

DCM Billing Examples

It is important that logging is done correctly. Please keep the following information in mind:

- Monthly Summaries alone do not generate revenue
- Designated Case Management logs alone do not generate revenue
- Both must be logged (Service logs + Monthly note = Complete billing)

Example 1:

Date	Service Type/Comments	Medical Areas	Progress
9/8/2011	Designated Case Management T2023 Reviewed students file and IEP to determine services for the new year - student is receiving OT and speech.	DCM - Follow-up to ensure student receives diagnostic and treatment services.	Not Applicable
9/9/2011	Designated Case Management T2023 Made contact with speech and OT regarding student's services and schedule - therapy will be on Tuesdays.	DCM - Follow-up to ensure student receives diagnostic and treatment services.	Not Applicable
9/12/2011	Designated Case Management T2023 Prepared and distributed accommodations sheets to help ensure student success.	DCM - Follow-up to ensure student receives diagnostic and treatment services.	Not Applicable
9/30/2011 (Last school day of the month)	Monthly Progress Note Met with service providers to discuss the student's needs and schedules for the upcoming school year. IEP reviewed and accommodations distributed. Student is off to a good start.	_____	Slight Progress

Example 2:

Date	Service Type/Comments	Medical Areas	Progress
10/7/2011	Designated Case Management T2023 Met with behavioral specialist, social worker and other teachers regarding behaviors that student is exhibiting. A behavior plan is being recommended. Parents contacted and informed of situation.	DCM - Monitoring and recommending a plan of action.	Not Applicable
10/20/2011	Designated Case Management T2023 Developed behavior plan with IEP team to address recent behavior issues. Implementation to begin next Monday.	DCM - Monitoring and recommending a plan of action.	Not Applicable
10/21/2011	Designated Case Management T2023 Meeting with principal, counselor and parents to discuss events that led to suspension today. Student is expected to return to school next week.	DCM - Coordinating school based services with parents/guardian.	Not Applicable
10/31/2011 (Last school day of the month)	Monthly Progress Note Student has been struggling with behavior issues this month. One particular incident led to suspension. A behavior plan has been implemented. Progress will be monitored.	_____	No Progress

Example 3:			
Date	Service Type/Comments	Medical Areas	Progress
11/1/2011	Designated Case Management T2023 Reviewed IEP goals to determine student's progress in preparation for conferences. Emailed service providers about open progress reports and need to input data for reports.	DCM - Follow-up to ensure student receives diagnostic and treatment services.	Not Applicable
11/2/2011	Designated Case Management T2023 Contacted parents to discuss possible dates for conferences. Parents requested a phone conference for November 10 th .	DCM - Coordinating school based services with parents/guardian.	Not Applicable
11/8/2011	Designated Case Management T2023 Met with OT and speech providers to discuss student progress to report during phone conference with parents.	DCM - Follow-up to ensure student receives diagnostic and treatment services.	Not Applicable
11/10/2011	Designated Case Management T2023 Phone conference with parents to review IEP goals and objectives. Parents are pleased with services and progress.	DCM - Coordinating school based services with parents/guardian.	Not Applicable
11/30/2011 (Last school day of the month)	Monthly Progress Note Service providers and family were contacted to prepare for conference this month. Family requested a conference call for 11/10. Student is making nice gains in goal areas and family is pleased with progress.	_____	Moderate Progress

Hints:

Service comments must include enough detail to allow reconstruction of what transpired for each service. This includes:

1. The service/activity provided
2. The outcome/results
3. Next steps (if any)

Monthly Summaries: Are REQUIRED for all months for which services are reported. These notes should summarize the service comments and indicate the student's progress toward IEP goals for the month, changes in medical or mental status and changes in treatment plans with rationale for change.

- **Bad Example:** Student is making progress. This is not enough detail. See table above for good examples.