

SUPPORT COORDINATION CONTACT DOCUMENTATION (SCD) SERVICE LOG CODES

PLACE OF SERVICE

- 02. Place of Residence
- 09. Day Program or ADHC Facility
- 10. Mental Health Clinic
- 13. Support Coordination Agency
- 16. OT, PT, Speech Therapist's Office
- 19. Service Provider's Place of Business
- 21. Hospital
- 22. Medical/Public Health Clinic
- 24. Nursing Facility
- 99. Other Community Location

TYPE OF CONTACT

- 1. In person
- 2. Telephone
- 3. Written
- 6. Documentation Only
- 8. Telehealth/Virtual

SERVICE ACTIVITY

- 00. No Service Provided
- 01. Initial Intake
- 02. Initial IHC Assessment
- 03. Service Planning, Implementation, and Follow-up*
- 04. Unannounced Visit/Health and Safety
- 13. Annual POC meeting
- 15. Emergency Event Tracking
- 16. Initial POC meeting
- 37. CIR Tracking
- 38. Documentation
- 39. Travel (does not count towards billing)*
- 40. IHC Re-assessment (includes all re-assessments - e.g. status change, follow-up, annual, etc.)
- 41. Monthly Monitoring Contact
- 53. Quarterly Visit
- 99. Additional contact (non billable)

*03 & 39 can overlap for different participants (i.e. Assessors can be traveling to visit a participant and can be talking on the phone regarding another participant.)

SERVICE PARTICIPANT

- 01. Recipient/Participant
- 02. Parent or Legal Representative*
- 03. Other Family Member
- 04. Responsible Representative
- 08. Health Care Provider
- 09. Supportive Services/Resources
- 10. Program Office (OCDD, OAAS, BHSF, APS, EPS, HSS)
- 11. Medicaid Eligibility Office
- 12. Waiver Service Provider
- 16. Advocacy Representative
- 17. Nurse Consultant
- 18. Statistical Resources Inc.
- 19. Healthy Louisiana Contact
- 20. MFP/MPL Transition Coordinator
- 21. Ombudsman
- 99. Other

*Legal Representative includes Power of Attorney (POA), Curator, Under Curator, Legal Guardian, Tutor, etc.

MONTHLY CODES (Service Activity code of 41):

MONTHLY MONITORING

(*Asterisked items require remediation.)

Monitoring codes for ADHC, PAS, LT-PCS, and MIHC services

- 01. Service received and delivered in the amount, frequency and duration specified in the current POC.

Below are monitoring codes if services were NOT delivered in the amount, frequency, and duration specified in the current POC.

Monitoring codes for ADHC, PAS, LT-PCS, and MIHC services

- 02. Participant temporarily admitted to a nursing facility or hospital.
- 03. Service was declined by participant.

Additional codes for ADHC service ONLY

- 11. ADHC unscheduled closures (e.g. bad weather, etc.)
- 12. No provider available in the transport radius.
- 13. Transportation NOT available (e.g. ADHC transport vehicle broken down, etc.).*

Additional codes for PAS & LT-PCS ONLY

- 21. Unplanned worker absence and family/other natural support provided care per Back-Up Staffing Plan.
- 22. Participant refusing back-up worker.
- 23. Unplanned worker absence and DSP did NOT provide care per Back-Up Staffing Plan.*

Additional code for MIHC services ONLY

- 31. Unplanned worker absence and Back-Up Staffing Plan NOT followed.*

MONTHLY REMEDIATION

Monitoring codes for ADHC, PAS, LT-PCS, and MIHC services

- 01. Remediation in progress (Give explanation in comments.)
- 02. Assisted participant in locating other provider(s).

Additional codes for PAS, LT-PCS, and MIHC services only

- 11. Back-Up Staffing Plan revised.
- 12. POC Revision completed.
- 13. New worker in place

Additional code for ADHC service only

- 21. Transportation resource located.

ANNUAL CODES: ANNUAL MONITORING

(*Asterisked items require remediation.)

Below are monitoring codes for all services if services (listed in the current POC) are NOT delivered at least once in the previous POC year.

- 01. Participant's health declined
- 02. Participant non-cooperative
- 03. Provider unable to provide or complete service (e.g. ADHC temporarily closed due to bad weather, etc.)
- 04. Participant declined service.
- 05. POC Extension (e.g. appeals, etc.)
- 06. Discharged from the waiver
- 99. Other*

ANNUAL REMEDIATION (Occurred or will occur)

- 01. Remediation (Give explanation in comments.) (e.g. SC will make appointment for therapy assessment, etc.)
- 02. POC/POC Revision reflects current situation/needs.
- 03. Documentation supports discontinued services.

NOTE: Annual monitoring will be conducted during the last calendar month of the POC year.