

# Autism Spectrum Disorder Services Documentation Training Series: Clinical Service Notes

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South Carolina Department of Health and Human Services  
Division of Behavioral Health  
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# Disclaimer

- Materials presented today are not comprehensive. This training does not take the place of reading the provider policy and procedure manual. Prior to treatment, all beneficiaries must meet the medical necessity criteria for that service. All information in this presentation pertains to South Carolina Department of Health and Human Services Healthy Connections (SCDHHS) Medicaid beneficiaries.

# Purpose of the Orientation

- To act as a guide for Autism Service Disorder (ASD) providers who are learning about South Carolina Medicaid policy and procedures prior to rendering ASD.
  - While this presentation is designed to enhance understanding of the Medicaid Standards regarding the ASD Policy Manual, all aspects and policy are not covered in this presentation. Please review the ASD Manual and the Administrative and Billing Manual.
- To help providers avoid potential Medicaid recoupment.

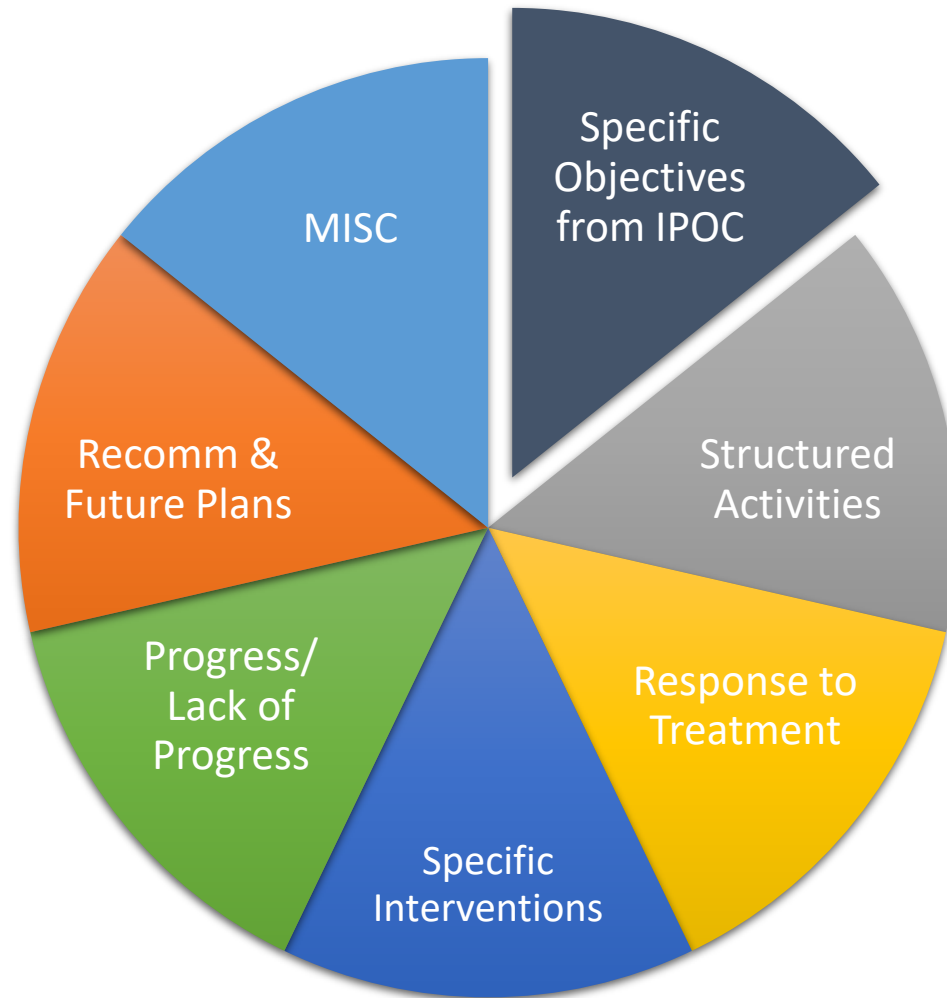
# Documentation Training Series

- Comprehensive Psychological Assessment/Testing Report
- Behavior Identification Assessment
- Individualized Plan of Care
- Progress Summary
- ➔ • Clinical Service Note
- ABA Prior Authorization General Information

# Objectives

1. Review the required components of the Clinical Service Note (CSN).
2. Provide examples of acceptable responses.
3. Provider opportunities to practice identifying acceptable responses.

# Clinical Service Note



# Specific Objectives From IPOC

One or more objectives from the IPOC that were worked on during the session are listed on the CSN.

This can be the number of the objective on the treatment plan or the name of the objective.

# Specific Objectives From IPOC Practice Session

Which is the best example of specific objectives from the IPOC?

A. Basic Mands, Colors, Counting and Quantities, Yes/No, Community Helpers

B. Objectives Targeted During Session:

A. Count to number two.

B. Count to number seven.

C. Count to number 11.

D. The therapist presents an object or food and asks, “Do you want \_\_\_?”

E. Therapist presents a community helper card and asks “What is this?” (firefighter, astronaut, chef)



# Specific Objectives From IPOC Practice Session

Correct Answer:

## B. Objectives Targeted During Session:

- A. Count to number two.
- B. Count to number seven.
- C. Count to number 11.
- D. The therapist presents an object or food and asks, “Do you want \_\_\_?”
- E. Therapist presents a community helper card and asks “What is this?” (firefighter, astronaut, chef)

# Structured Activities of the Beneficiary

One or more structured activities the beneficiary engaged in during the session are included on the CSN.

**Structured** activities are intentionally directed by the therapist. Goal oriented and involves following rules or instructions.

If pairing was completed during the session, the therapist must include structured activities that occurred during the pairing process to meet the requirement.

# Structured Activities of the Beneficiary Practice Session

Which is the best example of structured activities of the beneficiary?

- A. Brushed teeth, followed recipe for muffins, role played community helpers (doctor, police officer, chef).
- B. Walked to the community center.

# Structured Activities of the Beneficiary Practice Session

Correct Answer:

- A. Brushed teeth, followed recipe for muffins, role played community helpers (doctor, police officer, chef).

# Beneficiary's Response to Treatment

The beneficiary's response to the intervention/  
treatment.

A key must be included if abbreviations are used.

# Beneficiary's Response to Treatment Practice Session

Which is the best example of a beneficiary's response to treatment?

- A. Data collection sheet with key for any abbreviations on the document.
- B. "During the current reporting period, the client experienced progress in all domain areas."

# Beneficiary's Response to Treatment Practice Session

Correct Answer:

- A. Data collection sheet with key for any abbreviations on the document.

# Specific Intervention(s) Used

- List of specific evidence based, applied behavior analysis interventions used



# Specific Intervention(s) Used Practice Session

Which is the best example of specific interventions used?

A. Applied Behavior Analysis

B. Goals and Interventions Used:

A. Toilet Training: used visual supports.

B. Decrease frequency of tantrums: antecedent-based interventions.

# Specific Intervention(s) Used Practice Session

Correct Answer:

## B. Goals and Interventions Used:

- A. Toilet Training: used visual supports.
- B. Decrease frequency of tantrums: antecedent-based interventions.

# Progress/Lack of Progress

Progress or lack of progress should be noted for each goal targeted during the session. If abbreviations are used, then a key must be included on the session note.

# Progress/Lack of Progress Practice Session

Which is the best way to note progress or lack of progress?

A. Demonstrated progress on: objects SD13 (in baseline), Objects SD15B (in baseline), Actions SD4 (in baseline), Community Helpers SD3, Body parts SD1, Safety Awareness SD1, Functional Pretend Play SD1, Emotions SD3, Shapes SD4. Needs improvement on: Counting and Quantities SD1, Colors SD8, Desires SD3, Basic Manding SD1.

B. Goals Targeted

Objects, actions, community helpers, body parts, safety awareness, emotions, shapes, colors, and basic manding.

# Progress/Lack of Progress Practice Session

## Correct Answer:

- A. Demonstrated progress on: objects SD13 (in baseline), Objects SD15B (in baseline), Actions SD4 (in baseline), Community Helpers SD3, Body parts SD1, Safety Awareness SD1, Functional Pretend Play SD1, Emotions SD3, Shapes SD4. Needs improvement on: Counting and Quantities SD1, Colors SD8, Desires SD3, Basic Manding SD1.

# Recommendations for Future

Recommendation and future plans for working with the beneficiary must be included on the note. This could be a list of existing goals that will continue to be targeted during the next session or a new goal that would be started. Recommendations can also include things such a recommendation to transition to less intensive or more intensive services.

# Recommendations for Future Practice Session

Which is the best way to write recommendations for future sessions?

- A. Plan for next session: Undressing SD15, Dressing SD8, Early Social Games SD5, Echoics SD6, Eye Contact SD3, Stimulus Orienting SD2, Following Instructions SD1, Nonvocal Imitation SD6, Peer Play SD1, Teeth Care SD1, continue to implement behavior plan.
- B. Continue ABA.

# Recommendations for Future Practice Session

## Correct Answer:

- A. Plan for next session: Undressing SD15, Dressing SD8, Early Social Games SD5, Echoics SD6, Eye Contact SD3, Stimulus Orienting SD2, Following Instructions SD1, Nonvocal Imitation SD6, Peer Play SD1, Teeth Care SD1, continue to implement behavior plan.



# Miscellaneous

Other information that must be included on the CSN:

- Beneficiary's name and Medicaid ID.
- Date of service.
- Place of service.
- Duration of service.
- Legible and kept in chronological order.
- Signed, title and signature dated by provider responsible for the provision of services.

