

Billable Services

J-1 Independent Living Counseling

- a. ILCs may bill for a quarter hour (15 minutes) as a minimum. ILCs should submit billing for the actual amount of time spent on services that are documented. Tasks less than 15 minutes should be combined until the total amount of time spent is at least 15 minutes or more.
- b. Assessments include more than completing the UAI and should be billed as such. Contact with family, physicians, and other resources to determine the consumer's level of functioning are all part of the assessment process.
- c. The POC involves all activities related to its development including discussing service options and alternatives.
- d. The following billing documentation is required to insure accuracy:
 - i. Consumer name
 - ii. Date of service
 - iii. Name of provider agency
 - iv. Name of ILC
 - v. Location of service provided
 - vi. The amount of service time provided per billable service per consumer
 - vii. Client obligations should be documented monthly (if applicable)
- e. An HCBS/PD case cannot be opened solely to pay for IL Counseling. If the consumer may potentially be eligible for Medicaid, they must first apply at their local SRS office and receive a determination prior to their HCBS case being opened. Any assistance provided by CIL staff is not billable prior to Medicaid & HCBS eligibility.
- f. Any file review completed by a counselor, either the consumer's counselor or a counselor who specifically completes reviews, cannot be billed to the HCBS/PD waiver. File review, whether for the purpose of an internal audit conducted by the CIL or in preparation for the SRS AMM staff review, is not a service for the consumer, but rather an administrative function of the CIL. For this reason, this cannot be billed as IL Counseling.