

12/1/2016



DAILY RECORDS
HOME AND COMMUNITY BASED
WAIVER (HCBW)
FOR THE FRAIL ELDERLY
Aging and Disability Services Division

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DAILY RECORDS

- Definition:
 - The daily record is documentation completed by a provider, indicating the scope and frequency of the service provided.

DAILY RECORDS

- Provider Responsibilities:
 - The provider must have a separate file for each waiver recipient.
 - The provider is required to have a current copy of the recipient's Care Plan.
 - The provider is responsible to fully document services provided as specified on the current Care Plan.
 - Do not initial or mark with an "I" any task for which the recipient is "independent".
 - Document the need for services in addition to those authorized on the recipient's Care Plan.

DAILY RECORDS

- Medicaid Services Manual 2200:
 - The daily record will include the recipient's initials daily with a full signature of the recipient on each record.
 - If the recipient is unable to provide a signature due to cognitive and/or physical limitations, this must be clearly documented on the POC (Care Plan).
 - The provider will initial after the daily services are delivered, with a full signature of the provider on each daily record to validate services that were provided.

DAILY RECORDS

- Electronic signatures:
 - Providers may use electronic signatures on the daily record documentation.
 - An electronic signature does not remove the provider's responsibility for providing accurate and verifiable documentation indicating the scope and frequency of services provided.
 - If a providers opts to use electronic signatures, they must have weekly printouts of the daily records in the recipient's file.

DAILY RECORDS

- Guidelines:
 - Use each daily record log for a 1-2 week period.
 - Use the recipient's current Care Plan as a guide for services to be rendered.
 - The daily records should mirror the recipient's current Care Plan.
 - The provider is not required to use a specific format to capture this information.
 - Each Medicaid provider is required to meet the requirements of MSM Chapter 2200 regardless of the format used.

DAILY RECORDS

- o Tips for maintaining an accurate daily record:
 - Changes to care should be communicated to the recipient's social worker and documented on the daily records.
 - Keep a current copy of the recipient's Care Plan in his/her file.
 - Do ensure that all appropriate signatures/initials are on the daily record.
 - The recipient's cognitive and/or physical limitations should be clearly document on the daily records if unable to sign.
 - Do not pre-fill daily records.....as this is considered fraud. Suspected fraud will be referred to the Surveillance and Utilization Review unit for financial recoupment.

DAILY RECORDS

o Resources

- Medicaid Services Manual 2200 or 3500
- ADSD Social Worker or CBC Supervisor
- Contact the Quality Management Unit
 - Edward Coleman, Social Services Program Specialist II
 - (775) 687-2493, EdwardColeman@adsd.nv.gov

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