



Adult Long-Term Residential Services (3153 / 3751) FY25 Rate Implementation

October 15, 2024

On October 11, 2024, the Executive Office of Health and Human Services (EOHHS) promulgated updates to [101 CMR 420.00: Rates for Adult Long-Term Residential Services \(ALTR\)](#). These rate updates are also reflected in the FY25 Regulated Rate Table posted on the [DDS Contracts Information](#) webpage. Rate changes are effective retroactively July 1, 2024.

DDS will compute new contract billing rates with retroactive applicability to July 1, 2024. Site Detail and Rate Computation reports will be shared with providers showing the updated rates and new blended rate computation. Upon receipt of new reports, please submit amended Service Summary Forms (SSF) reflecting the new rates. Amended SSFs should shift all billing units from the previous rate to the new rate, with the new rate retroactively applicable to July 1, 2024.

Upon receipt of amended SSFs, DDS will process encumbrance updates, enter new billing rates in EIM, and process retroactive payments to reimburse for the difference between the current billing rate and the new billing rate for all attendance that has already been paid since July 1, 2024. All new attendance will be paid at the new billing rate. If providers have draft Service Delivery Reports (SDRs) in EIM, they will need to be deleted and re-entered once DDS has entered the new billing rate.

Providers do not need to take any action until they receive updated reports from DDS, please do not initiate any amendment paperwork until you have been directed by DDS to do so. DDS will be processing amendments on a rolling basis over the coming weeks and will contact providers when we are ready to process their amendments.

Occupancy Worksheets and Occupancy Rate Application (ORA)

DDS will send out Occupancy Worksheets for providers to review and if necessary, request updates. The Occupancy Worksheets will include instructions on how to process the worksheets. Signed Occupancy Worksheets should be submitted to Central Office in a timely manner and before the deadline in the instructions so that changes can be in place for November billing.

The new Occupancy Rate Application (ORA) for FY25 is now available and will be sent to providers that have requested it recently and posted online: [DDS Contracts Information | Mass.gov](#)

If you have any questions related to Occupancy Worksheets and ORA forms, please email DDS-POS-Occupancy@mass.gov.