is happening consistently we need to adjust the tier the person is on.
- The tiers are:
 - i. U4 (.25-2hrs) High Recovery \$51.00
 - ii. U5 (2.25-4hrs) Recovery Transition \$110.90
 - iii. U6(4.25-8.75hrs) med. Need \$123.40
 - iv. U7 (9-12.75hrs) Intensive \$157.50
 - v. U8 (12-16.75hrs) Intensive II \$210.00
 - vi. U9 (17-24hrs) Intensive III \$315.00

2. Support Documentation

- You will begin you log by stating where the person was when you arrived and you will end it with what they were doing when you left – this shows that they were safe and accounted for when you arrived and when you left. I.e.: Lisa was resting in her room when staff arrived. . . Lisa left for work at 7:45a. Lisa arrived home from work at 5:10p. Lisa was resting in her room when staff left.
- Your location will always be the individual's home but you will include all locations you went to in your narrative. So if during your shift you went grocery shopping you will include the time you left to go grocery shopping, which store and town you shopped in and when you returned to the person's home.
- No supervision can be provided to children 17 and under. Services must be development of adaptive, behavior, or health skills.

3. Goal Documentation

- You need to assure that the person's service plan is implemented, so if they had an objective that needs to be run 3 times a week – documentation needs to show that staff implemented that objective at least 3 times each week.
- HBH services requires skill documentation

4. General:

- You can only provide services that are authorized in the person's services plan.
- Your support narrative should follow this pattern: Where was the person when I arrived, support given, response to support, support given, response to support, support given, response to support, (repeat as necessary), where was the person when I left.
- You must justify the time billed, so your documentation needs to show interventions throughout the time you were providing services.
- Documentation must be completed after the service has been provided.
- Cutting and pasting documentation from 1 day to the next or from one person to the next is never acceptable, will always be seen as potential fraud and is a major performance issue. Don't do it!