

CLIENT COMMENCEMENT SUMMARY

Commencement is defined as the first date in a calendar week that all hours of a service were delivered or offered as authorized/prescribed. Please complete this form whenever you get a new client, as well as when your assigned client starts a new episode of BHRS (a new authorization period).

Examples:

- If a TSS was prescribed for 15 hours per week and 5 hrs were delivered on a Wednesday, Thursday and Friday, then the commencement date would be Wednesday as this was the first date that all 15 prescribed hours were delivered.
- In the instance of an offered date, an example would be TSS hours are prescribed and an available male TSS could fill the prescription, so this staff was assigned to the member. Services were then offered to the family with the male TSS staff at the weekly prescribed hours, but then the family requests that a female TSS be assigned. Staff was available to deliver the prescription and the evaluation did not specifically state that a female staff was needed, so services commenced as offered on the date that the male TSS was offered.

Client Name: _____ MA#: _____

Prescription: BSC _____ hours wk/mo MT _____ hours/wk
TSS _____ hours/wk; including _____ school and _____ home/community

Date BSC began Direct Service: _____

Date MT began Direct Service: _____

Date TSS began Direct Service: _____

Weekly Prescription was commenced on: _____

Date services offered, but refused: _____

Form Completed by: _____ Position: _____

**This form is to be handed in with biweekly payroll, when applicable.*