



Adult Long-Term Residential Services (3153 / 3751) FY21 Year End Amendments

March 24, 2021

Overview

This guidance document outlines the Department's process for year-end amendments to ALTR and ABI Residential contracts in the fourth quarter of FY21. The Department's goal is to incorporate all remaining changes to contracts in one final amendment and prevent the need for multiple amendments for the remainder of FY21.

All contracts will require a year-end amendment; this amendment will incorporate the 5.25% Day Staffing add-on, as well as any other authorized changes for the period of January 1, 2021 – June 30, 2021. No changes will be allowed for the period of July 1, 2020 – December 31, 2020. These amounts are final and can no longer be amended.

Amendment Process

In the fourth quarter of FY21, Regional Contract Offices will work with Area Offices and Residential providers to execute year-end amendments.

Fourth quarter amendments will include:

- Incorporation of any new sites opened after January 1, 2021
- Any authorizations for services and other changes approved by Area Offices that are not incorporated in the current contract
- 5.25% Day Staffing add-on for 1/1/21 – 6/30/21

The 5.25% Day Staffing add-on amount for the second half of FY21 will be the same as the first half of FY21. Per 101 CMR 420.00, the add-on is calculated based on a provider's FY20 funding.

Due to the change in rate structures, DDS's Integrated Contract Management System (ICMS) is not available to execute contract amendments after January 1. The temporary system that DDS developed will again be used to generate amendment reports.

This system cannot calculate the blended rate billing reconciliation that is normally done in ICMS for ALTR amendments. What this means is that amendments will result in a blended rate adjustment that is retroactive to January 1, 2021 and will require the re-adjudication of billing retroactive to that date.

Due to this limitation, DDS is strongly encouraging providers to bundle all remaining changes in to a single amendment. If you are planning to open new sites or have planned new placements during Q4 that will require contract changes, please communicate these changes with your Regional Contract Office to coordinate appropriate timing for contract amendments.