

To: Superintendents, SSA Directors, COG Directors, Adult Day Waiver Providers

From: Lori Horvath

Date: March 17, 2017

Subject: Adult Day Waiver Service Authorizations

The Ohio Department of Developmental Disabilities received approval in February 2017 for the adult day waiver service modifications that will be effective April 1, 2017 in the Level One, Individual Options, and SELF Waivers. The purpose of this communication is to provide updated guidance regarding rate modifications and the process of authorizing the new adult day waiver services and add-ons.

Daily Rate – Adult Day Support and Vocational Habilitation

Effective 04/01/2017, the daily billing unit may only be submitted under the following circumstances:

- A provider only delivers between 5–7 hours of either Adult Day Support or Vocational Habilitation in a single day; **AND**
- Either the individual served is not eligible for the rate add-ons, or the provider elects not to receive any rate add-ons for an individual who is eligible.

For dates of service 04/01/2017 or later, the daily billing unit may not be submitted whenever a provider delivers a combination of adult day waiver services in the same day.

Daily Rate - Group Employment Support

In response to stakeholder feedback, a Group Employment Support daily rate will be added to MSS 03/23/2017 so that county boards may authorize services. Providers may bill the daily rate when delivering Group Employment Support beginning 04/01/2017 in these instances:

- An individual receives between 5–7 hours of Group Employment Support in a single day; **AND**
- Either the individual served is not eligible for the rate add-ons, or the provider elects not to receive any rate add-ons for an individual who is eligible.

Service Title	Daily Rate Procedure Code	Roll-up Code
Group Employment Supports	AGG, FGG, SGG	A25, F25, S25

Reminder - Authorization to Exceed Budget Limit

Budget limitations for adult day waiver services were established based on 260 days of participation for roughly 6.25 hours/day. This equates to 6500 15-minute units of service per year. The Cost Projection Tool (CPT) will not allow finalization of costs that exceed the budget limitation associated with an individual's acuity grouping (A, A-1, B, or C). When the cost of up to 6500 units of any combination of Adult Day Support, Vocational Habilitation, Career Planning, Individual Employment Support, and/or Group Employment Support exceeds the budget limitation for the individual's acuity grouping, the county board must request a budget override using the process described below.

- Complete a budget override form located at <https://drive.google.com/file/d/0B5uAy0zzkGgoaF9ES0NYeW9tWms/view>
- Submit the completed form to MSSSupport@dodd.ohio.gov as soon as the team determines the need for an authorization that will exceed the budget limitation for an individual's acuity grouping, but at least 30 days prior to the end of the waiver span. Requests received after the end of a waiver span will not be approved
- Whenever a budget override is needed for a person who also has a pending or approved request for prior authorization, the county board must note this within the body of the email sent with the budget override form
- Authorize the maximum number of units possible without exceeding the budget limitation in the Payment Authorization for Waiver Services (PAWS)

DODD will take the following steps to authorize payment for adult day waiver services that exceeds the existing budget limitation:

- Verify the proposed PAWS plan in PAWS submission does not have any errors related to non-AAI limit Services (example if the person is over their DDP then the PA has to be processed and in place first).
- DODD will use an administrative override in PAWS to authorize payments that exceed the existing budget limitation

This process will be required ANY time an adjustment is made to a PAWS plan that requires a budget override for adult day waiver services. For example, if adjustments are made to Transportation, Community Inclusion, or Homemaker/Personal Care services, an email will need to be sent to DODD to request re-authorization of payment in excess of the existing budget limitations for adult day waiver services. If no changes in the proposed day service authorization have occurred since the previous override was approved, the board may resubmit the initial budget override form and include "Re-authorization Request" in the subject line of the email sent to MSSSupport@dodd.ohio.gov.

Reminder – Priority Revisions

No immediate change is needed to service plans for individuals receiving Adult Day Support and/or Vocational Habilitation who have sufficient funding authorized under the roll-up code, including people using the community integration add-on.

Authorizations for the following service changes are priorities in planning for 04/01/2017:

- Addition of new services (example: career planning)
- Replacement of integrated employment support, supported employment-community, and supported employment enclave with new services (example: individual employment supports)
- Application of add-ons to eligible individuals with providers who elect to receive the add-on(s)
- Increased funding authorization, if necessary, to accommodate the changes listed above

Additional training and resources are located at <http://dodd.ohio.gov/Training>.

If you have billing or claims questions, please contact the DODD Support Center at 1-800-617-6733, option #2.