

Provider Reassessor Bulletin



October 2022

Monthly Bulletins are your one-stop-shop for all last month's highlights!

This Month's Spotlight

As all assessors, new and seasoned, continue familiarizing themselves with the process for face-to-face visits, we have a few reminders to help with "checking all the boxes". The following are some helpful reminders about specific aspects of the assessment and care planning process that are impacted by an in-person visit:

Documentation: Case notes should contain information from your observation regarding the general condition of the living environment. Even if there are no safety issues to note, documentation should state the environment is adequate/clean/well-maintained.

HCBS Forms:

- Be sure to use current form versions (Always print from the [HCBS Manual](#)).
- Ensure all forms are filled out in their entirety. Do not leave any section blank.
- Ensure all forms are uploaded in Web Tool. If the form is 2-sided, make sure both are uploaded.
- The risks and needs section of the Participant Choice Statement should not be pre-checked. These should be checked when reviewing with the Participant.

Pay close attention to the Participant Choice Statement, as the majority of form errors are from this form.

Updates

Coding Quick Guide Updates

- Section G
- Section H

Forms Quick Guide Update

- HIPAA form and instructions added

Case Note Documentation Update

- Directions to residence-clarifying statement
- Clarifying language for providers

Memos

- INFO 10-22-01 Electronic Visit Verification Value Based Payment Incentives
- HCBS 09-22-02 HIPAA Forms Process Update

Important Information & Reminders

- Effective 11/01/2022, A missing HIPAA form from the case attachments section will be coded as an error on the REDCap tool and will require remediation.
- If LOC is not met, full case note documentation must be entered in the case. Documentation for each completed assessment should paint a clear picture of the participant's abilities and limitations at the time of the assessment. The PRR Team uses this documentation to verify that the case notes and InterRAI coding align. The Provider Reassessor must notify the participant that LOC was not met and document this discussion in the case notes.