

101 CMR: EXECUTIVE OFFICE OF HEALTH AND HUMAN SERVICES

101 CMR 416.00: RATES FOR CLUBHOUSE SERVICES

Section

- 416.01: General Provisions
- 416.02: Definitions
- 416.03: Rate Provisions
- 416.04: Filing and Reporting Requirements
- 416.05: Severability

416.01: General Provisions

- (1) Scope. 101 CMR 416.00 governs the payment rates for Clubhouse Services, effective January 1, 2016, provided pursuant to contracts executed under the Department of Mental Health's FY 2012 procurement of Clubhouse Services.
- (2) Disclaimer of Authorization of Services. 101 CMR 416.00 is neither authorization for nor approval of the services for which rates are determined pursuant to 101 CMR 416.00. The Governmental Unit that purchases the services is responsible for the definition, authorization, and approval of services provided to Clients.
- (3) Administrative Bulletins. EOHHS may issue administrative bulletins to clarify its policy on substantive provisions of 101 CMR 416.00.

416.02: Definitions

Meaning of Terms. As used in 101 CMR 416.00, unless the context requires otherwise, terms shall have the meanings ascribed in 101 CMR 416.02.

Average Daily Attendance. A measure of the average number of Clients served each day by a program. The Average Daily Attendance is assigned to the program based on prior fiscal year attendance data.

Client. An adult for whom a Governmental Unit purchases Clubhouse Services.

Clubhouse Services. Services provided under a Clubhouse program to individuals with behavioral and/or mental health issues, including employment, educational, social and support services. Clubhouse services assist individuals to develop social networking, independent living, budgeting, self-care, and other skills that will assist them to live in the community and to secure and retain employment.

Cost Report. The document used to report costs and other financial and statistical data. The Uniform Financial Statements and Independent Auditor's Report (UFR) are used when required.

EOHHS. The Executive Office of Health and Human Services established under M.G.L. c. 6A.

Governmental Unit. The Commonwealth, any board, commission, department, division, or agency of the Commonwealth, and any political subdivision of the Commonwealth.

Provider. Any individual, group, partnership, trust, corporation, or other legal entity that offers Clubhouse Services for purchase by a Governmental Unit and that meets the conditions of purchase or licensure that have been or may be adopted by a purchasing Governmental Unit.

Reporting Year. The Provider's fiscal year for which costs incurred are reported to the Operational Services Division on the Uniform Financial Statements and Independent Auditor's Report (UFR).

Service Day. A Service Day is the unit of service used to bill the Governmental Unit. In general, a Service Day is a day during which an enrolled Client either participates in a Clubhouse Services activity or activities related to a specific goal or objective documented in the Client's Action Plan. The Governmental Unit will determine the specific events and conditions that qualify as billable activity. A Provider can only invoice one unit of service per member per day.

416.03: Rate Provisions

- (1) Services included in the Rate. The approved rate shall include payment for all care and services that are part of the program of services of an eligible provider, as explicitly set forth by the purchasing governmental unit(s).
- (2) Reimbursement as Full Payment. Each eligible provider shall, as a condition of payment by any purchasing governmental unit, accept the approved rate as full payment and discharge of all obligations for the services rendered. Payment by the purchasing governmental unit for services rendered to the Client shall be reduced by the amount of any payment from any other source.
- (3) Payment Limitations. No purchasing governmental unit may pay less than, or more than, the approved rate.
- (4) Approved Rates. The approved rate shall be the lower of the provider's charge or amount accepted as payment from another payer or the rate listed in 101 CMR 416.03(4)(a) through (d):
 - (a) Average daily attendance of 29 and under - \$58.72 per Service Day;
 - (b) Average daily attendance of 30 to 70 - \$52.61 per Service Day;
 - (c) Average daily attendance of 71 and above - \$36.86 per Service Day;
 - (d) Program located in Nantucket or Dukes County - \$74.29 per Service Day.

416.04: Filing and Reporting Requirements

- (1) General Provisions.
 - (a) Accurate Data. All reports, schedules, additional information, books, and records that are filed or made available to EOHHS shall be certified under pains and penalties of perjury as true, correct and accurate by the Executive Director or Chief Financial Officer of the provider.
 - (b) Examination of Records. Each Provider shall make available to EOHHS or the purchasing governmental unit upon request all records relating to its reported costs, including costs of any entity related by common ownership or control.
- (2) Required Reports. Each Provider must file:
 - (a) an annual Uniform Financial Statement and Independent Auditor's report completed in accordance with the filing requirements of Division of Purchased Services Regulation 808 CMR 1.00: *Compliance, Reporting and Auditing for Human and Social Services*;
 - (b) any Cost Report supplemental schedule as issued by EOHHS; and
 - (c) any additional information requested by EOHHS within 21 days of a written request.
- (3) Penalties. The purchasing governmental unit may reduce the payment rates by 15% for any provider that fails to submit required information to EOHHS. The purchasing governmental unit will notify the provider in advance of its intention to impose a rate reduction.

416.05: Severability

The provisions of 101 CMR 416.00 are severable. If any provision of 101 CMR 416.00 or application of such provision to any eligible provider or fiscal intermediary is held invalid or unconstitutional, such determination will not affect the validity or constitutionality of any remaining provisions of 101 CMR 416.00 or application of such provisions to eligible providers or fiscal intermediaries in circumstances other than those held invalid.

REGULATORY AUTHORITY

101 CMR 416.00: M.G.L. c. 118E.

(PAGES 967 THROUGH 980 ARE RESERVED FOR FUTURE USE.)