



Detroit Wayne Integrated Health Network

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MEMORANDUM

To: DWIHN Specialized Residential Service Providers

From: Ryan Morgan, LMSW – Director of Residential Services-DWIHN

CC: Melissa Moody, LLP- Vice President of Clinical Operations- DWIHN
Manny Singla- Interim President and CEO- DWIHN

Subject: **Standardized Progress Note Implementation – Effective, September 3, 2024**

Please note the implementation of the revised **Standardized Progress Note** will be effective as of **Tuesday, September 3rd, 2024**. The revision cites DWIHN’s compliance with the Medicaid Provider Manual indicating the requiring of START and END times for rendered community living supports/personal care services.

Service Documentation Requirements

Michigan Medicaid Provider Manual requirements (non-exhaustive list) (Medicaid Provider Manual Section 15: Record Keeping)

The clinical record must be **sufficiently detailed** to allow reconstruction of what transpired for each service billed.

All documentation must be **signed and dated** by the rendering health care professional

- Documentation, including signatures, must be **legible**
- If a signature is not legible, the clinician’s name and credentials should be printed below

For services that are time-specific according to the procedure code billed, providers must indicate in the medical record the **actual begin time and end time** of the particular service

Progress notes must include the following:

- Goal(s) and/or Objective(s) of the Plan of Service addressed
- Progress/lack thereof toward desired outcome

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All related documentation can be accessed from the DWIHN website:

- Standardized Progress Note for **LICENSED** Settings
 - w/ PowerPoint presentation (with imbedded training video)

- Standardized Progress Note for **UNLICENSED** Settings | **CLS Staffing Agents**
 - w/ PowerPoint presentation (with imbedded training video)

Requests for additional assistance can be submitted to the department inbox by emailing residentialreferral@dwihn.org, using the Subject Line “*Progress Note Training Request*”.

Thank you.