Community Living Supports (CLS) H2015 – 15 minute



- Community Living Supports (CLS) facilitate an individual's independence, productivity, and promote inclusion and participation.
- The supports can be provided in the individual's residence and in community settings.
- Staff must be awake in order to bill for services.

- **CLS Services Include:**
  - Assisting, prompting, reminding, cueing, observing, guiding, supporting, and training on
    - Meal preparation
    - Laundry
    - Routine Household care
    - activities of daily living such (bathing, eating, dressing, personal hygiene, and shopping)
    - Money Management
    - Non-medical care
    - Relationship building
    - Transportation
    - Participating in community activities
    - Attendance with medical appointments

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CLS Service Note Examples:

- Goal 1: Independence – home chores (laundry, making bed, cleaning bathroom)
  - LOC 12. Upon arriving, Mary had just woken up, she required 3 verbal **prompts** to make her bed. Mary completed this independently. While completing laundry, Mary independently brought laundry to the washer and dryer. I **guided** Mary while sorting laundry and putting into the washer to start the cycle. Mary has needed more **guidance** of specific steps and needing additional **support** to finish tasks.

- Goal 2: Community Inclusion – grocery shopping with minimal assistance
  - LOC 99. I **observed** Mary prepare a grocery shopping list for 3 different recipes to prep dinners throughout the week. While at the grocery store, I **guided** Mary to interact with the different store staff and maintain an overall positive attitude. After arriving home, Mary independently put away her groceries. **Assisted** Mary with getting ready and completing meal prep. Mary needed some **assistance** with cutting vegetables and assembling dishes.

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Respite Care (T1005) 15 minute

- Respite is provided to maintain the individual's goal of living in a natural community setting by temporarily relieving the caregiver.
  - Short-term – respite services are provided during a limited period of time
  - Intermittent – respite is not intended to be provided on a continuous, long-term basis where it is a part of daily services that would enable an unpaid caregiver to work elsewhere full time.
- Respite may not be provided by parent of a minor, spouse, guardian, unpaid primary caregiver
- Remember that Respite Services do not take the place of CLS services.
- Staff must be awake in order to bill for services.

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Respite Service Note Examples:

- LOC 12. Mary and I played board games while providing her mother a break. After losing while playing Sorry, Mary had a meltdown. I calmed her before playing another game. We ate chicken nuggets and broccoli for dinner. Monitored for health and safety.
- LOC 99. Mary and I went downtown Allegan to walk along the river and play at the splash pad while providing her caregiver a break. On the way to the splash pad, Mary was anxious to cross the street. I ensured she looked both ways before crossing. Monitored for health and safety.

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Documentation Expectations

- Documentation should reflect services delivered as identified in the Individual Plan of Services (IPOS).
- Notes should clearly reflect the who, what, where, when, why, and how services are being provided for the individual.
- Notes should clearly connect to the goals, objectives, and interventions of the treatment plan.
- Notes reflect that the needs of the individual were met.
- Document the progress, or lack of progress, towards the goals for the shift, even when they refuse to do them or don't complete them.
- Submit for employer signature of approval after verifying all information provided is accurate.

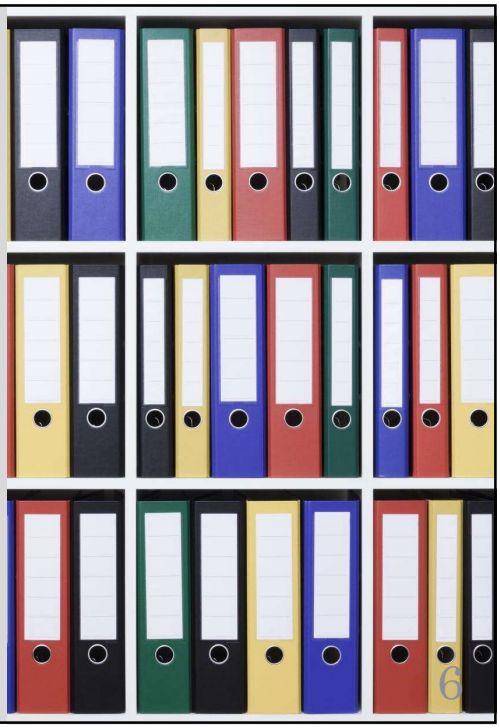
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Detailed Documentation

- Be as specific and detailed as possible in your documentation. Incorporating key elements will help the reader get a full and clear picture of what took place.
- Using direct quotes of individuals and their natural supports is a great way to add person centered details into your documentation. When used correctly, direct quotes can help provide deeper insight into:
  - How the client was feeling.
  - What the client was thinking.
  - Why a person did or said something.
  - Why you provided a particular service or intervention.
  - Why certain actions were taken.
  - Why a service may not have been provided or activity refused.



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GT App/Portal Reminders

- Location codes are required to be entered into the note section of time entries to be processed for payment:
  - LOC 12 - Home
  - LOC 99 - Community
- Employers must review documentation for accuracy and Medicaid requirements prior to approving time entries.
  - Please note: documentation cannot be revised once paid by GT
  - All time entries by staff must be approved by employers by the 3rd and 18th of every month.
- According to EVV guidelines, staff must clock in and out for each service provided using the GT app at the time of service delivery.

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Documentation Summary

DO NOT

- Copy and Paste
- Omit important information (worsened behaviors, injuries, changes in health, etc.)
- Wait to enter notes/data (notes should be completed at the end of each shift)
- Discuss more than one client name in your note

DO

- "Paint a Picture" of what the individual is doing each day.
- Explain what goals, objectives, and interventions are being worked on, refer to IPOS
- Elaborate on efforts made to get individuals to engage, participate, and cooperate in an activity/task.
- Document the day services are provided.
- Document the start and stop time for each service provided.
- Use quotes when appropriate and use objective language.

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