



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Larry Hogan, Governor - Boyd Rutherford, Lt. Governor - Van Mitchell, Secretary

Memorandum

To: DDA Licensed Service Providers
DDA Coordination of Community Services Providers
Fiscal Management Service Providers
Support Brokers

From: Bernard Simons, Deputy Secretary, DDA

Date: April 22, 2015

Re: Waiver Transition Guideline # 4
Unbundling Supplemental Services and FISS Contracts

THIS LETTER IS AVAILABLE IN ACCESSIBLE FORMATS. TO REQUEST ANOTHER FORMAT, PLEASE CONTACT HELPDESK.DDA@MARYLAND.GOV.

The Community Pathways Waiver includes 19 standalone services. The approved waiver describes each standalone service and includes a description of the scope of services, limitations, provider qualifications, and the unit of service. Each service also has a specific procedure code which is used for federal billing with which providers should become familiar. The DDA will provide additional information regarding applicable procedure codes. As per federal requirements, each waiver service should be listed in the Individual Plan (IP) and billed separately.

Historically, the Developmental Disabilities Administration has authorized specific standalone waiver services as supplemental services within Day Habilitation (Day), Residential Habilitation (Res), Supported Employment (SE), and Community Supported Living Arrangement (CSLA) or under Individual Support Services (ISS) and Family Support Services (FSS) contracts. This applies to the following standalone waiver services now outlined in the waiver application: assistive technology and adaptive equipment; environmental assessments; environmental accessibility adaptations; live-in rent; respite; transition or start up services; transportation; and vehicle modifications.

In the Fee Payment System (FPS), these services are treated as supplemental services under Day, Res, SE, and CSLA in PCIS2 and not as discrete services on the service screen. In contracts, the standalone services are currently included and billed to Medicaid under ISS and FSS using one procedure code. Services must be clearly identified as supplemental services and unbundled within the contracts in order to properly bill Medicaid and document service utilization.

The transition to unbundle the services will be conducted in two phases. The first phase will be to update the PCIS2 supplemental services to reflect the standalone services as discrete services. The second phase will focus on unbundling services in the FSS and ISS contracts.

Transition Roadmap

PHASE 1 –Updates for Residential, Day, Supported Employment, and CSLA		
Entity	Action	Timeline
DDA Fiscal Unit	Develop strategy to capture standalone services and claiming process	December 2014
Service Providers	Review strategy and share recommendations and challenges	January 2015
DDA Fiscal Unit	Develop guidance and conduct webinar on new one-time-only (OTO) and supplemental services invoicing process	March 2015
Service Providers	Participate in webinar on new OTO and supplemental services invoicing process	March 2015
DDA IT Unit	Edit PCIS2 service screen and supplemental drop down options to align with waiver services	April 2015
DDA and Service Providers	Implementation of process	July 2015
PHASE 2 – FISS OTO Invoicing Process		
Entity	Action	Timeline
DDA Fiscal Unit	Develop guidance and conduct webinar on new FISS OTO invoicing process	March 2015
Service Providers	Participate in webinar one new FISS OTO invoicing process	March 2015
DDA and Service Providers	Implementation of process	July 2015
PHASE 3 – Unbundle FISS Contracts		
Entity	Action	Timeline
DDA Fiscal Unit	Develop strategy to unbundle services in FISS contracts	April 2015
Service Providers	Review strategy and share recommendations	May 2015
DDA IT Unit	Edit PCIS2 to support fiscal strategy	August 2015
DDA and Service Providers	Implementation of process	September 2015

The approved Community Pathways Waiver can be accessed via the DDA website at <http://dda.dhmdh.maryland.gov/SitePages/community%20pathways.aspx>.

Please send transition specific questions to communitypathways@maryland.gov.