

## ADMINISTRATIVE POLICY

- 1 OPTIONS will bill only for services rendered. Accurate records of services provided will be maintained at all times.
  - 1.1 A Daily Attendance Register will be maintained at all OPTIONS service sites including Transitional Living, Tunnell, and Supported Living.
  - 1.2 Daily attendance records will be collected at the end of each month and utilized for funding source billing. Partial day attendance will be billed in accordance with the service contract or agreement of the funding source.
  - 1.3 If a person fails to attend an appointment with an outside service provider without giving 24 hours cancellation notice, the person may be charged for the missed appointment unless such a charge is precluded by the policy and procedures of the funding source, or if there were circumstances beyond the control of the person (e.g. acts of nature, illness, etc.).
  - 1.4 OPTIONS will bill for services rendered no less frequently than once monthly and no more frequently than once weekly.

POLICY DATE:	February 1996
REVISED:	April 2004
REVISED:	August 2007
REVISED:	May 2012
REVISED:	February 2014
REVISED:	September 2015
REVIEWED:	September 2016
REVIEWED:	October 2017
REVIEWED:	October 2018
REVIEWED:	November 2019
REVIEWED:	November 2020
REVISED:	January 2022
REVISED:	February 2023