

Transdisciplinary Teaming Guidelines for Subcontractor Note Submissions

Rocky Mountain Human Services

**Please refer to your rate sheet within your contract for the current teaming rate. This is a reduced rate from the direct service rate. 8 units/month can be billed for teaming (this equals 2 hours/month).*

1. PROVIDER ATTENDANCE ONLY: If you attended a transdisciplinary team and did not discuss a specific child on your caseload, then you will submit a transdisciplinary team meeting note with the following information: date of meeting, duration of meeting (up to 2 hours maximum per month), provider name, provider agency, and “teaming” indicated as the non-CPT code. This note will document your attendance at the meeting and drives reimbursement.

2. RMHS EI CLIENT DISCUSSED – DOCUMENTATION: If you attended a transdisciplinary team meeting and discussed a child on your caseload, please include a second progress note with a short narrative about the discussion and strategies that will be attached to the child’s record. The narrative note should include the following: a short description documenting the discussion, child’s legal name, child’s date of birth, date of meeting, provider agency name, provider name, provider signature and date, and “No Charges-For Client Record Only” There is no extra payment is issued for submitting a DI-Teaming note.

EXAMPLES:

PROVIDER ATTENDANCE ONLY:

Can submit monthly or weekly, like below:

Transdisciplinary Team Attendance: RMHS				
EI Provider Name: Carrie Clinician				
Date	Units	START TIME	END TIME	EI Provider Signature
1/13/22	4	12p	1pm	<i>Carrie Clinician</i>
1/27/22	4	12pm	1pm	<i>Carrie Clinician</i>

OR:

Transdisciplinary Team Attendance: RMHS				
EI Provider Name: Charles Clinician				
Date	Units	START TIME	END TIME	EI Provider Signature
1/13/22	8	11am	1pm	<i>Charles Clinician</i>

Client: RMHS Invoices		Apr 04, 2023	
1. Provider	Date 4/4/2023	Start Time 1:00 PM	End Time 3:00 PM Duration: 120 min.
2. Transdisciplinary Team meeting: attended transdisciplinary team meeting			
e-signature		May 01, 2023	
Signed L		ay 01, 2023 at 10:36 AM fro	

RMHS EI CLIENT DISCUSSED – DOCUMENTATION

These are just examples. You are more than welcome to create your own template or use a note from your own EHR/EMR.

The narrative note should include the following: a short description documenting the discussion, child’s legal name, child’s date of birth, date of meeting, provider agency name, provider name, provider signature and date, and “No Charges-For Client Record Only” There is no extra payment is issued for submitting a DI-Teaming note.

Transdisciplinary Teaming Client Note	Date: 1/11/23	Client Name: Harry Potter	Client DOB: 11/2/21
Clinician: Carrie Clinician	Agency: Step Stones, LLC	No Charges – for client record only	
Short Description: HP was discussed at our bi-weekly transdisciplinary team today. SC and family were invited but unable to attend. Feeding concerns discussed with team. Strategies included: Offer drinks between bites, add more seasonings to add flavor, cold foods like ice cream, use Z vibe before meals, tipping head back, rubbing neck, reminding parents that it will take time, spit out bowl			
Clinician Signature: <i>Carrie Clinician</i>			