

**Directions for Completing the Supervised IRA or CR Residential Habilitation
Service Documentation Daily Checklist**

Preparing the "Checklist" for Service Staff	
Agency:	Name of Residential Habilitation agency
Individual Name:	"First Name Last Name" of person receiving Residential Habilitation services.
Medicaid CIN #:	The individual's Medicaid ID Number or CIN (an 8-digit number in the following format, AA12345A).
TABS ID #	Individual's Tracking and Billing System Identification #
Month/Yr of Service Delivery:	Enter the month and year that services are being documented. Services delivered during different months cannot be combined on a single form.
Primary Service Location:	Street address where Residential Habilitation services are commonly provided.

Service Staff Document Services	
Staff Service or Action	Write a brief description of services/staff actions that are drawn from the individual's Residential Habilitation Plan.
Initialing for Service Delivery	Service staff initial in the space across from a service description, documenting the provision of that service. For each day the described service or action is provided, the staff person providing the service or action should place his/her initials in the box corresponding to the day of the month the service was provided. By entering initials, staff are attesting that the service or action was provided on that day. Initialing must occur at the time of service delivery.
Presence Status:	<p>For each day, staff must indicate with the following codes whether a person is present in the residence: P=Present in the IRA or CR, T=Therapeutic Leave Day, or R=Retainer Day</p> <ul style="list-style-type: none"> • A day present in the IRA is the unit of measure denoting lodging and services rendered to the individual on a given day. The code "P" should also be used when 'off-site' services are provided (i.e., an emergency relocation, or staff deliver off-site services of the same scope duration and frequency as occurs when the person is at the residence). • A Therapeutic leave day is a day when the individual is away from the supervised residence and is not receiving services from paid Residential Habilitation staff and the absence is for the purpose of a visiting with family or friends, or a vacation. • A Retainer day is a day when an individual is on medical leave from the IRA, and is receiving services from a hospital, or another institutional or in-patient setting. (All such days should be documented although there are Medicaid payment limits for such days.)

Staff Signature Log:	<i>This section must be completed on each checklist (even when multiple checklists are submitted for a single month).</i>
Initials:	Service staff initial on available space.
Staff Name:	Service staff print his/her name on available space.
Title:	Service staff enter his/her title on the available space.
Signature:	Service staff sign on available space.