

WOODHAVEN PROCEDURES

Procedure No. 3-6-2

Replaces Procedure No. 3-6-2

Revised: 01-18-24

Issued: 12-07-90

SUBJECT: Records of Census, Attendance and Movement

PURPOSE: To provide a system for collecting complete and accurate records of services provided to individuals served and their movement to and from various programs.

RESIDENTIAL CENSUS RECORDS:

Residential census is done for ISLs. A daily entry shall be made for each client on the home's weekly census record.

- For ISLs, the individual served will be shown present if they receive any residential staff services during the 24 hour period except during hospitalization. See below for more information regarding hospitalization.

The census week starts on Sunday and ends on a Saturday. The Home Coordinator (HC) is responsible for filling out & signing the census.

The HC will turn the Census into his or her Program Manager (PM) each week by Tuesday of the following week (e.g. Week of March 1st (Sunday) through March 7th (Saturday) will need to be turned in to PM by March 10th). The PM will review them and then give them to Accounting by noon on Monday of the following week (e.g. Week of March 1st (Sunday) through March 7th (Saturday) will need to be turned in to Accounting by March 16th (Monday)). Accounting must review, correct and enter the census by noon on Monday of the following week (e.g. Week of March 1st (Sunday) through March 7th (Saturday) will need to be completed by March 23 (Monday)).

The HC must complete the census daily.

Accounting will need to compare movement notices and census notes to the census to verify accuracy.

There should be no blank spaces on the census.

Accounting must have all census information for the previous month by the 7th of the following month to begin the billing process.

Once this is done Accounting will summarize these numbers on a spreadsheet and let the Accounting Manager & Accounts Receivable Accountant know it is finished. The Accounting Manager will then make sure the state gets billed for these services.

Accounting will inform the Accounting Manager & Accounts Receivable Accountant when the final census is complete. The Accounts Receivable Accountant will then notify the state of any changes so they can make any necessary corrections. All census forms and records will be kept on file by Accounting staff.

Hospitalizations: For both ISLs and Group Home, the individual will be shown absent on the day of admission and the day they come home. This is due to the way hospitals bill their days. Hospitalization days are noted on the census sheets. In these cases, Woodhaven will not bill Medicaid for days a resident received in-patient hospital treatment. For example, if an individual goes to the emergency room that is not

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considered hospitalization unless they are admitted. Also, if an individual is admitted into the hospital at 11:59 pm we cannot bill Residential for that day. On the other hand, if an individual is admitted at 12:01am we can bill for the previous day. Should an individual receive no service on a particular day, the entry shall indicate this and the resident will be considered absent for that day.

MOVEMENT NOTICES:

A movement notice shall be generated by the HC or PM whenever the status of an individual served changes. Such status changes are:

- Admission to the facility
- Discharge from the facility
- Transfer from one unit/program to another
- Transfer in or out of hospital
- Changes in funding status
- Change in employer
- Change in cable usage of individuals

COMPLETING THE CENSUS FORM:

The HC must ensure that they have chosen the correct start date for the week and the correct client's name from the drop-down menus on the census.

When a client is in normal residential service, it should be noted on the census as "Res Hab." If the client goes on a home visit or is with family or an approved guardian in the community, it should be noted on the census as "Home." If the client attends camp, it should be noted on the census as "Camp." If the client is in the hospital, it should be noted on the census as "Hospital" (Note: this should only be used if the client is admitted to the hospital- if they are there for a doctor appointment or are in the emergency room, it should be noted on the census as "Res Hab"). If a client is using approved alone time, it should be marked on the census as "Alone Time." If the client is at their normal day activity, it should be marked as "Work," "ACT DP" or "MU" (whichever is applicable). When staff is driving their work vehicle after dropping a client off at work or is driving alone to pick up a client from work that should be noted as "Drive Time." That classification is only used when there are no clients in the vehicle with the staff; otherwise it should be noted on the census as "Res Hab." If "Other" is marked on the census, the HC must note what "Other" means.

Any time "Res Hab" is not marked on the census, a note should be made giving the time frame and an explanation for when that person was marked otherwise.

If an ISL is budgeted for flex staff, total flex hours used each day should be noted in the "Total Flex Hours Used" row on the census. For example, if flex staff was used for 6 hours on Sunday, the number "6" should be typed in that row for each person present in the home during that flex staff's shift. If a client is not

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present for all or part of that flex shift, the correct number of hours they were present for should be reflected on their census.

EXTRA STAFF/SHORT STAFF:

When a client uses their normal staffing pattern, it should be marked on the census with an "N" in both the extra & short staff columns. When staffing at an ISL occurs outside of the normal staffing pattern, the HC should notate on the census "extra staff" or "short staff" (whichever is applicable) by marking "Y" in the appropriate column for the correct time frame. Examples of extra staff situations may include but are not limited to:

- A client staying home sick from work
- A client staying home from work due to a holiday
- A client needing to be taken to a doctor appointment or to the emergency room

Examples of short staff situations may include but are not limited to:

- Staff not working their regularly scheduled shift due to illness & no one was filling in for them
- One or more clients being absent from the home & fewer staff were needed for the client(s) left in the home

When any extra or short staff situation occurs, it must be marked on the census for the correct time frame. In addition, a note should be made stating the reason for extra or short staff, the time frame in which this occurred & who was with the client during that time.

GENERAL INFORMATION:

Should corrections to the census record be necessary during administrative review, the corrections will be made in red to indicate a change and initialed and dated.

Census records will be maintained by the Accounting department.

Records will be utilized to bill for services and to prepare internal statistics including the Administrative Service Report.

Approved: _____
Chief Financial Officer

Date: _____

Attachments: Residential Census Record
Movement Notice