

M&R Kids, LLC

Compliance Policy and Procedure

This policy and procedure is developed to assure that therapists whether they are independent subcontractors or employees of M&R Kids, LLC conduct business in compliance with New York City Early Intervention rules and regulations as well as in compliances with False Claim Act, Mail Fraud, Medicaid, Insurance Regulations and New York City Codes Regulations. Also the purpose of this policy is to assure that children and families receiving Early Intervention services from M&R Kids, LLC are receiving medically necessary services as authorized at IFSP by the New York City officials (EIODs).

1. **Service delivery**

- 1.1. All services to children and families under EI Program must be provided in accordance with IFSP authorization that specify: Duration of the therapy (30 or 60 min) frequency (number of sessions per week) methods, strategies and activities used by the therapist (if the therapist uses activities not indicated in the IFSP this activities are not considered necessary for the child and/or family and subsequently billing for this activities would not be reimbursed by M&R Kids, LLC)
- 1.2. All therapies assigned by M&R Kids, LLC to the therapist/teacher are one on one individual therapy. Therapies for twins, triplets and children in the daycare facilities or other community locations must be conducted as authorized individually for each child. Therapeutic activities rendered to two children at the same time and billed for 2 visits are unacceptable and are considered as fraudulent claims.
- 1.3. Under no circumstances (including "parent's request") therapist can combine two or several sessions in one session. If any changes in service authorization are required (increase or decrease in duration or frequency), the therapist needs immediately contact M&R Kids, LLC service coordinator, or administration to discuss proposed changes. Until the changes in question are approved by the New York City EI program official and new authorization is received by M&R Kids, LLC, therapy must be provided as authorized or terminated upon notification of service coordinator.

2. **Documentation of service delivery**

M&R Kids, LLC accepts only company forms for daily notes with certification statement. Therapist is completely liable for submission of incorrect progress notes to the company.

3. **Monitoring**

- 3.1. M&R Kids, LLC provides continuous monitoring of service delivery that include, but is not limited to the following procedures:
- 3.2. Service coordinators conduct monitoring phone conferences with parents and/or day care staff every 2 weeks to assure that all services are provided as authorized. Results are documented in the patient's file. All problems are reported to the Quality Assurance committee.
- 3.3. Monitoring coordinator (for outside cases) calls family/day care every month, to assure that all services are provided and authorized. Results are documented in the patient's file. All problems are reported to the Quality Assurance committee.
- 3.4. M&R Kids, LLC sends all families receiving services through our agency "parent satisfaction survey" with questions regarding service delivery. Results are documented in the patient's file. All problems are reported to the Quality Assurance committee.
- 3.5. M&R Kids, LLC every month randomly audits provider's monthly invoices for overlaps in time for different children as well as for transportation time form one location to another. All discrepancies reported to QA committee.

4. **Non-compliance**

In all cases of therapist's non-compliances with the Laws and Regulations listed above M&R Kids, LLC will conduct in the manner that protects our interests and keeps the company harmless from non-compliance activities of a particular provider. Our Legal Council will advise us on necessary actions in each particular case if it happens.

I have read the above and all of my questions were answered. I understand M&R Kids, LLC Compliance Policy and Procedures.

Name (Print): _____

Signature _____

Date: _____