

Provider Reporting Responsibility Summary

[Here is a brief summary of our contracted Providers' Roles and Responsibilities related to the above documentation, but please refer to the MOU for a full explanation of all roles and responsibilities.](#)

Roles and Responsibilities Specific to MEDICAID PROVIDER

- 1) PROVIDER is expected to submit initial assessments (i.e. BioPsychoSocial, Functional Behavioral Assessment, Clinical Summary Form, CABS, etc.) within 21 days of authorization start date in the electronic CSA Medical Record, when applicable, as indicated by CSOC guidelines.
- 2) PROVIDER is expected to submit initial treatment plans (IIC Treatment Plans, IIH Behavior Support Plans, Behavior Assistant Treatment Plans, ISS Treatment Plan), when applicable, into the electronic CSA database within 21 days of authorization of service or as indicated by CSOC guidelines. PROVIDER agrees to update treatment plans within 90 days/before the authorization ends and in conjunction with the youth's CFT meeting/ISP review, or as indicated by CSOC guidelines, in order for services to be reauthorized. Treatment plans and updates are to be developed and regularly reviewed with the youth and/or family and Child Family Team. The PROVIDER, youth, and family shall sign the documents indicating receipt and agreement with the documents.
- 3) PROVIDER is required to submit session progress notes for each visit into the electronic Contract Systems Administrator (CSA) Medical Record within 72 hours of visit or as indicated by CSOC guidelines. Services paid by Medicaid require adequate reporting before a service can be reauthorized.
- 4) PROVIDER agrees to abide by reporting requirements described in the Medicaid Regulations before a service can be reauthorized and billed to Medicaid. Provider reports, assessments, and treatment plans are to be made available to the youth and family, upon written request, in compliance with HIPAA guidelines.
- 5) PROVIDER agrees to obey HIPAA regulations and ensure individual providers' access to client information in the electronic CSA database is limited to those clients involved in the individual provider's direct care ONLY.

Roles and Responsibilities of NON-MEDICAID PROVIDER

- 1) PROVIDER is required to submit evaluations/assessments (i.e. BioPsychoSocial, Functional Behavioral Assessment, Clinical Summary Form, Specialized Evaluations etc.), where applicable, to CMO within 30 days of service request. PROVIDER must ensure when billing CMO that all invoices are presented with accompanying assessment/evaluation before payment can be rendered.
- 2) PROVIDER is required to submit initial treatment plans (Treatment Plans, Behavior Support Plans, Behavior Assistant Treatment Plans etc.), where applicable, to CMO within 30 days of service request. PROVIDER agrees to update treatment plan in conjunction with the youth's CFT meeting/ISP review. Treatment plans and updates are to be developed and regularly reviewed with the youth and/or family and Child Family Team. The PROVIDER, youth, and family shall sign the documents indicating receipt and agreement with the documents. PROVIDER must ensure when billing CMO that invoices are presented with signed updated treatment plan before a service can be renewed and payment rendered.
- 3) PROVIDER is required to email legible monthly provider reports to providers@oceanpartnership.org using either the *Provider Report to Child/Family Team Form* or a *form developed by your agency and pre-approved by CMO*. If PROVIDER wishes to use their own agency form, a copy should be submitted to the Community Resource Director for review and approval. Services paid by flexible funding require such progress reports before a service can be renewed or payment rendered. PROVIDER is to ensure monthly provider reports are mailed to CMO no later than the 15th of each month for services rendered the month prior. PROVIDER must ensure when billing CMO that invoices are presented with accompanying monthly provider reports before a service can be renewed and payment rendered.
- 4) PROVIDER is expected to ensure licensed supervisors sign off, when applicable, on all documentation submitted to CMO.