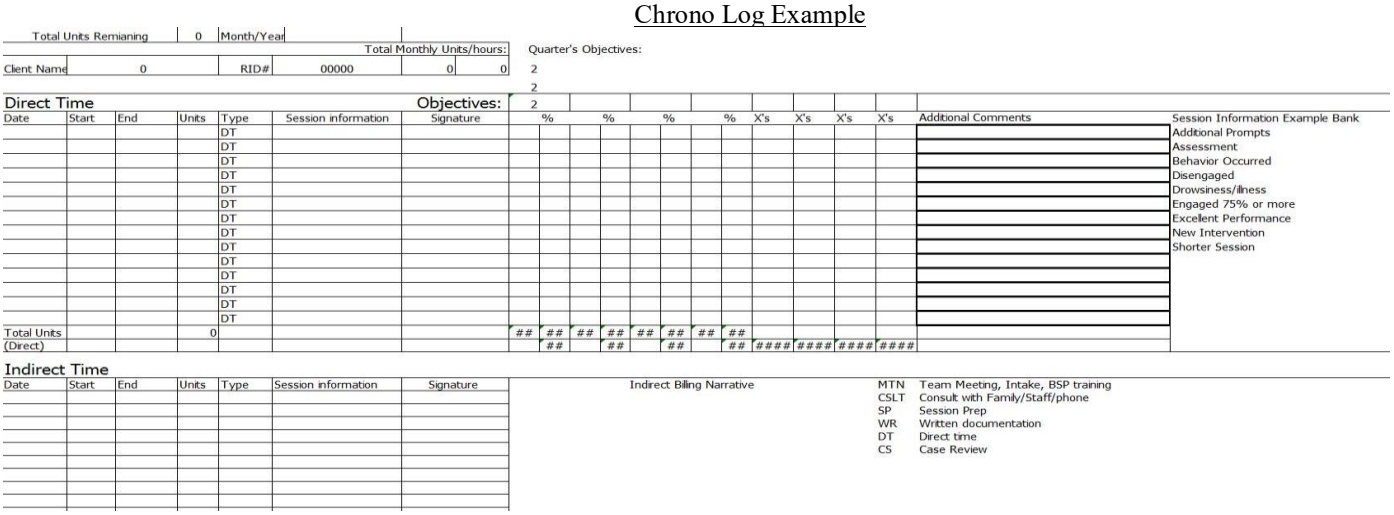
Support. Compassion. Growth.

Service Verification Guidelines

This sheet is to be used to document all services provided to Mainstay's consumers each month. Your therapist will be asked to sign off on the therapist's direct services each month, as well as for any services billed to your Waiver budget. You are always able to request a copy of your billed budget by emailing Allison@MainstayMusicTherapy.com . The following is an explanation of what you may see included in the Chrono Log.

1. Any billable activity should be listed here and signed by the family/client monthly. Billable activities (with related codes) include the following (as defined in section 10.16 of the Waiver Manual):
    a. Direct Time (DT): Music Therapy Session
        i. One hour of billed therapy service must include a minimum of 45min direct patient care with the balance of the hour spent in related patient services. (i.e completing Chrono log, sanitizing materials, traveling in between clients, etc) These allotments are only used in direct conjunction with a minimum 45 min of treatment, and are therefore added to one end of your weekly session time.
    b. Meetings (MTN): Team Meeting, BSP training, Intake/initial meeting
        i. Via person or phone. Bill as time rendered.
    c. Consultation (CNSLT): with family or employee/staff (can include client-initiated phone call or when 90% of conversation is about one consumer with staff)
        i. Detailed summary of conversation must be kept in Chrono Log
    d. Session Preparation (SP): Creation of client/goal specific materials.
        i. SP may include, learning music specific to a client, visual aids, song cards, or other
    e. Written Documentation (WR): Quarterly Report, Assessment, Baseline Determination work, Treatment Plan, Annual Reviews
    f. Case Review (CS): Updating client files, research on music therapy literature, research on diagnosis, or any other work done in direct relationship to a client.
        i. Information must be included on the Chrono log indicating sources and results of research
2. A minimum of 60% of used client yearly budget should be used in Direct Therapy time.
3. Units are billable in 15 min increments. All activities under 8 minutes in duration cannot be billed. Activities/ service increments lasting over 8 minutes can be billed as one unit per BDDS.
4. Therapist will keep track of used and remaining plan units on each Chrono Log
5. Mainstay will contact clients to verify services several times a year to ensure accurate unit tracking and usage
6. Contact Allison Thomas, CEO immediately with any discrepancies: 260.494.1624 ext 500 Allison@mainstaymusictherapy.com

Chrono Log Example



Total Units Remianing 0 Month/Year

Total Monthly Units/hours:

Client Name 0 RID# 00000 0 0

Quarter's Objectives:
2
2

Direct Time — Objectives: 2

Date	Start	End	Units	Type	Session information	Signature	%	%	%	%	X's	X's	X's	X's	Additional Comments
				DT											
				DT											
				DT											
				DT											
				DT											
				DT											
				DT											
				DT											
				DT											
				DT											
				DT											
				DT											
				DT											
Total Units			0				##	##	##	##	##	##	##	##	
(Direct)								##	##	##	##	####	####	####	####

Session Information Example Bank
- Additional Prompts
- Assessment
- Behavior Occurred
- Disengaged
- Drowsiness/illness
- Engaged 75% or more
- Excellent Performance
- New Intervention
- Shorter Session

Indirect Time

Date	Start	End	Units	Type	Session information	Signature

Indirect Billing Narrative

MTN	Team Meeting, Intake, BSP training
CSLT	Consult with Family/Staff/phone
SP	Session Prep
WR	Written documentation
DT	Direct time
CS	Case Review

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