

## Documentation and payment for services under the I/O and LV1 waivers.<sup>1</sup>

The purpose of this memo is to explain the standards governing documentation under the Individual Options [I/O] and Level One [LV1] waiver components of the Medicaid program that the Ohio Department of Developmental Disabilities [DODD] administers pursuant to section 5111.871 of the Revised Code.

Service documentation means all records and information on one or more documents, including documents that may be created or maintained in electronic software programs, created and maintained at the same time as the delivery of services, and kept in a manner as to fully disclose the nature and extent of services delivered that shall include the items specified in service-specific rules in Chapter 5123:2-9 of the Administrative Code to validate payment for Medicaid services.

(1) Providers shall maintain service documentation in accordance with this rule and service-specific rules in Chapter 5123:2-9 of the Administrative Code.<sup>2</sup> Documentation requirements are contained in service-specific rules in Chapter 5123:2-9 of the Ohio Administrative Code including, but not limited to:

- (a) 5123:2-9-14 (vocational habilitation under the I/O and LV1 waivers);
- (b) 5123:2-9-15 (supported employment-community under the I/O and LV1 waivers);
- (c) 5123:2-9-16 (supported employment-enclave under the I/O and LV1 waivers);
- (d) 5123:2-9-17 (adult day support under the I/O and LV1 waivers);
- (e) 5123:2-9-18 (non-medical transportation under the I/O and LV1 waivers);
- (f) 5123:2-9-21 (informal respite under the LV1 waiver);
- (g) 5123:2-9-22 (community respite under the I/O and LV1 waivers);
- (h) 5123:2-9-23 (environmental accessibility adaptations under the I/O and LV1 waivers);
- (i) 5123:2-9-24 (transportation under the I/O and LV1 waivers);
- (j) 5123:2-9-25 (specialized medical equipment and supplies under the I/O and LV1 waivers);
- (k) 5123:2-9-26 (personal emergency response systems under the LV1 waiver);
- (l) 5123:2-9-27 (emergency assistance under the LV1 waiver);
- (m) 5123:2-9-28 (nutrition services under the I/O waiver);
- (n) 5123:2-9-29 (home-delivered meals under the I/O and LV1 waivers);
- (o) 5123:2-9-30 (homemaker/personal care under the I/O and LV1 waivers);
- (p) 5123:2-9-31 (homemaker/personal care daily billing unit under the I/O waiver);
- (q) 5123:2-9-32 (adult family living under the I/O waiver);
- (r) 5123:2-9-33 (adult foster care under the I/O waiver);
- (s) 5123:2-9-34 (residential respite under the I/O and LV1 waivers);
- (t) 5123:2-9-35 (remote monitoring and remote monitoring equipment under the I/O and LV1 waivers);
- (u) 5123:2-9-36 (interpreter services under the I/O waiver); and
- (v) 5123:2-9-38 (social work under the I/O waiver).

(2) Each provider shall maintain all service documentation in an accessible location. The service documentation shall be available, upon request, for review by the Centers for Medicare and Medicaid Services, the Ohio Department of Medicaid, DODD, a county board or regional council of governments that submits to DODD payment authorization for the service, and those designated or assigned authority by the Ohio Department of Medicaid or DODD to review service documentation.

(3) If a provider discontinues operations, the provider shall, within seven days of discontinuance, notify the county boards for the counties in which individuals to whom the provider has provided services reside, of the location where the service documentation will be stored, and provide the county board with the name and telephone number of the person responsible for maintaining the service documentation.

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<sup>1</sup> This document is based on Ohio Administrative Code 5123:2-9-06

<sup>2</sup> A complete list is available at [dodd.ohio.gov](http://dodd.ohio.gov) Rules in Effect. Providers should familiarize themselves with the rules governing the specific services they provide.

(4) DODD, the Ohio Department of Medicaid, the Centers for Medicare and Medicaid services, and/or the Auditor of State may audit any funds a provider of waiver services receives pursuant to this rule, including any source documentation supporting the claiming and/or receipt of such funds.

(5) Overpayments, duplicate payments, payments for services not rendered, payments for which there is no documentation of services delivered or for which the documentation does not include all of the items required, or payments for services not in accordance with an approved individual service plan are recoverable by the Department, the Ohio Department of Medicaid, the Auditor of State, or the Office of the Attorney General. All recoverable amounts are subject to the application of interest in accordance with rules 5101:3-1-25 and 5101:6-51-03 of the Administrative Code, as applicable.

(6) Providers of waiver services shall maintain the records necessary and in such form to disclose fully the extent of waiver services provided, for a period of six years from the date of receipt of payment or until an initiated audit is resolved, whichever is longer. The records shall be made available upon request to DODD, the Ohio Department of Medicaid, the Centers for Medicare and Medicaid services, and/or the Auditor of State. Providers who fail to produce the records requested within thirty days following the request shall be subject to decertification and/or loss of their Medicaid provider agreement.