

IME CSS Pre-Submission Checklist
(Guidance Tool)

Is all demographic information complete and accurate?	
• Fax Coversheet present, complete, and accurate	
• Page 1 complete & accurate (ie. DOB, consumer name spelling, CSS initiative, etc.)	
• Submission on the correct and most updated form ¹	
Is the diagnosis present and CSS eligible?	
• Approval present for “other diagnosis”	
Is the requested Funding Source accurate?	
• Units requested for current funding source	
• Medicaid ID/NJMHAPP ID present and accurate	
• Effective Date of change is present & accurate (Change of Funding & AA Mod)	
Are the calculations of units present and accurate?	
• Frequency and duration of interventions are present	
• HCPCS Code, Band #, and Responsible Credential present and consistent	
• Requested number of units are calculated correctly for each intervention	
• Intervention(s) for CRNA/IRP (24) & contribution (8) do not exceed maximum units & completed by appropriate credential ²	
• Unit totals for each band are correct	
Are all required signatures and credentials present?	
• Signed by a licensed clinical practitioner including written name	
• Writer’s credentials identified & co-signature if necessary	
• Includes consumer’s written name & signature or explanation for missing signature	
Are all dates present and accurate?	
• Signature dates are present and consistent for all parties	
• IRP start date is within 7 days after signature date	
• Date of New Plan and IRP Start Date consistent throughout the submission	
• IRP start/end dates match original IRP (all modifications)	
Is the information in NJMHAPP up to date?	
• Consumer is present in NJMHAPP	
• IME able to enter units in NJMHAPP (not overlapping encounters)	
Has the plan been updated based on progress from the previous plan?	
• Interventions are modified from the previous plan or specific justification provided	
Are the Goals and Objectives Specific, Measurable, and Time-bound?	
• Goals/Objectives are specific	
• Measurable Goal/Objectives: “includes desired behavioral change or skill attainment”	
• Goals/Objectives include an expected timeframe	
Are the interventions clear?	
• Staff role is clearly defined (interventions are staff actions)	
• Service is CSS eligible ¹	
Does the plan follow the Golden Thread?	
• Objectives support achievement of the Goal & not a restatement of the Goal	
• Interventions are the means to achieve the objective	
• Clear link between goals, objectives, & interventions	
Does the IRP follow Person-Centered planning?	
• Goals/Objectives are individualized (not repeated across consumers)	
• Justification for Modification (Additional Units) is consumer driven	

¹ <https://www.nj.gov/humanservices/dmhas/initiatives/>

² <https://www.njmimms.com/documentDownload.aspx?fileType=076B9D7D-96DC-4C8A-B9CE-BA46F47DDE1F> (Newsletter Vol. 27, No. 07)