



STATE OF NEW YORK
OFFICE OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES

44 HOLLAND AVENUE
ALBANY, NEW YORK 12229-0001
(518) 473-1997 • TDD (518) 474-3694
www.omr.state.ny.us

February 27, 2008

Executive Director
Individualized Residential Habilitation Service Provider

Subject: Service Documentation Requirements for Individualized Residential Alternative (IRA) Residential Habilitation Services

Dear Executive Director:

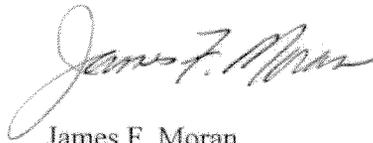
This letter is to remind agencies of the existing service documentation requirements and billing standards for IRA Residential Habilitation services. A copy of the existing Administrative Memorandum (ADM 2002-01) governing IRA Residential Habilitation services is attached and is also available on the OMRDD website (www.omr.state.ny.us). Please note the requirements described in this ADM apply to all IRA Residential Habilitation services, regardless of the payment source, e.g., services billed to eMedNY or OMRDD (for payment with 100% State funds).

The required documentation includes:

- Documentation of habilitation services, in either of the following formats:
 - daily narrative note format; **or**
 - a daily checklist format; **and**
- A monthly summary note (not required if your agency uses a daily narrative note format that describes the staff service or action and the individual's response to service delivery and at least one of the daily notes completed during the month summarizes the implementation of the person's habilitation plan and discusses any issues or concerns);
- A Residential Habilitation Plan that is reviewed, signed and dated by one of your staff, as your agency is the habilitation service provider; and
- If the individual has an Individualized Service Plan (ISP), then the ISP must identify your agency as the service provider.

For further information regarding service documentation, please contact Caryn Scott of the Medicaid Standards Unit at (518) 408-2096. For further information regarding claims submitted to OMRDD, please contact Karla Smith of Central Operations at (518) 402-4333. Thank you for your cooperation.

Sincerely,



James F. Moran
Deputy Commissioner
Division of Fiscal and Administrative Solutions

JFM:kim:cs

Attachment

cc: Provider Associations
DDSO Directors
M. Chmura
K. Broderick
S. Smits
D. Picker
K. Smith
C. Stoll
K. O'Dell
K. Marlay
C. Scott