

## LEA Billing Reference: Speech-Language Pathology Session Notes

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For the LEA Billing Program, the importance of maintaining service documentation that fully supports the health service provided (and billed) cannot be emphasized enough. Auditors routinely ask for and expect clinical documentation, and best practices are to follow professional standards. While the "complete set" of backup documentation needed for the LEA Billing Program has a number of different sources, **you must take care to document treatment notes that detail nature and extent for every session with the student.** Progress/case notes should include, at a minimum:

WHO	WHAT	HOW MUCH
Student info: name, DOB, and school site	What date and time of day was the service provided?	How much time was spent providing the treatment?
Provider info: name, type of provider, and signature	What service was provided and why (specifically the assessment type or treatment topics)? What was the student's response to the treatment (context may be important)? What additional action was taken or is planned?	How much progress did the student make towards the plan goals? What was the response?

Below are examples of what other SLPs in the school setting are documenting in the "comments" area of their logs:

- /ar/ at word initial at the word level with model and visual support at 60%
- fricatives at sentence level @ 90% (w/ interdental production). Noted errors: early emerging /r/ and interdental /s, z/.
- 85% acc. in answering open-ended questions about story with minor grammatical errors. Sequenced two past events.
- Last day of TX for school year. Small group (3-4 students) rotations in the classroom. Free choice: 'sea life' animals, puzzle blocks or sensory cause-effect toy. goal-based articulation, language, social pragmatic treatment via pretend play. Very good participation.

### Illustration in Paradigm's SHN Treatment Form

The screenshot shows the SHN Treatment Form with the following fields and annotations:

- Service Date:** 08/26/2016
- Site:** Jones Elem
- Outcome:** Student Present
- Prescribed in:** IEP
- Minutes:** 35
- Service Type:** Regular: Small Group (2-8)
- Accuracy:** (Empty field)
- Progress Made:** Good progress (Annotation: progress of student during session is noted)
- Telehealth:**
- Treatment Areas:** Articulation/Phonology, Receptive/Expressive Language (Annotation: applicable treatment areas are selected)
- Comments:** Pout Pout Fish- read story and do 4 step sequencing, difficulty with recall of vocab. "pearl" and "clam". some prompting needed for recalling important elements in sequencing. (jumped from "Miss Pearl lost her clam" to "The fish was scared, went down deep" (did not mention he went to go look for her lost pearl) /shr/ in shrimp difficult. (Annotation: treatment notes contain objective and interpretive comments)

***What if I cannot find my student in SHN? What if my student is listed twice?***

Call **(888) 536-0920 for help**—this is the quickest, simplest way to get support with this issue.

The student data you see in SHN is completely dependent on what your LEA sends to Paradigm, and when they send it to Paradigm. There will be cases that you cannot find a student, and when this occurs Paradigm will happily add this student for you. You must have the **student's full name** (as it appears in your SIS), **date of birth**, **gender**, **student ID** (as it appears in your SIS), and **school site assignment** (as it appears in your SIS).

You may also make student addition requests via the **Feedback** link; please, just be sure to include all required information so that it does not delay the ticket. Paradigm will make best efforts to add the student into SHN in one business day.

If you find that your student is listed twice, continue to log your services for the student. Paradigm will merge student records when a duplicate is identified, so you needn't worry that your service records will be lost. Let Paradigm know about the duplicate by calling us at **(888) 536-0920**, or telling us via the **Feedback** link.

***How long should documentation/service records be kept for audit purposes?***

All audit documentation, including provider therapy/session/progress notes should be kept for five years from the date of service. You should contact your coordinator before shredding any service documentation.

***Are periodic IEP/IFSP Progress Reports billable?***

Periodic Progress Reports for a student with an IEP/IFSP are billable as an "Amended Assessment." These can be billed once every 30 days; the activities required in order bill an Amended Assessment include:

- Review student records, such as cumulative files, health history, and/or medical records.
- Interview the student and/or parent/guardian.
- Observe the student in the classroom and other appropriate settings.
- Write a report to summarize assessment results and recommendations for additional LEA services.

***My assessment takes place over the course of several days, what date do I use as the date of service?***

To ensure audit compliance, you want to choose a date that has backup written documentation to support the service you provided. For example, this may be the date of the IEP or the date of your written report.

***Do I need to enter anything into the "Comments" box when entering a treatment?***

**We strongly urge you to do so!** SHN is meant to capture the details of your services so that there is evidence that the service did in fact occur, and comments from you also provides an ongoing historical record for the student that ultimately supports continuity of care. Remember too, that some of your services may be billed to Medi-Cal and Medi-Cal requires provider comments on each and every service.

***Are consultation services billable?***

No, only direct service time is billable under the LEA Billing program. However, while consultation is not billable, SHN allows a place to document your consultation activities.

***Can SLPAs bill for treatments? What if I (as a Licensed SLP) am observing the treatment? Can they still document their services in SHN?***

SLPAs, regardless of supervision, cannot bill their services to Medi-Cal. However, SHN does provide a place for SLPAs to document their care, and even can capture supervising co-signatures on their records.