

**OHIO NETWORK FOR INNOVATION (ONI)
DOCUMENTATION AND BILLING OF SERVICES POLICY**

I. SUBJECT

All Directors of Operation, Supervisors of Direct Support Professionals, Direct Support Professionals, and Volunteers of *ONI* shall abide by the policy outline. No provider associate shall seek special privileges, criticize employees publicly, disclose confidential information or consider a complaint by or against an employee, service, or program of the provider.

II. PURPOSE

In compliance with ORC 5123:2-2-08 (M) (1) (i) (iv), a written documentation and billing of services policy that addresses agency provider's management practices and adheres to the requirements of this rule shall be developed.

III. POLICY

ONI will train all employees who provide direct services, supervise direct services, and the CEO and/or designee on the process and procedure of accurately completing service delivery documentation and submitting billing. Falsification of documentation and/or billing is subject to disciplinary actions, up to and including, termination of employment.

IV. APPLICATION

Prior to providing direct support services, employees will be trained on documentation and billing procedure. Training will be conducted through various on-line and in-person means. *ONI* has identified the following acceptable training sources:

- a. DODD My Learning
- b. Academy for DSP
- c. County Board or COG sponsored training
- d. In-person staff meetings
- e. Self-directed online or continuing education courses through local resources

To ensure accuracy, documentation should be completed by the employee that completed the service prior to the end of their shift. Documentation will be checked for accuracy and completion (*frequency*) by site supervisor and corrections will be made as soon as possible, but no longer than 24-hours after finding the error.

Unusual Incident form will be completed for all Medication Administration and financial documentation errors.

Billing will be submitted to (*job title*) (*frequency*) and verified for accuracy prior to submission to DODD.

V. DEVELOPMENT OF PROCEDURES

ONI and/or board of directors authorizes the CEO or designee to develop and implement written procedures consistent with agency policy and applicable rules, regulations, and statutes.

Adopted:

Revised: