

Misuse of Waiver Funds

Per your New Technician Group Training and Endless Options policy, you are only allowed to bill for time that you actually work with your client. At no time should you document any time or times that you did not work directly with your client on IISS goals or respite. Here are examples of misuse of Waiver funds.

1. Technicians who arrive late must work to the half hour or hour based on that arrival time. An Example of this follows:

- a. The technician was due at 4:00 pm and arrives at 4:12 pm. Under this scenario they would work to the half hour which would be _:42 or to the hour which would be _:12. You should not be marking 4:00 pm since you did not work the 12 minutes. It is called a timesheet because it represents the time you started working with your client and stopped working with your client. Not when you arrived or left the home.

2. Technicians cannot be paid extra hours as gifts. A “gift” of hours means that the technician was paid for time they did not work with the waiver client.

- a. Examples of gifted time may include, but aren't limited to, giving time as reimbursement for gas or money spent on an outing, for a time scheduled to work but was unable to be completed, as a bonus for a job well done or to round up their time to meet an hourly standard. A “gift” of this nature is misuse of waiver funds.

3. Under IISS billing technicians cannot be paid for working on activities that are not defined on your child's treatment plan.

- a. Example: The parent decides they want you (technician) to work on tying shoes but it is not a goal on your client's treatment plan this is a misuse of waiver money. Not because it may not be an appropriate goal but because it is not a written goal on your client's treatment plan. If the parents want you to do things not on the treatment plan, please call your supervisor/program manager/office.

4. Technicians can only work with the waiver child they are not allowed to work with siblings under any condition.

If a parent tries to have you add hours that you didn't work directly with the client, please inform them that you cannot do this and inform the office of this issue. Furthermore, if you are independently adding hours to your timesheet that you didn't work, this is fraud and you will receive company sanctions which will include your termination and possible prosecution. Endless Options doesn't want the client's Autism Waiver service to be in jeopardy because of an act that can be prevented. Please help us by doing your part and being vigilant about billing for only IISS and Respite services that you actually provide. If you only bill for the time you work with your client on treatment plan goals or respite you are protected from misuse allegations. If you are providing a service that you are uncertain of as far as being a legitimate billable service call Joe Lindemon, your supervisor, or the Endless Options office.