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Division of Disability and Rehabilitative Services
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To: Division of Disability and Rehabilitative Services Providers
From: Nicole Norvell, Director, Division of Disability and Rehabilitative Services
Re: Wellness Coordination Documentation Clarification
Date: April 11, 2014

The Family and Social Services Administration's Division of Disability and Rehabilitative Services (DDRS) would like to provide the following clarification regarding the monthly units of Wellness Coordination and its weekly documentation requirements, specifically for weeks that include the end of one month and the beginning of another.

While Wellness Coordination is billed in monthly increments, service delivery and the resulting documentation are required on a weekly basis, with the week defined as a calendar week running from Sunday to Saturday. The requirement for "at least weekly consultation/review with an RN/LPN," including face-to-face visits at the frequency determined by the appropriate tier of the service, ensures that Wellness Coordination is provided by the chosen provider on a continuous basis (without gaps) once the service start date appears on a State-approved Notice of Action.

CONCERN: DDRS was asked to address the documentation requirements for weeks that straddle two different months. For example, the last week of April 2014 begins on Sunday, April 27, yet the month ends on Wednesday, April 30. If no consultation/review or face-to-face visit is provided during the first four days of that week but is provided on Thursday, May 1 would the provider be in compliance? And if so, for which month does it apply?

SOLUTION: Since some months end mid-week, the following solution is offered to avoid confusion or auditing concerns. **For documentation purposes, each week's service and documentation will be attributed to the month in which the last day of the calendar week falls.** From the example cited above, the documented consultation/review with an RN/LPN, and any face-to-face visit(s) occurring during the calendar week running from Sunday, April 27, 2014 through Saturday, May 3, 2014, will be counted as documentation for the first week of May 2014.

