

Residential Day Service Program Billing Guidance

The Group CH-R service authorization is effective retroactively to March 18, 2020. The Day Service Retainer Program coverage is retroactive to April 16, 2020, for providers of Day Habilitation and Prevocational services. For Community Habilitation, the coverage will be retroactive to service dates beginning on March 18, 2020.

Individual's Residential Setting	Can residential agency bill <u>Group CH-R</u> to fund daytime staffing costs?	Can day service agency bill Day Habilitation, Pre-Vocational, or Community Habilitation <u>service units</u> ?	Can day service agency bill a <u>retainer unit</u> ?	Can day service agency deliver Community Habilitation in lieu of Day Habilitation or Prevocational Services?	Other billing parameters
Supervised Residence	Yes, only if: <ul style="list-style-type: none"> • The individual is authorized via the COVID-19 DDRO authorization form (or as amended with DDRO approval). • The individual participated in Day Habilitation or Prevocational services prior to COVID-19 state of emergency with a different agency. • Day Habilitation or Prevocational services agency is billing a <u>retainer</u> unit or not billing for day service. 	Yes, only if: <ul style="list-style-type: none"> • The individual was already authorized for day services. • Delivered according to the individual's pre-COVID-19 service delivery schedule. • No claim for Group CH-R by residential agency or "conflicting" retainer unit claimed by another agency. • Services may be delivered remotely (or in the residence if the residential and day service agency is the same). 	Yes, only if: <ul style="list-style-type: none"> • The individual was already authorized for day services. • Billed according to the individual's pre-COVID-19 service delivery schedule. 	Yes, only if: <ul style="list-style-type: none"> • The day service agency completes the Addendum to Life Plan/Staff Action Plan template. • The day service agency delivers no more than two (2) hours if retainer unit billed. • The residential agency does not bill Group CH-R to reflect daytime staffing needs in the residence. 	<ul style="list-style-type: none"> • The residential agency can bill Group CH-R on the same day as the day service agency bills a <u>retainer</u> unit for Day Habilitation or Prevocational services. • The residential agency cannot bill Group CH-R on the same day the day service agency bills a Day Habilitation or Prevocational <u>service unit</u>.

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Supportive IRA	<ul style="list-style-type: none"> If the residential agency needs to request additional staffing resources, the agency may request authorization from the DDRO for in-home needs on a case-by-case basis using the service amendment process. 	<p>Yes, only if:</p> <ul style="list-style-type: none"> The individual was already authorized for day services. Delivered according to the individual's pre-COVID-19 service delivery schedule. Services may be delivered remotely (or in the residence if the residential and day service agency is the same). 	<p>Yes, only if:</p> <ul style="list-style-type: none"> The individual was already authorized for day services. Billed according to the individual's pre-COVID-19 service delivery schedule. 	<p>Yes, only if:</p> <ul style="list-style-type: none"> The day service agency completes the Addendum to Life Plan/Staff Action Plan template. The day service agency delivers no more than two (2) hours if retainer unit billed. The residential agency does not bill Group CH-R to reflect daytime staffing needs in the residence. 	
Family Care setting	<ul style="list-style-type: none"> If the residential agency needs to request additional staffing resources, the agency may request authorization from the DDRO for in-home needs on a case-by-case basis using the service amendment process. 	<p>Yes, only if:</p> <ul style="list-style-type: none"> The individual was already authorized for day services. Delivered according to the individual's pre-COVID-19 service delivery schedule. Services may be delivered remotely (or in the residence if the residential and day service agency is the same). 	<p>Yes, only if:</p> <ul style="list-style-type: none"> The individual was already authorized for day services. Billed according to the individual's pre-COVID-19 service delivery schedule. 	<p>Yes, only if:</p> <ul style="list-style-type: none"> The day service agency completes the Addendum to Life Plan/Staff Action Plan template. The day service agency delivers no more than two (2) hours if retainer unit billed. The residential agency does not bill Group CH-R to reflect daytime staffing needs in the residence. 	

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Home (living in own home or with family)	N/A	Yes, only if: <ul style="list-style-type: none"> • The individual was already authorized for day services. • Delivered according to the individual's pre-COVID-19 service delivery schedule. • Services may be delivered remotely (or in the person's home). 	Yes, only if: <ul style="list-style-type: none"> • The individual was already authorized for day services. • Billed according to the individual's pre-COVID-19 service delivery schedule. 	Yes, only if: <ul style="list-style-type: none"> • The day service agency completes the Addendum to Life Plan/Staff Action Plan template. • The day service agency delivers no more than two (2) hours if retainer unit billed. 	<ul style="list-style-type: none"> • The day service provider may bill a full retainer unit of Day Habilitation or Prevocational services <i>and no more than two (2) hours of <u>Community Habilitation</u></i> for someone who lives at home. • If the provider is not in the Day Service Retainer Program, the individual may use the service amendment process to request additional staffing resources from the provider. • Determinations are made by the DDRO for emergency needs on a case-by-case basis.

eMedNY Billing Guidance

- Retainer unit Revenue Code is 0180
- Rate codes remain the same
- Retainer units are paid at the full rate. OPWDD will limit the provider's total retainer units to eighty percent (80%) of their six (6) month average
- Retainer units are based on a separate allocation of Day Habilitation, site-based Prevocational services, community-based Prevocational services, and Community Habilitation
- Retainer units will be capped with a monthly maximum that may be billed each month
- Providers will bill eMedNY for services provided, unless the individual is enrolled in FIDA-IDD (PHP). PHP will be issuing guidance on FIDA-IDD billing