

TO: DD Waiver Providers

FROM: Developmental Disabilities Support Division (DDSD)/Human Services Department (HSD) 

RE: Rate Increases and Billing Instructions

DATE: September 4, 2015

The purpose of this memo is to provide additional instructions and guidance on certain rate increases for dates of service retro to July 1, 2015. Please replace the prior memo dated August 27, 2015 with this version dated September 4, 2015.

Also attached are a new version of the DDW Budget Worksheets (Version 2015 09-03) due to errors identified on the previous version that was sent out with the August 27, 2015 memorandum.

SERVICES AND RATES THAT WERE INCREASED EFFECTIVE JULY 1, 2015

DDW Service	Procedure Code	Modifier	Unit	Current Rate	New Rate
Customized In-Home Supports (living with natural supports)	S5125	HB	15 MIN	\$6.53	\$6.74
Customized In-Home Supports (living independently)	S5125	HB UA	15 MIN	\$6.53	\$6.74
Customized Community Supports (Individual)	H2021	HB U1	15 MIN	\$6.90	\$7.04
Supported Living (category 2)	T2016	HB U5	DAY	\$225.38	\$228.20
Supported Living (category 3)	T2016	HB U6	DAY	\$284.21	\$287.76

Budget revisions will **NOT** be required for providers to access the increased rates.

NEW BUDGET WORKSHEETS:

HSD revised the budget worksheets to reflect all changes being implemented. The DOH revised all DDW Group base budgets as a result of the rate increases (as applicable).

- Case managers should transition individuals to the new worksheets (Version 2015 09-03) at the time an initial, annual, or revision is needed.

- Case managers should use the current date as the revision date and mark the appropriate revision number.
- Case Managers should transfer everything from the previous worksheet to the current worksheet (Version 2015 09-03.)
- Case Managers should put in the full amount of services for the entire ISP term. **When revising budgets, case managers should not end or pro-rate services *except* when required by the revision.**

Beginning September 4, 2015, case managers are required to use the new DDW budget worksheets (v. 2015 09-03) for all annual ISP's and all required and/or needed revisions. There may be situations where some of the old and new procedure codes and rates appear on the new DDW budget worksheets. This is not an error with the DDW budget worksheet. This is necessary to accommodate changes throughout an individual's ISP year. A Request for Information (RFI) will be issued starting September 10, 2015 if case managers submit revisions, initial or annual budgets on an older version of the DDW budget worksheet.

WHY DO I KEEP SEEING THE OLD RATES?

- The rate increase for S5125 HB, S5125 HB-UA, H2021 HB-U1, T2016 HB-U5, and T2016 HB-U6 was effective as of 07/01/2015.
- If the PA term begins before 7/1, the budget worksheet will show both the new and old rate on the budget worksheet.
- If the PA term begins after 7/1, the budget worksheet will show the new increased rate.

HOW CAN PROVIDERS ACCESS THE NEW RATES?

- Providers will be able to get reimbursed at the new rates for dates of services beginning July 1, 2015.
- Providers may submit an adjustment form along with a new claim form to Xerox for the new rate. The form can be found at: <https://nmmedicaid.acs-inc.com/static/PDFs/Medicaid%20Publications/Adjustment%20Request.pdf>.
- On the adjustment form, in section C under "Reason for Request", please reference: *DDW Rate Change Memo ID #15-0894*.
- **NOTE: Case Managers do not need to take any action for this to occur.**

EFFECTIVE SEPTEMBER 1, 2015

For dates of service on or after September 1, 2015, providers **MUST** bill the new rate(s) when submitting claims to Xerox. If the old rate is billed, the old rate will be paid out.

FAMILY LIVING SETTLEMENT AGREEMENT (time limited)

The Third Party Assessor (TPA) will no longer accept the time limited Family Living DDW budget worksheet (v. 2015 08) from October 16, 2015 on. Case managers must use the new Family Living DDW budget worksheet (v. 2015 09-03) for revisions and annuals beginning October 16, 2015.

Thank you for your assistance to make the necessary changes to implement the new rates.

If a case manager has already submitted revisions due to the rate increase, The TPA, Qualis Health, will receive it and will verify that the revisions were for rate increases only. The TPA will respond by stating "Completed-rate increase only."

REMINDERS WHEN COMPLETING BUDGET WORKSHEETS

Case managers should remember the following when completing budget worksheets. Case managers should:

- Check that all dates (ISP, PA, revision) and NM group assignments are correct.
- Be sure to close out one budget worksheet and open up a new worksheet when changing living care arrangements.
- Ensure the accuracy of the date span and group assignment when changing *Living Care Arrangements*.
- Make sure that the correct budget worksheet version is being used.
- Check the portal for units used to determine the units entered on the worksheet when closing the service code out or changing providers, and contact the provider for any discrepancies.
NOTE: The TPA Qualis Health will RFI for this reason. The number of units being closed out cannot be less than the units already used.
- Complete the "Date Revised" column on the budget worksheets, (last column) on the line items that are being revised in a revision submission. This ensures that the correct line items are being revised.
- Most budget extensions through September have been completed. Some budgets were not included in the extension project. HSD will contact Case Management agencies to complete those remaining budgets.

If you have questions, please contact Jennifer Rodriguez.

Thank you for your assistance to make the necessary changes to implement the new rates.