



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
Day Habilitation and/or Prevocational Services Provider

Subject: Service Documentation Requirements for Day Habilitation and/or
Prevocational Services

Dear Executive Director:

This letter is to remind agencies of the existing service documentation requirements and billing standards for Group Day Habilitation, Supplemental Group Day Habilitation, Individual Day Habilitation, and Prevocational Services. Copies of the existing Administrative Memoranda governing these services (ADM 2006-01, ADM 2006-02, and ADM 2006-03) are attached and are available on the OMRDD website (www.omr.state.ny.us). Please note the requirements described in these ADMs apply to all Group Day Habilitation, Supplemental Group Day Habilitation, Individual Day Habilitation, and Prevocational 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 the required minimum number of habilitation and/or prevocational services, in either of the following formats:
 - daily service note format; **or**
 - a daily checklist format; **and**
- Documentation that the minimum service duration requirement was met;
- A monthly summary note (not required if your agency uses a daily service note format that describes the required number of face-to-face services 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 Day Habilitation Plan or Prevocational Services 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

Attachments

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