



# PROS Readiness Checklist

**Be Prepared.** Check off these key items to stay on course for the PROS Redesign rollout.



## Make the Location field required in Progress & Group Notes

The **Location** field in both **Progress Notes** and **Group Notes** has become more important than ever in the PROS Redesign. It is now used to:

- Calculate units
- Report telehealth modifiers with Medicaid billing
- Report Place of Service (POS) codes with Medicare billing

As a result, we strongly recommend making this field **required** in both Progress Notes and Group Notes. Please submit a ticket to the Help Desk for configuration.



## Review your Progress Note locations

If your program provides telehealth services, be sure the following locations are included:


- Telehealth – Audio Only – Home
- Telehealth – Audio Only – Not at Home
- Telehealth – Video – Home
- Telehealth – Video – Not at Home

If any are missing, submit a ticket to the Help Desk to add them to your PROS Redesign program.



## Enroll your current PROS roster

You should have already enrolled your existing PROS clients into the new program. If not, we recommend using the [Client Roster Import Tool](#) to quickly import your roster.

 *Pro tip: If you've already imported your roster, now is a good time to do a second import to capture any clients enrolled since your initial import.*



## Complete Initial IRPs or Service Recommendations

Begin completing **Initial Individualized Recovery Plans (IRPs)** or **Initial Service Recommendations** in the PROS Redesign program. Make sure the IRP effective date is **4/1** to ensure services delivered on or after that date are accurately reflected.



## Create your Group and Class Schedules

While [pre-scheduling groups](#) is not required for billing, it will make documenting group notes more efficient.