



# QRTIPS

Health Care Agency • Behavioral Health Services • CYS Quality, Review & Training

December 2013

## Documenting services provided in a Non-English language

If you are bilingual and provide treatment in the consumer’s and/or parents language, please remember to indicate this on your treatment note and check the box on your progress note. This applies **to any situation when translation is required** during a session. **Yes, this needs to be indicated in every single note.**

The steps to this documentation include

- Indicating the language used in the dropdown box circled below.
- Selecting “M60 Ethnic Specific Service Strategy” under **CPT modifier I (Service Strategies)**
  - Note: When a language is selected in the “language used box” the M60 code is **automatically populated**.
- Additionally, the progress note should clearly state that the session was conducted in a language other than English and also the methods used to conduct that session. For example did the therapist provide the interpretation services or was an interpreter used.

**Select the language used from the drop down. If interpreter services were used (other than therapist) select “Interpreter utilized” on checkbox.**

**Select M60 Ethnic Specific Service Strategies**

List name and address of clinic		<input type="checkbox"/> Share of Cost <input type="checkbox"/> Healthy Fam <input type="checkbox"/> Private Ins. <input type="checkbox"/> Out of County	HF SED Assessment Status Not applicable	Date ED entered
Most Clinic Locations		Select one		Date ED Corrected
Face to Face		Select one		ENCOUNTER LOCATION (If not done at home)
Time		Non-bill Trav		Enter address
AXIS I & II (Other)	GROUP TREATMENT			CPT MODIFIER I (Service Strategies)
# of Clients	# of Therapists	Co-Therapist Name		M61 Age-Specific Service Strategy
BILLABLE CPT				M60 Ethnic-Specific Service Strategy
No Entry				None
NON-BILLABLE CPT /NON-COMPLIANT CPT				CPT MODIFIER II (Evidence Based Practices)
No Entry				None
NON-BILLABLE TRAVEL CPT				CPT MODIFIER III -Add on codes
No Entry				None
AXIS V/GAF	OTHER CPT CODE			<input type="checkbox"/> 76 Repeat Svc Same Prov. <input type="checkbox"/> 77 Repeat Svc Diff Prov.
Language used	No Entry			REPEAT SERVICES CORRECTIONS
Spanish	Clinician Credit Reason # _____ Date _____ Init _____			Date Corrected
Interpreter Utilized ? <input checked="" type="checkbox"/>	Credit reasons 1)MD sig (2) Clt. Sig (3) No MTP/CSP (4) Dup Svc (5) Other			OT Initials

**PROGRESS NOTE**

I authorize HCA to bill for services indicated on this fee sheet. I certify that the services shown on this document were furnished by me personally, that the services were medically necessary.

**Addressing language issues when presenting the Client Service Plan to the Client, or the client and parent if the client is younger than 18.**

It is important to document whether or not translation services were used when obtaining signatures on the the service plan.

On the service plan there are boxes that need to be checked just above the signature line (See below).

- Indicate if the client prefers to use a language other than English
- If the Service Plan was translated to the consumer, or the legal guardian indicate the language used and the name of the translator.
- Document the interpretation services in the progress note associated with the delivery of the service plan.

The image shows a portion of a service plan form. Two callout boxes provide instructions:

- Indicate whether or not the consumer prefers a language other than English.** This callout points to a section of the form with the following text: "Prefer a language other than English -  Yes  No. This form was translated into: Enter Language by Enter name of translator".
- If the Service Plan was translated, indicated what language was used and who did the interpretation** This callout points to the same section of the form.

The form itself includes fields for "rdian's initials)", "Date", and "Legal Guardian" (with a signature line and date). Below these are three rows for "Licensed Supervisor Signature/Title (if applicable)" with corresponding signature lines and dates.