


Preparing for Quality Management Reviews/ Desk Audits




COMPASS to 2020

Charting the Course

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Mrs. Robinson has worked in Public Schools for 28 years as a special education classroom teacher, Speech-Language Pathologist and Administrator. As the coordinator of the Medicaid billing program in Virginia Beach City Public Schools, she trains staff, monitors billing documentation, and prepares quarterly and annual reports.




Session Objectives:

- Organize and conduct mini Quality Management Reviews
- Identify critical elements in selecting/changing third party vendors that could negatively affect the outcome of a quality management review (QMR)
- Identify the components required for a successful QMR

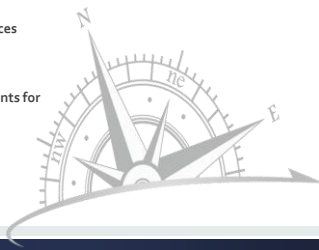
Records Retention and Organization

- ✓ Retain all records in accordance with Department of Medical Assistance Services (DMAS) requirements
- ✓ If maintaining paper records, ensure records are organized by service date/year
- ✓ Do not retain records beyond the required timeline



Quality Management Review

- ✓ On-site or 'desk' audits conducted at any time
- ✓ List of students and dates of services provided to LEA
- ✓ Collecting and organizing documents for review



Quality Management Review

- ✓ Make notes of issues as collecting required data
- ✓ If issues are found, plan ahead for corrective action
- ✓ Review the written response and respond in a timely manner
- ✓ Respond with self initiated action to correct systemic issues
- ✓ Outcomes of QMR could include: retraction, corrective action and/or loss of provider status



On-going Self-Monitoring

- ✓ Develop a plan for reviewing quality of documentation
- ✓ Monthly, semi-monthly
- ✓ Use a procedure for randomly selecting students to review
- ✓ Selection of students from remittance advice
- ✓ Establish review teams – within discipline



Considerations for Electronic Documentation Platforms and Third Party Vendors

- ✓ Records retention and access
- ✓ Quality control and validations
- ✓ Support during audits
- ✓ Upgrades/changes to software to enhance compliance



Questions



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