

The IDD Audit-Ready Guide: How To Stay Ahead

Providing **Intellectual and Developmental Disability (IDD)** services is a critical mission. Your agency is tasked with more than just care; you are the bridge to independence, community integration, and person-centered outcomes. However, the administrative burden of staying compliant with state Medicaid waivers and other governing bodies can often pull away from that core mission.

This guide was created to provide IDD agencies with a clear roadmap for maintaining "Audit-Ready" status. By aligning operational excellence with specialized technology, your agency can protect its funding, support its staff, and provide the highest quality of life for those you serve.

The IDD Landscape: Navigating Home & Community-Based Services (HCBS)

Modern IDD services have shifted away from institutional care toward Home and Community-Based Services (HCBS). This model prioritizes:

- **Person-Centered Planning:** Every service must be rooted in the individual's unique goals, strengths, and preferences.
- **Waiver Specialization:** Services are typically funded through specific waivers (e.g. 1915(c), 1115 waivers, etc.), each with its own set of billable codes and documentation standards.
- **Interdisciplinary Teams:** Care is a collaborative effort between individuals, families, support coordinators, and provider agencies.

The Importance of Compliance: Protecting Your Mission

For IDD agencies, a single audit failure can be devastating. Compliance isn't just about "passing a test"; it's about:

- **Preventing Clawbacks:** Ensuring every service hour billed is supported by a compliant note and a valid authorization.
- **Compliance and Safety:** Maintaining real-time records of individual support plans (ISPs), incident reports, and medication administration to ensure the highest standard of care.
- **Stewardship of Funds:** Demonstrating to donors and state boards that administrative dollars are used efficiently through accurate data tracking.

The Role of Technology: From Burden to Benefit

Technology shouldn't just be a digital version of a paper form. A specialized IDD platform like AxisCare provides a "digital safety net" by:

- **Enforcing Documentation Standards:** Automatically linking daily progress notes and signatures to the goals in the individual support plan (ISP) or person-centered plan.
- **EVV Integration:** Meeting federal Electronic Visit Verification (EVV) mandates while capturing GPS and time-stamped signatures at the point of care.
- **Audit-Ready Reporting:** Generating quarterly summaries and service delivery evidence within a centralized platform to prepare for audits and reviews.

The IDD Compliance Checklist

As state regulations evolve, meeting the requirements becomes challenging and requires more than just diligence. Use the following 10-point checklist to prioritize the critical operational touchpoints that ensure your agency remains compliant, sustainable, and ready for any audit.

- Assessment Alignment:** Ensure the current individual support plan (ISP) or person-centered plan reflect the most recent state-mandated assessment tools (e.g., SIS-A, HRST, ICAP, NJ CAT etc.).
- Service-to-Goal Mapping:** Verify that daily progress notes are linked to specific ISP goals and objectives to demonstrate "service necessity" and progress toward outcomes.
- Signature Integrity:** Capture and timestamp all required signatures (Individual, Guardian, Case Manager, and Providers) for initial plans, annual renewals, and any plan revisions.
- EVV Compliance:** Meet federal and state Electronic Visit Verification (EVV) mandates by capturing GPS-located and time-stamped check-ins for all community-based and personal care service codes.
- Training & Recertification:** Automate alerts to ensure Direct Support Professionals (DSPs) complete mandatory core training and verification, typically covering safety, human rights, documentation requirements, etc., before working independently with individuals. Confirm that staff training records (CPR, First Aid, State Core Training) are up-to-date and flagged for renewal.
- Periodic Progress Summaries:** Ensure data from tracking sheets and staff logs are reviewed and analyzed for trends at least quarterly (or as state-mandated) to summarize progress toward person-centered goals.
- Authorization Monitoring:** Track "units used" against "units authorized" in real-time to prevent unbillable overages and ensure the individual remains within their approved budget.
- Emergency & Back-up Planning:** Document specific risk management and back-up plans for when a caregiver is unavailable or an emergency occurs, as required by HCBS settings rules.
- Incident Management & Reporting Trail:** Maintain a complete lifecycle record for all reportable incidents, from the initial notification through the final resolution and mandated state reporting windows.
- Rights, Privacy & Consent Annuals:** Maintain a verified annual record of the individual's review and acknowledgment of their Human Rights, HIPAA Privacy Practices, and Choice of Provider.

Don't wait for the next audit to find the gaps.

Keeping up with **IDD compliance** is a full-time job. AxisCare acts as your digital safety net, ensuring every note, signature, and service code is audit-ready before you hit submit.