

Date:

Reviewed	Item
Outstanding Items	
	Parental Consents
	Incomplete IEPs
	Additional documentation required
Providers	
	Missing documentation (POC, Therapy plan, etc.)
	Incomplete documentation
	Unsigned documentation
	Expiring licenses/certifications
	Time study responses
Students	
	Services delivery
	IEP expiration
	Pre-approval expiration
	Prescription expiration
	Treatment authorization
Claims	
	Pre-submission review
	Submission/remittance
	Checks
	Denied claim review
Other	
	Help desk calls review- Training needs
	Help desk calls review – significant issues