

September 17, 2007

Dear Treatment Program Director:

Beginning October 1, 2005 the Finance Department began using a new grading scale when reviewing client files for financial compliance. It was found during the financial site visits conducted during FY 2005/2006 and FY 2006/2007 by Jill Gawronski, Finance Assistant, scores remained consistent. The chart indicated below are scores from the Financial Site visits conducted between November 2006 - August 2007. The average score being 86%. This is down 2% from last fiscal year.

During FY 2006/2007 there were 15 programs who scored above 90%. This is down 3 programs in FY 2005/2006. In FY 2004/2005 there were only 5 who scored above 90%.

FY 2006/2007 Sitevisit Compliance Percent	
90%	
85%	
73%	
88%	
100%	
100%	
95%	
70%	
92%	
99%	
100%	
90%	
79%	
68%	
55%	
69%	
93%	
100%	
100%	
67%	
70%	
96%	
97%	
75%	
76%	
89%	
88%	
100%	
100%	
Average = 86%	

Continuing problems that contributed to low scores and repayment of reimbursement include:

- ➔ Progress notes missing from the client's file;
- ➔ Billing for a full hour when client was seen less than 60 minutes for an individual session;
- ➔ Billing for a date of service when the client did not receive treatment;
- ➔ Billing wrong funding source;
- ➔ Proper Residential treatment documentation missing;
- ➔ Fee agreement not being reviewed and updated every 90 days or when client's financial status changes;
- ➔ Missing Medicaid documentation

The total take back from programs due to missing progress notes, lack of documentation, incorrect billings and the client not actually receiving treatment as of this date, amounted to **\$13,384**. This is up \$2,226 from last year.

For FY 2007/2008 I am still hoping we can achieve an average of 95% compliance. If all programs who have Medicaid did their monthly verifications

on Carenet on all their clients and all progress notes and proper documentation are present in the clients file, as well as, obtaining the hard to get income documentation, I am sure we can achieve this percentage.

See you next Fiscal Year!

Jill K Gawronski
Finance Assistant