



RECORD REQUIREMENTS

Policy Category	ECS	Policy Number	5.01
Date Issued	5/19/2015	Supersedes	NA
Date Revised	7/13/2023		

INTRODUCTION

It is the policy of Solari to maintain an Electronic Health Record (EHR) to document each SED/SMI Eligibility Determination made, as well as any appeals received.

PROCEDURES

1. SED/SMI ELIGIBILITY DETERMINATION

- 1.1. An EHR entry will be created for each request for SED/SMI Eligibility Determination received.
- 1.2. The EHR for each request for SED/SMI Eligibility Determination must contain the following information:
 - 1.2.1. The SED/SMI Assessment Packet and all supporting documentation reviewed to make a Eligibility Determination.
 - 1.2.2. Any consent or Release of Information (ROI) forms.
 - 1.2.3. The following demographic information:
 - 1.2.3.1. Name;
 - 1.2.3.2. Date of birth;
 - 1.2.3.3. Social security number, if provided;
 - 1.2.3.4. AHCCCS number, if applicable;
 - 1.2.3.5. MPI identification number.
 - 1.2.4. The following information about the SED/SMI Eligibility Determination request:
 - 1.2.4.1. Referral date;
 - 1.2.4.2. Referral source;
 - 1.2.4.3. Pended status (20 or 30/60 day);
 - 1.2.4.4. Pended status date;
 - 1.2.4.5. Reason for pended status;
 - 1.2.4.6. SED/SMI Eligibility Determination finding (SED, Non-SED, SMI or Non-SMI);
 - 1.2.4.7. Reason for non-SED/SMI Eligibility determination, if applicable;



- 1.2.4.8. SED/SMI Eligibility Determination/Review decision date;
- 1.2.4.9. ICD-10 Code Diagnoses;
- 1.2.4.10. Name and title of the person who conducted the evaluation;
- 1.2.4.11. Name and title of the person who rendered the SED/SMI Eligibility decision;
- 1.2.4.12. Indication if the person meets SMI-A or SMI-B criteria;
- 1.2.4.13. If an extension is required, date of request and end of extension;
- 1.2.4.14. All notices provided to the individual;
- 1.2.4.15. Case notes.

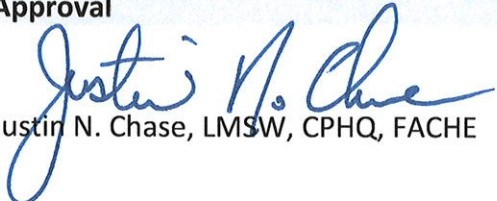
2. GRIEVANCE SYSTEM

- 2.1. All appeal information will be documented in the EHR in the individual's SED/SMI Eligibility Determination record.
- 2.2. Each record will include the following information for any appeals received:
 - 2.2.1. Name of individual filing appeal;
 - 2.2.2. Date appeal received;
 - 2.2.3. If appeal was received verbally or in writing;
 - 2.2.4. Date of scheduled Informal Conference;
 - 2.2.5. Case note about Informal Conference include attendees;
 - 2.2.6. Outcome of the Informal Conference.

3. RECORD RETENTION

- 3.1. All records and information related to making an SED/SMI Eligibility Determination will be maintained for a period of six (6) years from the date of the last service entered in the EHR.
- 3.2. Appeal records and information will be maintained for a period of five (5) years after the date of final disposition and resolution.

Approval


Justin N. Chase, LMSW, CPHQ, FACHE | President and CEO

Date

7/17/23