

CHAPTER 35 - PROGRESS REPORTING REQUIREMENT

REVISION DATE: Effective upon signature of Amendment #1 RFQVA 710000

EFFECTIVE DATE: July 1, 2013

Progress notes and other documentation are required based on the service being provided.

Elements of Progress Notes

- A. The Division does not have a required format to be used for progress reports (except as set forth below in "Section C of Schedule for Progress Reports) ; however, the following minimum elements must be included:
1. Overall progress specific to planning document outcomes;
 2. Performance data that identifies the member's progress toward achievement of the established outcomes;
 3. Current and potential barriers to achieving outcomes;
 4. Written summary describing specific service activities; and,
 5. Additional requirements as specified below.
- B. No periodic progress reports are required for the following services:
1. Attendant Care
 2. Housekeeping
 3. Respite
 4. Transportation
- C. Providers shall keep data that documents the provision of all services regardless of whether a progress report is required, and make this data available to the Division upon request.

Schedule for Progress Reports

The required due date for the progress reports by service are listed below. Reports must be submitted to the member's assigned Support Coordinator and can be submitted electronically, unless otherwise specified below.

- A. **Monthly** progress reports, due within 10 business days following each month, are required for the following services:
1. Day Treatment and Training, Child (Summer)

2. Habilitation, Consultation
 3. Habilitation, Group Home
 4. Habilitation, Nursing Supported Group Home
 5. Home Health Aide
 - a. Submit reports to Health Care Services with a copy to the Support Coordinator.
 6. Nursing
 - a. Submit written monthly progress reports to the member's PCP or physician of record, and the Division upon request, regarding the care provided to each assigned member.
- B. **Quarterly** progress reports, due July 15, October 15, January 15, April 15, are required for the following services:
1. Center Based Employment
 - a. In addition to the minimum requirements of the progress report, the reports shall also disclose any calendar month when the member is not engaged in paid work for at least 75% of the scheduled work hours for that member.
 2. Day Treatment and Training, Adult
 3. Day Treatment and Training, Child (After School)
 4. Employment Support Aide
 - a. In addition to the minimum requirements for the progress report, the reports shall also include:
 - i. Performance data that identifies the progress of the member toward achievement of the established objectives;
 - ii. A detailed record of each contact including hours of service with the member; and,
 - iii. Detailed information regarding specific employment support activities.
 5. Group Supported Employment
 6. Habilitation, Communication

7. Habilitation, Community Protection and Treatment Hourly
8. Habilitation, Early Childhood Autism Specialized
 - a. In addition to the minimum requirements of the progress report, the reports shall also include:
 - i. Progress reports shall include data from both the consultant and any hourly habilitation support service providers.
 - ii. The progress report shall be signed by the supervising licensed psychologist or licensed Behavior Analyst.
 - iii. Progress reports shall demonstrate parent/caregiver participation in training sessions and progress toward outcomes.
9. Habilitation, Individually Designed Living Arrangement
10. Habilitation, Music Therapy
11. Habilitation, Specialized Behavior
12. Habilitation, Hourly Support
13. Habilitation, Vendor Supported Developmental Home (Child and Adult)
14. Individual Supported Employment
 - a. In addition to the minimum requirements of the progress report the reports shall also include:
 - i. A detailed record of each contact with the member; and,
 - ii. Detailed information in regard to specific job search activities.
15. Nursing
 - a. Shall provide quarterly written progress reports to the Division's Health Care Services, including a copy of the current signed plan of treatment, the nursing care plan, and copies of all current physician orders.
16. Therapies (Occupational Therapy, Physical Therapy, Speech Therapy)
 - a. In addition to the minimum requirements of the progress report, the reports shall also include: the Division's therapy reporting requirements as identified on the Division's Quarterly Therapy Progress/Discharge Report form.

17. Transition to Employment
- C. **Semi-annual** reports, due January 31st and July 31st, are required for these services using Division forms:
1. Center Based Employment
 2. Employment Support Aide
 - a. In addition to the minimum requirements for the progress report, the reports shall also include:
 - i. Performance data that identifies the progress of the member toward achievement of the established objectives;
 - ii. A detailed record of each contact including hours of service with the member; and
 - iii. Detailed information regarding specific employment support activities.
 3. Group Supported Employment
 4. Individual Supported Employment