



Acuity Rate Provider Documentation Guidelines

This document provides guidance for, and an example of, required documentation for assisted living home acuity (one-to-one support) rate services.

What are acuity rate services?

In accordance with [7 AAC 130.267](#), acuity payments may be authorized for qualified recipients of Residential Supported Living Services or Residential Habilitation Services in licensed assisted living homes. The recipient must have physical or behavioral needs requiring direct one-to-one support from direct care workers whose time is dedicated solely to providing services to that one recipient 24 hours a day, 7 days a week, in all environments. To request acuity rate, the care coordinator must first provide evidence of the need for this level of support.

Documentation requirements:

A provider who bills for service of an acuity rate recipient must:

- ✓ Provide staffing to meet the one-to-one staff–recipient ratio 24 hours per day, 7 days a week, for each recipient authorized an acuity rate. The documentation or daily records must support this staffing pattern.
- ✓ Maintain records that comply with [7 AAC 130.267](#) which requires the provider to disclose fully to the Department the extent of services provided to a recipient authorized an acuity rate, and [7 AAC 105.230](#), which, in part, requires the provider to “*maintain accurate financial, clinical, and other records necessary to support the services for which the provider requests payment.*”
- ✓ Comply with [7 AAC 130.267\(h\)](#) which requires “*a provider who receives an acuity payment to provide workers to provide the services*” and to “*ensure that at least one worker is awake at all times to provide those services.*”

The following information that must be included in provider’s records:

- Name of the recipient receiving treatment
- Date on which service was provided
- Detailed notes that support the service(s) provided
- Notes must be dated and either signed or initialed by the individual who provided each service

Documentation Example

The following is an example documentation that is compliant with [7 AAC 130.267](#); the recipient was approved acuity services to prevent self-harm.

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August 5, 2016

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12 hour shift log		
Staff Member: Bo Snodgrass		Time In: 7:00am Time Out: 7:00pm
Recipient Name and Medicaid ID:	Isaac Isadoor	Date: 5/29/2016
Time	Activity	Notes
7:00am	I.I. sleeping woke up at 7:25am, soft spoken this morning and appears pleasant. Helped bathe, dress and prepare for breakfast, used rest room with no issues. I.I. became irritated because he did not want fruit in his Oatmeal, removed the fruit and he appeared to enjoy his breakfast. I.I. attempted to poke himself with his plastic fork but was able to stop him and redirect his attention. After breakfast I.I. took morning meds as prescribed.	reviewed notes from night staff. No significant changes or needs identified
8:00am	After cleaning up from breakfast, I.I. wanted to watch tv for a while. Turned off tv at 9:30am. No incidents while watching tv.	
9:00am	Put Isaac's jacket on him and we went for a stroll around the block. Sunny and 62 degrees, he appeared to enjoy the time out in the sun. Came back in about 10:15am.	
10:00am	I.I. wanted to lay down in bed. Used restroom with no issues, helped him back into bed, he asked me to read from one of his magazines. I.I. fell asleep in about 10 min.	T.M. relieved me from 10:50 - 11:00 for a break
11:00am	I.I. woke up about 11:25am, appeared and sounded agitated, shaking the guard rails on the bed and yelling for me to get out. Calmed down after about five minutes as I continued to talk with him. I.I. stated he was tired of being here and was going home today.	
12:00pm	Some of the other residents were already eating lunch when I.I. got to the dining area and he became very agitated. We went to the living area and watched tv until the others were finished with lunch. I.I. did not seem to mind when other residents joined us in the living room. 12:45 I.I. and I went to dining area for lunch after eating I.I. attempted to push his dishes off the table and pushed the table away from himself and started swinging at me when I came closer. I.I. appeared to be relieved after hitting me in the arm. I.I. took lunch time meds.	
1:00pm	1:15 I.I. went to living room to watch tv. I.I. threw a couple couch pillows on the floor then settled in to watch tv. At 1:30pm I went to lunch T.M. relieved me. Returned at 2:00pm, I.I. was still watching tv but got restless once I returned.	T.M. relieved me from 1:30 - 2:00 for Lunch
2:00pm	I.I. had 2:30 appointment with Dr. Baker. I.I. was excited about going out again. We arrived at Dr. office at 2:25 and signed in. I.I. would not set down so we paced for the couple minutes we waited. I.I. was cooperative with Dr. Baker during visit. authorized refill of prescriptions with no changes.	
3:00pm	I.I. did not want to get in the van after the Dr. appointment, I.I. said he was going home. We walked around the parking lot several times until I.I. was convinced the only way to get anywhere was to take the van. We stopped at park to see if there were any fish in Chester Creek.	
4:00pm	I.I. was aggravated when we arrived back home, wanted to go to his own home. We talked about all his pictures were inside so he said he would go home another day. I.I. was tired and want to set and watch tv. T.M. relieved me for break. I.I. continued watching tv. until dinner time.	T.M. relieved me from 4:15 - 4:30 for break
5:00pm	I.I. very happy and cooperative during supper this evening. After dinner we sat on the back porch for a short time but I.I. did not like the mosquitos so went back in. Watching tv but did not like the program and tried to throw the pillow at the tv, kicked at the coffee table and yelled at the tv to be quiet. I.I. and I went back to his room to relax.	
6:00pm	I.I. spent about 30 minutes looking at pictures, occasionally became aggravated and threw some pictures on the floor and said he did not want those. I let I.I. know that A.B. would be here for the night. I.I. was not happy about this but though he could work with it.	I.I. had a very good day. Couple minor outburst but nothing major today. A.B. releaved me at 7:00pm
Staff Member Signature:	<i>Bo Snodgrass</i>	Date: 5/29/2016

1 Recipient Name

2 Date of Service

3 Detailed notes

4 Must be signed or initialed by the individual providing each service.

Initial Key:	
T.M	Tom Mice
A.B.	Aaron Blobman