

Magellan Compliance Notebook

June, 2013

Magellan Behavioral Health of Pennsylvania, Inc. (Magellan) strives on being proactive and using education as a preventative tool to provide our members the highest quality of care through you, the provider.

The Quality Improvement and Compliance Departments at Magellan have committed to sending monthly e-mails to targeted providers on a Compliance related subject. This month, we are going to focus on Psychiatric Rehabilitation Services regulations, effective 8/9/13.

Please find below some key points from the **NOTICE OF FINAL-FORM RULEMAKING DEPARTMENT OF PUBLIC WELFARE OFFICE OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES**, [55 Pa.Code Chapter 5230] Psychiatric Rehabilitation Services.

§ 5230.22. [Record] Documentation standards and record security, retention and disposal.

1. A PRS [facility] agency shall ensure that an individual record meets the following standards:
 - (a) The record must be legible throughout.
 - (b) The record must identify the individual on each page.
 - (c) Entries shall be signed and dated by the responsible [licensed provider]

§5230.63. Daily entry.

1. A PRS [facility] agency shall include an entry for the day service was provided in the record of an individual as follows:
 - (a) Indicates the date, time, duration, location[,] and type of interaction.
 - (b) Documents service provided in the context of the goal.
 - (c) Documents the individual response to service.
 - (d) Includes the signature of the individual, or if the individual does not sign, [document] documents the reason.
 - (e) Is signed and dated by staff providing the service

§5230.61. Assessment.

1. A PRS [facility] agency shall complete an assessment of an individual prior to developing the IRP.

- (a) The assessment shall be completed in collaboration with the individual
- (b) Be signed by the individual and staff.

§ 5230.62. Individual rehabilitation plan.

- 1. A PRS staff and an individual shall jointly develop an IRP that is consistent with the assessment
 - (a) Dated signatures of the individual, the staff working with the individual and the PRS director.
 - (b) A PRS [facility] agency shall complete an IRP by day 20 of attendance, but no more than 60 calendar days after initial contact.
 - (c) A PRS [facility] agency and an individual shall [review and revise] update the IRP at least every 90 calendar days.

§ 5230.72. Discharge summary.

- 1. A PRS [facility] agency shall assure that the discharge summary is:
 - (a) Completed no more than 30 days after the date of discharge.
 - (b) Reviewed and signed by the PRS director.
 - (c) Offered to the individual for review, signature and the opportunity to comment.

Please remember that medical records are a legal document that can be subpoenaed in a court of law at anytime. Make sure your documentation is legible, thorough, and comprehensive. Tasks, therapies and activities that are not documented, were not completed.

Enclosed, please find the Psychiatric Rehabilitation Services regulations to keep as a copy. Please refer to it often as it will become a great resource to keep your facility in compliance.

Thank you for being a Magellan provider and working together to provide ethical and high quality of care to our members!