



# FAMILY INDEPENDENCE ADMINISTRATION


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## POLICY BULLETIN #13-83-OPE

### REVISION TO THE RESIDENTIAL TREATMENT SERVICE CENTER FORM (W-904)

<b>Date:</b> September 30, 2013	<b>Subtopic(s):</b> Substance Abuse
<p> This procedure can now be accessed on the FIAweb.</p> <p>Formerly known as the Office of Treatment Monitoring form</p>	<p>The purpose of this policy bulletin is to inform staff that the Residential Treatment Service Center (<b>W-904</b>) form has been re-formatted and revised.</p> <p>The <b>W-904</b> has been re-formatted to include the latest Human Resources Administration (HRA), Family Independence Administration (FIA), Department of Social Services (DSS) logo. In addition, the <b>W-904</b> is available online as a fillable form.</p> <p>Additional revisions are as follows:</p> <ul style="list-style-type: none"> <li>• The “Billing For” line will now read “Billing Month”.</li> <li>• The “LOC” (Location) column has been removed.</li> <li>• The “Name” column will now read “Client’s Name”.</li> <li>• The “PA Case No./Soc. Sec. No.” column has been divided into two columns. The first column will read “Case Number” and the second column will read “Social Security Number”.</li> <li>• The “PA Checks: Date/Amt.” column has been removed.</li> <li>• The “Period Billed”(From/To) column will now read “Treatment Period”.</li> <li>• The “No. DAYS APRVD (approved) column will now read “Approved Days”, with the heading “(HRA Completes)”.</li> <li>• The “Comments” column has been revised to read “Referred To”.</li> <li>• The “Deductions: Income/Recoupments (and Sub-Totals)” columns have been removed.</li> <li>• The “Sub-Totals” columns for “No. of Billed Days” and “Approved Days” will now read “*Sub-Total Days:” with an (*) for each relevant column.</li> </ul>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 3 at the prompt followed by 1 or  
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298


- The “Total” columns for “No. of Billed Days” and “Approved Days”, along with “Net Payable” calculation space have been removed.
- Staff will be required to “(print)” their names when certifying a completed bill and sign their names on the “Signature” line.
- “[To be completed by HRA only]:” along with “Approved by:”, “Title:”, and “Date:” lines have been added.
- “OTM Monitor”, “OTM Director”, and “Misc. Acct’s” lines have been removed.

Staff in the Residential Treatment Service Center must ensure that all prior versions of this form are recycled.

*Effective Immediately*

**Attachment:**

**W-904** Residential Treatment Service Center  
(Rev. 9/30/13)

 Please use Print on Demand to obtain copies of forms.

