Tip Sheet 6

Guide for determining if the services you provide can be coded/documented as TCM??

A Few Reminders:

- o Medicaid ID #, diagnosis code, true duration of service and the location the service occurred must be entered into DDaP or WITS
- o Document what" you as the case manager are doing" in the intervention, avoid documenting conversations
- o Coordinating, linking and accessing are done with collateral resources **OUTSIDE** your agency to help the client make progress on their goals and coded as collateral contacts
- o Individual Recovery Plans (IRP's) may also be referred to as Treatment or Service Plans

Questions to ask	response	comments
Is the TCM service related to a goal on the IRP?	Yes-continue	Goals should be overarching, broad and motivational
Is the IRP active and current?	Yes- Plan was completed less than a year ago.	Do not code services as TCM if an IRP is expired.
Is the intervention a TCM service? (Involve coordination of care with an external resource, activities completed with the client related to assessment, development of the Individual Recovery Plan (IRP), or monitoring progress toward IRP goals/objectives)	Yes- Be sure to describe the TCM service in detail, not just use the verbiage.	The intervention should use CLAMP language as a signal (Coordinate, Link, Assist, Assess, Advocate, Monitor, Plan)
If the Intervention is *Monitoring,* is there a monitoring objective on the IRP?	Different from routine follow-up	The objective should clearly state **WHAT** is being monitored, **HOW** it is being monitored and with what **FREQUENCY** and **DURATION** it is being monitored
Does the intervention only describe the TCM service?	(The TCM service is not mixed with skill building, ,counseling or case management services in the same note)	Best to write 2 notes if different services occurred in a session or choose the predominate activity to document.
Is the person's response to the intervention described?	Must be included to be a complete, billable note.	The response documents whether or not the intervention was successful/unsuccessful
Does the note document a specific plan and date or timeframe for the next meeting?	(nonspecific plans or continuation of the current plan without changes is not acceptable)	
Does the code match the service with the correct location?		TCM04 audio and Visual platform should also be Audio and Visual location
Does the note contains all these required elements?	**You can be reasonably certain that this is a valid TCM service**	**Should pass an audit**