

#4: Preparation Time

What activities are considered reimbursable as preparation for a home visit?



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Response

- Preparation activities are activities identified in response to the needs of the eligible individual(s) that result in the development, monitoring, and on-going revision of a Family Plan. Preparation time must precede a successfully completed home visit. Activities that can be billed as preparation include:
 - Gathering all necessary materials for the next scheduled home visit
 - Printing/copying materials to take to family on the next scheduled home visit
 - Reviewing parenting education curriculum to be completed at the next home visit
 - Online or other research related to an identified need, Family Plan goal, and/or other questions from a family to take on the next scheduled home visit:
 - Include time preparing information to take to a family so that the family can make a referral themselves for an identified need
- All supporting information must be documented in case notes
- All time spent by the home visitor accessing supervision to discuss participant level issues is not reimbursable.

Questions to Consider for Planning and Programming:

How is Prep Time entered into Early Track?

- In the HV Detail screen enter “Yes” to the questions “Do you have preparation date and time to enter?” Enter start and end times for all preparation activities. Request prior authorization for more than 2 units of time.
- Prep Time occurring across multiple times and/or on multiple days:
 - Compile the total amount of time the home visitor spent in preparation for a scheduled and successfully completed visit;
 - Enter date as the date of the home visit. Enter the start time as 12:01AM and the end time as 12:01AM PLUS the total amount of time spent in preparation for the visit.
 - If more than one home visit was completed on the same day and has prep time occurring across multiple times and/or multiple days, to avoid overlapping time, enter the compiled prep time for each subsequent visit sequentially starting with 12:01AM.
- Home Visitor must maintain all actual times spent on preparation activities and include actual times as part of the family record.

What if a Home Visitor prepared for a visit and then the visit was canceled or no one was home?

- If the visit was not completed you cannot bill for the preparation time.

Authorizing Rule:

- 3701-8-06.2(B)(1)
 - Covered services provided by home visiting contractors are reimbursable when completed by an eligible family's assigned home visitor. The reimbursable services include:
 - Preparing materials and information for a completed home visit.

Refer to Memo 13-10: HMG HV GUIDANCE Reimbursement for Services for additional guidance on billable activities.