



Children's 1915c Application Renewal HCBS Waiver Policy Change Notice # 8: Archived Guidance

Effective: **September 1, 2017 to June 14, 2018**

Pre-enrollment: Program and Billing Guidance

Description of change: Current Pre-enrollment requirements regarding ICC and TCM billing for activities associated with enrolling a youth in waiver have been removed, and are being discontinued as of June 15, 2018. All requirements associated with Pre-enrollment have been removed from the OMH SED 1915c HCBS Waiver Program and Billing Manual as of June 15, 2018. Please see the extracted applicable language below to assist with existing youth receiving Pre-enrollment and/or for future auditing purposes.

Section Five: Enrollment

Pre-enrollment (NEW): Children Residing in the Community

Rules for ICC Start-Up Services

The Pre-enrollment period is the time period between the signing of the Waiver Application/ Freedom of Choice date and the effective date of Waiver enrollment on the Notice of Decision–Acceptance form (NOD–A) which is issued by OMH's Operations Support Unit (OSU). It provides the ICC rate for the period before HCBS Waiver enrollment is determined. OMH will issue a letter notifying the ICC Agency of the Effective Billing Date for Pre-enrollment once the Transmittal One is received, alerting to the completion of the Waiver Application/ Freedom of Choice. Pre-enrollment can only be claimed for a maximum of one month. Between the Waiver Application/ Freedom of Choice signature date and the OMH OSU issued enrollment date which is listed on the Notice of Decision–Acceptance form (NOD–A), billing can be for either one full month or one half month or for 2 consecutive half months, if the required number and types of ICC contacts have been made (see Section 13 Billing).

The ICC agency will not be reimbursed for Pre-enrollment periods for those children that sign a Waiver application but are not ultimately enrolled in the waiver. If a child completes the Pre-enrollment period, but is not ultimately enrolled, Pre-enrollment cannot be billed.

For billing to occur for outreach and initial enrollment activities for youth residing in the community, not an inpatient setting, the below procedures must occur. Rules regarding enrollment have not changed, OSU will issue a letter notifying the ICC Agency of the effect enrollment date. This date will continue to determine Service Plan Review completion and the billing start date for post-Pre-enrollment ICC and HCBS Waiver Services. For additional information regarding the enrollment



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process please see 'Required Conditions for the Effective Date of Enrollment' following this subsection.

For youth receiving Medicaid

Pre-enrollment billing can occur after the ICC Agency has received a letter from OMH following receipt of the Transmittal One. The letter will reflect the Pre-enrollment Effective Billing Date based on the Waiver Application/ Freedom of Choice completion. This date will indicate the beginning of Pre-Enrollment.

For youth not receiving Medicaid

OMH will work closely with the ICC Agency to determine a billing start date for youth not enrolled in Medicaid. If the youth is not receiving Medicaid at the time of the Waiver Application/ Freedom of Choice completion, the ICC Agency must inform OMH of the youth's Medicaid Application Effective Date to determine a start date for Pre-Enrollment billing. Pre-Enrollment billing cannot occur until Medicaid coverage is effective. Additionally, Pre-Enrollment billing cannot occur until a letter is received by the ICC Agency from OMH informing of a Pre-Enrollment billing start date.

Rules for ICC Services Provided While the Child is in out of the Home Placement

Section 10 Services: Transitional Case Management

TCM provided to youth in an inpatient or residential setting prior to their transition to Waiver prepares the youth for discharge and stabilization in a community setting. It also assists the youth with other aspects of the transition to community life by helping the youth gain access to needed supports, linkages, and services. Initial and on-going collaboration with natural support systems and providers helps to promote wellness to maintain the youth in their home and community environment. TCM coordinators facilitate the screening and intake process into Waiver, capturing the youth and family/natural support system's needs and strengths.

Section 13: Billing

Pre-enrollment (NEW): Children Residing in the Community

Rules for ICC Pre-enrollment Billing

For information regarding the Pre-enrollment effective date, please see Section 5: Preenrollment. Once the ICC Agency receives a letter from OMH authorizing the billing start date for Pre-enrollment, billing may begin. **The ICC rate code and rate will be the same for Pre-enrollment.** The monthly billing can be for either one full month or one half month or for two consecutive half months, as long as the required number and types of ICC contacts have been made.



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The ICC agency will not be reimbursed for Pre-enrollment periods for those children that sign a Waiver application but are not ultimately enrolled in the waiver. If a child completes the Pre-enrollment period, but is not ultimately enrolled, Pre-enrollment cannot be billed.

PLEASE NOTE: To bill for ICC Pre-Enrollment, use the ICC Rate Code. For circumstances in which, during Waiver participant received Pre-enrollment in the community prior to Waiver Enrollment during which, the ICC could meet a half-month of Pre-enrollment contacts. On January 16th, the LGU signed the Initial Service Plan and the youth is officially enrolled in Waiver. From January 16th through January 31st, the ICC could complete one half-month of regular ICC contacts. Therefore, the ICC will bill for one full month of ICC using the full-month rate code and the last day of the month as the Effective Billing Date.

Rules for Billing Provided While the Child is in Out of the Home Placement (Inpatient Setting)

Please see Section 13.2 for billing information regarding Care Coordination for youth residing in an inpatient setting prior to enrollment.

Minimum Required Contacts

Full Month (21 days): **SIX** Total Required Minimum Contacts

SIX minimum required contacts with the youth/family.

- Four of the six contacts must include the youth, although the family may be in attendance. These contacts must be face-to-face (FTF) and a minimum of 15 minutes in duration.
- The additional two contacts must be with the family/caregiver*, and may also include the youth. This contact must be face-to-face and must be a minimum of 15 minutes in duration*.

Limitation: No more than two face-to-face contacts (one with family, one with youth) can occur in the same day.

Half Month (11 days): **THREE** Total Required Minimum Contacts

THREE minimum required contacts with the youth/family.

- Two contacts must include the youth, although the family/caregiver may be in attendance. The contact with the youth must be a minimum of 15 minutes in duration. This contact must be face-to-face (FTF).
- The additional contact must be with the family/caregiver*, and may also include the youth.



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This contact must be face-to-face and must be a minimum of 15 minutes in duration.

Limitation: No more than two face-to-face contacts (one with family, one with youth) can occur in the same day.

For participants over the legal age of consent in which family involvement is not realistic or appropriate, the additional family contact for billing may be substituted for contacts with the participant. The same contact requirements would apply for duration and contact type (face-to-face or telephone). **NOTE: No more than one face-to-face contact with the youth can occur in the same day.*

ICC Billing Rules After Enrollment

The ICC is reimbursed at a monthly rate. ICC services are billed the last day of the service month. ICC services are provided from the effective date of HCBS Waiver eligibility up to the effective termination date.

To bill, ICC services must be clearly related to the Waiver child's service plan goals and objectives. All qualifying ICC contacts must pertain to an ICC function as defined in Section 10.

Section 13.2 Transitional Case Management

Transitional Case Management for Youth Transferring to Waiver

Prior to Waiver enrollment, TCM can be provided in the period between the date the Waiver application is signed and the effective date of Waiver enrollment which is issued by OMH's Operations Support Unit (OSU). TCM prior to a youth's enrollment in waiver can only be claimed for a maximum of one month (30 days), between the signing of the Waiver Application and the OMH OSU issued enrollment date.

TCM services can begin 30-days prior to a youth's discharge from a Residential Treatment Facility (RTF) or a psychiatric hospital. Although the TCM can begin enrollment activities while a child is hospitalized or in a Residential Treatment Facility, an enrollment date will not be issued until the required paperwork is submitted to OMH's Operations Support Unit and the child is discharged from the residential treatment setting or hospital.

TCM will not be reimbursed for periods in which a Waiver application is signed but the youth is ultimately not enrolled in the waiver. If a child completes the transitional 30-day period, but is not ultimately enrolled, TCM cannot be billed.



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