SENIOR & LONG TERM CARE DIVISION
COMMUNITY SERVICES BUREAU

COMMUNITY FIRST CHOICE Policy Manual	Section: SERVICE REQUIREMENTS
	Subject: Service Delivery Records

Reference:

PURPOSE

The Service Delivery Record (SDR) SLTC-222 documents the provision of self-directed (SD) Community First Choice/Personal Assistance Services (CFC/PAS). The SDR is used to document specific times, days and types of tasks provided by a personal care attendant (PCA). In addition, the SDR serves to verify the provision of services.

The SDR is a legal document. Misrepresentation on a service delivery record constitutes fraud.

PROCEDURE

1. This form is completed when service delivery is concluded. The form is signed by the member/Personal Representative (PR) and PCA at the end of the time period. SDRs may not be completed or signed prior to the provision of services. The CFC/PAS provider agency representative must sign off on the form prior to billing the service. The signature of the CFC/PAS provider agency representative signifies that the SDR meets the criteria for billing. The signature of the member/PR signifies that the hours and tasks recorded on the SDR were delivered by the attendant according to program policy.

2. All entries must be legible, and correspond to principles of charting. Refer to CSB 306.

3. The provider agency is responsible for developing a service delivery record that meets the criteria outlined in SD-CFC/PAS 911.

4. The provider agency is responsible for training the member/PR on the expectations and procedure for proper completion of the SDR. The member/PR is responsible for ensuring the PCA is trained in properly filling out the SDR.