

STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
SBCH PROGRAM - REIMBURSEMENT AND CON
55 FARMINGTON AVENUE · HARTFORD, CT 06105-3725
Phone: 860-424-5695 Fax: 860-424-4812

Bulletin- SBCH Service Documentation & Retention

As stated in the State of Connecticut Regulation of the Department of Social Services concerning requirements for Payment for School-based Child Health Services, Sec. 17b-262-220, Documentation and Record Retention Requirements, please be advised of the following requirements:

- (a) A permanent service record documenting each SBCH service provided to each Medicaid eligible child shall be maintained by the LEA at which the child is enrolled at the time of service. The permanent service record may be in paper or electronic format, shall provide an audit trail and shall include, but is not limited to:
 - (1) The written evaluation and the results of any diagnostic tests;
 - (2) The child's diagnosis, in a manner acceptable to the department;
 - (3) The IEP signed in accordance with section 10-76d (d) (9) of the Connecticut General Statutes; and
 - (4) Progress notes signed by a licensed or certified allied health professional who performed or supervised the services within the scope of his or her practice under state law.

 - (b) For each date of service, the qualified health care provider shall keep a service record within the child's record containing all of the following:
 - (1) The date of service;
 - (2) The type of service;
 - (3) The units of service;
 - (4) A brief description of the service provided;
 - (5) Whether the service was performed in a group or individual setting; and
 - (6) The signature of the qualified health care provider performing the service.

 - (c) The LEA shall maintain a current record of the applicable licenses or certificates of practice of all licensed or certified persons performing SBCH services.

 - (d) The LEA shall maintain all supporting records of costs reported for SBCH services.

 - (e) All records shall be maintained for at least six (6) years.
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As an additional note to the above Regulation, please be advised that documentation pertaining to Validation with regard to Time Study Activities is also included (as indicated in section d). Additional examples of records/documentation to be retained include payroll records associated with school personnel providing services and copies of contracts with medical providers.

Districts are encouraged to establish a mechanism in which to collect and retain documentation according to the requirements stated above for the required period (section e) for both active (current) as well as former employees of the district while adhering to Federal and State HIPAA privacy practices.

Districts should be advised that documentation may be requested under Federal and/or State audit to support data submitted applicable to SBCH claims. Failure to provide the requested supporting documentation may result in repayment of program funds. It is suggested that the above information be shared directly with all staff who are actively involved with the SBCH program to ensure district-wide provider compliance.

Should you have any questions, please feel free to contact Kathy Blackwood or Krista Pender.

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