



## MEMORANDUM

TO: OPWDD Providers

FROM: Donna M. Cater  
Deputy Director, Division of Finance and Rate Setting

DATE: June 5, 2020

SUBJECT: COVID-19 Emergency Funding Day Service Retainer Program

This serves as notification to providers of Office for People With Developmental Disabilities (OPWDD) Day Services programs that have been impacted by the COVID-19 emergency. The purpose of the Day Service Retainer Program is to allow providers to bill Retainer Days on those days when they are unable to provide traditional day services shown below due to the COVID-19 emergency. Note that Retainer Day billing is limited to 80 percent of a provider's 6-month average billed units for the period of July 1, 2019 through December 31, 2019. Retainer day claims may be submitted for dates effective:

- Day Habilitation Effective April 16, 2020
- Prevocational Services Effective April 16, 2020
- Community Habilitation Effective March 18, 2020

You can view your agency's Day Service Retainer Program Summary sheet by logging into your agency's OPA account at: [http://www.hcrapools.org/opwdd\\_index.cfm](http://www.hcrapools.org/opwdd_index.cfm).

Please note that in order to participate in the Day Service Retainer Program, each provider must sign an attestation with OPWDD which confirms the following understanding:

- Retain direct care and clinical staff at the levels in effect prior to the Governor's March 7, 2020 declaration of emergency.
- Continue to provide services to individuals and families currently served by their agency.
- Have a signed agreement to either provide/use staff for an OPWDD residential provider or emergency "step-down" intensive respite facilities.
- Complete the OPWDD Day Program Template – required as part of the Day Habilitation and Prevocational Services closures.

The posted summary identifies the maximum service and retainer units, as well as the monthly average billings for Day Habilitation, Pre-vocational and Community Habilitation services for the July 2019 through December 2019 periods, based on current rates/fees. This information is being provided to help you manage to the overall monthly dollar amount, which, when adjusted for subsequent rate actions, will be the basis from which any interim and/or final reconciliation will occur.

The Day Services Retainer summaries are only applicable to those agencies that elect to participate in the Day Services Retainer Program.

Any questions regarding your agency's Day Service Retainer Program Summary should be submitted to: [mhrs@health.ny.gov](mailto:mhrs@health.ny.gov). Please include the following information when you submit inquiries: Agency 5-digit Corp ID, Agency Name, Contact Information and DDRO for your agency.

cc: Mr. Valenchis  
Ms. Kindo  
Ms. Howard  
Ms. McManus  
Mr. Pitera