

ATR HOUSING DOCUMENTATION AND BILLING POLICY

July 15, 2013

Housing Supervised-

- Requires 24 hour supervision by ATR approved staff.
- Each 24 hour period requires coverage by 3 different ATR approved staff.
- Each staff member should cover approximately an 8 hour shift.
- Billing and documentation in CIMOR requires the names of the three staff and the exact beginning and ending times they provided supervision of the house.

Housing Peer-

- Each 24 hour period requires at least one monitoring visit by ATR approved staff.
- Billing and documentation in CIMOR requires the name of the staff member that provided monitoring be recorded as the rendering practitioner.

All ATR Housing-

- Each housing property must also have a staff signature log with the original signature of each staff member providing supervision.
- Signatures in the staff log must be in chronological order.
- Each staff signature must be made in ink and include the date and time of the signature.
- Housing service is billed for the day proceeding the overnight period the consumer resided in the house.
 - ▶ For instance a consumer arrives 2:00 pm Monday, July 1, 2013, spends Monday night in the house leaving at 8:00 pm on Tuesday, July 2, 2013. Housing could be billed for Monday, July 1, 2013 but not Tuesday, July 2, 2013.
- An original consumer signature made in ink including the date and time of the signature must be maintained for each unit of housing billed.
- Consumer signature logs should be organized chronologically.
- All staff providing supervision or monitoring of housing must be ATR approved staff.
- The organization may not charge a fee for rent for the same day they are billing ATR for housing.