

From: MSB
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To: Maine School Districts
Subject: Section 65 and 28 Audit Checklist



MSB Maine Community Email | December 11, 2013

In October, DHHS published a School-Based Services [Audit Checklist for Section 65 and Section 28](#) and a [Questions and Answers](#) document to accompany it. The Audit Checklist for Section 65 and 28 includes a footnote indicating that the checklist is not comprehensive and is strictly for convenience purposes only.

We have incorporated these further clarified/new items into our guidance documents, and they are marked clearly in red font. Please print out these new documents and add them to your Director's Packet in order to have the most up-to-date information.

[Archival and Retrieval System of Documentation for an Audit](#)
[Sec. 65-Implementation and Audit Criteria checklist](#)
[Sec. 65-Frequently Asked Questions](#)
[Sec. 28-Implementation and Audit Criteria checklist](#)
[Sec. 28-Frequently Asked Questions](#)

One portion of this newly published guidance has prompted MSB to develop new Lumea functionality to capture the additional suggested documentation within each session. Specifically, the Questions and Answers document clarified that all elements of a progress note (service delivery log) must be addressed in every session, even if not applicable. The new Lumea functionality will address these items in the following ways:

All questions and answers (even if N/A) must appear in the Session Logs report. Additional information will be required if the answer to any of the following questions is Yes.

For SECTION 28:

- Was the session provided in the home?

SECTION 65:

- Was the session provided in the home?
- Is this co-therapy in a group setting?
- Is this a crisis service?

Please [click here](#) for instructions for service providers.

Your Program Specialist will be calling you in the near future to discuss how service providers will need to address these additional items in Lumea sessions moving forward. We will be happy to answer any additional questions you might have at that time.

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