

Beneficiary's Quality Review for Self-Directed Care

The Centers for Medicare & Medicaid Services (CMS) and the States are helping beneficiaries understand mistakes that can cause payment errors for self-directed home and community-based services. Avoiding these mistakes can help Medicaid continue to provide services to those who need them.

This checklist is for people who choose to self-direct their care. You can use this checklist to help stop mistakes on time sheets and service logs of those you hire to help you. Your State Medicaid agency may have other items to add to this list.

Checklist

Check your documents for these items:	Yes	No
Is your name spelled right on each page?	Yes	No
Is your Medicaid number correct and on each page?	Yes	No
Are the dates you received services correct?	Yes	No
Are time sheets filled in correctly?	Yes	No
Were you present when the staff say they provided services?	Yes	No
Do the activities on daily service logs match the time entered on the time sheets?	Yes	No
Are the services you received included in your person-centered plan?	Yes	No
Was your plan in effect on the dates you received services?	Yes	No
Did you check to see that staff has a current license or certificate to provide care? (Your case manager can help.)	Yes	No
Are time sheets signed to show you agree with the time written down?	Yes	No
Are daily service logs signed to show you agree with what was written?	Yes	No

You can help protect the Medicaid program. By checking for mistakes, you can help Medicaid continue to provide services to those who need them. For more information, see the toolkits at <https://www.cms.gov/Medicare-Medicaid-Coordination/Fraud-Prevention/Medicaid-Integrity-Education/edmic-landing.html> on the CMS website.

To see the electronic version of this job aid and the other products included in the “Home and Community-Based Services” Toolkit, visit the Medicaid Program Integrity Education page at <https://www.cms.gov/Medicare-Medicaid-Coordination/Fraud-Prevention/Medicaid-Integrity-Education/edmic-landing.html> on the CMS website.

Follow us on Twitter  [#MedicaidIntegrity](https://twitter.com/MedicaidIntegrity)

Disclaimer

This job aid was current at the time it was published or uploaded onto the web. Medicaid and Medicare policies change frequently so links to the source documents have been provided within the document for your reference.

This job aid was prepared as a service to the public and is not intended to grant rights or impose obligations. This job aid may contain references or links to statutes, regulations, or other policy materials. The information provided is only intended to be a general summary. Use of this job aid is voluntary. Inclusion of a link does not constitute CMS endorsement of the material. We encourage readers to review the specific statutes, regulations, and other interpretive materials for a full and accurate statement of their contents.

October 2015

