

Instructions for Basic Living Skills Progress Report

Progress Reports should be typed or legibly printed and maintained in your record for DHR and/or Medicaid Reviews.

Complete the Basic Living Skills Progress Report daily to comply with the Alabama Medicaid Provider Manual for Rehabilitative Services, Chapter 105 Section 105.2.3 Requirements for Client Intake, Treatment Planning, and Service Documentation.

“Documentation in the client’s record for each session, service, or activity for which Medicaid reimbursement is requested must comply with any applicable certification or licensure standards and must include the following, at a minimum:

- The identification of the specific services rendered
- The date and the amount of time and the services were rendered (to include the time started and the time ended)
- The signature of the staff person who rendered the services
- The identification of the setting in which the services were rendered
- A written assessment of the client’s progress, or lack thereof, related to each of the identified clinical issues discussed
- Documentation of Medicaid recipient’s signatures may be entered on a sign-in log, service receipt, or any other record that can be used to indicate the client’s signature and the date of service.”

NOTE: Electronic Signatures are acceptable when the system used is a secure password protected system and the case record contains a hard copy of the documentation that has a date/time stamp on the computer generated auto signature for audit purposes.

NOTE: When clinical records are audited, Medicaid will apply the above list of required documentation to justify payment.

Sign-in sheets must be completed at the time of service delivery. They must never be completed in advance or after-the-fact. Children who are able to write their name may sign their own sheets. If younger children are the recipients of the service, the social worker, family member or other adult accompanying them may sign for them. Document when the recipient is too young, unwilling or unable to sign their name. Signatures can not be altered by erasure or whiteout. Any changes must be initialed. Each progress note has space for the service recipient and can be substituted for the signature log.

Services provided must be specified in DHR’s ISP and the child’s Treatment Plan in order to be paid by Medicaid, with the exception of Intake Evaluation, Crisis Intervention and Resolution, Mental Health Consultation, Pre-Hospitalization Screening, and Treatment Plan Review.