Policy:
All employees of Mid-Missouri Supported Living, LLC, are expected to uphold standards of adequate documentation in all records per *13 CSR 70-3*.

Comments:

All employees of Mid-Missouri Supported Living, LLC, are expected to uphold standards of adequate documentation in all records kept per *13 CSR 70-3* as summarized/paraphrased in the following excerpt below:

"Adequate documentation" means documentation from which services rendered, and the amount of reimbursement received by a provider can be readily discerned and verified with reasonable certainty. "Adequate medical records are records which are of the type and in a form from which symptoms, conditions, diagnosis, treatments, prognosis, and the identity of the patient to which these things relate can be readily discerned and verified with reasonable certainty. All documentation must be made available at the same site at which the service was rendered. An adequate and complete patient record is a record which is legible, which is made contemporaneously with the delivery of the service, which addresses the patient/client specifics, which include at a minimum, individualized statements that support the assessment or treatment encounter, and shall include documentation of the following information:

1. First, last name and middle initial, as well as date of birth of individual supported.
2. Accurate, complete, and legible description of each service provided.
3. Name, title, and signature of the provider of service.
4. Month, day, and year of service provided.
5. Begin and end time of service provided.
6. The setting in which the service was provided (home, community location(s), etc.).
7. The need for services provided in relation to the person's Individual Support Plan, particularly goals and objectives, including progress, or lack of progress on goals/objectives, and what provider is doing to support progress.
8. Supporting documentation including receipts, invoices, tickets, employee records, etc.

All daily documentation must be completed upon the end of each shift for services provided. If staff are unable to meet this expectation, they must contact their supervisor to explain the circumstance and all documentation MUST be completed within 48 hours from the date the service was provided. **Failure to complete adequate documentation may result in a pay decrease to minimum wage for any hours submitted.**

Progress Notes are considered adequate for authorized services billed if they are: 1. ACCURATE, 2. LEGIBLE, AND 3. COMPLETE.

1. ACCURATE - Provides a detailed description of the individual's activities and how the individual was supported in making progress or movement toward the outcomes listed in the individual's current ISP. The notes should include activities that are goal oriented or relevant. Restroom breaks, for example, would not be included unless the activities involved were part of the outcomes in the individual's ISP towards self-sufficiency.

2. LEGIBLE (readable) -AND-

3. COMPLETE - Date of service, the actual starting time and ending time of the service, the individual's full name and either middle initial or date of birth, Description of the type of service provided for a given period matches the service definitions in DMH Home and Community Based Waiver Manual, and the note includes the printed name, signature and title of the staff person providing the service and authoring the note.

Random audits of daily progress notes will be completed by agency administration on a regular basis and feedback will be provided to staff regarding whether documentation meets the standards laid out above. Failure to meet standards may result in corrective action including termination as failure on our part to meet these standards could jeopardize our ability to continue providing care. It is each staff person's responsibility to ask for training, support, etc. from administration if for some reason they are not able to meet these requirements.

Approved by: _____

Robert Palmer, RN, BSN, Owner MMSL