

DDS



Contract Forms Training Session

April 11, 2025

Agenda

- General Information about Contracting with DDS
- Standard Contract Form & Attachments
- DocuSign Demonstration
- Service Engagement Forms: Rosters & Service Summary Forms
- Reporting Forms
- Renovation Request & Start-up and Capital Documentation
- Site ID and Enrollment Process
- EIM & Billing
- Absence Policy Worksheet
- Additional Resources

Terminology

Contract

Refers only to the Standard Contract Form (SCF) and associated attachments. This is a formal legal document establishing a contractual relationship between the State and Provider.

Service Engagement

Refers to the annual process of determining rates and allotting units. Documents are for planning purposes and do not represent binding contractual agreement.

Chapter 257

Refers to Chapter 257 of the Acts of 2008 which requires the Executive Office of Health and Human Services to establish rates for payment for human service programs.

Rates: Chapter 257

All programs contracted under a Master Agreement will be reimbursed with rates established by EOHHS

Rate Regulations may be found on EHS website:

[Provider Payment Rates: Purchase of Service: Rates for Social Services | Mass.gov](#)

Proposed Rate Structures can be found here:

[Proposed Regulations: Supporting Materials | Mass.gov](#)

Specific rates will be negotiated between Area/Region and Provider

Contracting Form Types

Contract Documents

- Standard Contract Form (SCF)
- Standard Contract Form Attachments
 - Attachment 1: Cover Page
 - Attachment 3: Fiscal Year Program Budget
 - Attachment 6: Capital Budget

Service Engagement Documents

- Standard Roster
- Service Summary Form

Other

- Start up and Capital worksheet
- Flex Funding
- AT/RSM Document Invoice Form

Contract Types

Rate Agreement

- Contract is an agreement for provision of services and rates of payment
- Encumbrance level may be modified without formal contract amendment

Maximum Obligation

- Contract is agreement to purchase specific amount of service
- Must be accompanied by line-item budget detailing reimbursable costs

For all contracts types, DDS will not cover any costs incurred before the documents are fully executed.

Master Agreements

Master Agreement contracts are issued when a provider qualified for an open enrollment procurement

- Provider is placed on a qualified list
- Eligible for referrals from DDS area offices
- Specific rates and units managed through service engagement process
- Master Agreement contracts do not guarantee a Provider specific level of funding

Multi-year rate agreement remain in effect throughout the entire procurement lifetime

Cost Reimbursement Contracts

- Contract that reimburses provider based on an accounting of actual costs incurred
- Contract is based on a line-item budget that details program costs
- Contracts have a maximum obligation that cannot be exceeded without formal amendment
 - Any changes in the maximum obligation require prior authorization through the Area Office or Regional Contracts Office
- Service Type Examples:
 - Financial Assistance / Stipends
 - Furnishing and Equipment
 - Agency with Choice

Activity Matrix and Rate Table

Activity Matrix

- Summarizes, by service type and activity code, information crucial for contract management, such as:
 - RFR Requirements & Information
 - Contract Documentation
 - Master DOC ID

Rate Table

- Documents the Chapter 257 rates used by the Department by service and activity code
- Includes a link to the published rates on EHS website

Available at the DDS website: [DDS Contracts Information | Mass.gov](#)

Standard Contract Form

Required contract document for all Commonwealth Departments

Must be submitted for both new and amended contracts

Form includes:

- Identifying contract information
- Whether contract is new or amended
- Terms and Conditions
- Start and end dates
- Certifications

New December 2024 SCF version must be used for all contracting, including amendments to contracts that used the previous form.

Attachments 1, 3, & 6

Attachment 1: Program Cover Page

- Provides general contractor and program information
- Creates historical starting point for all future amendments
- Includes:
 - Document ID (DOC ID) #
 - UFR Program #
 - RFR Information
 - Anticipated contract duration
 - Fiscal terms
 - Pricing options
 - Current maximum obligation
 - Funding

Attachments 1, 3, & 6

Attachment 3: Fiscal Year Program Budget

- Reflects total annual program costs associated with the fiscal year operation of the program
- Required where payment is based on submission of program budget
- Includes:
 - Line item detail of all program costs
 - Current, Amended, and New Subtotals
 - Budget Total

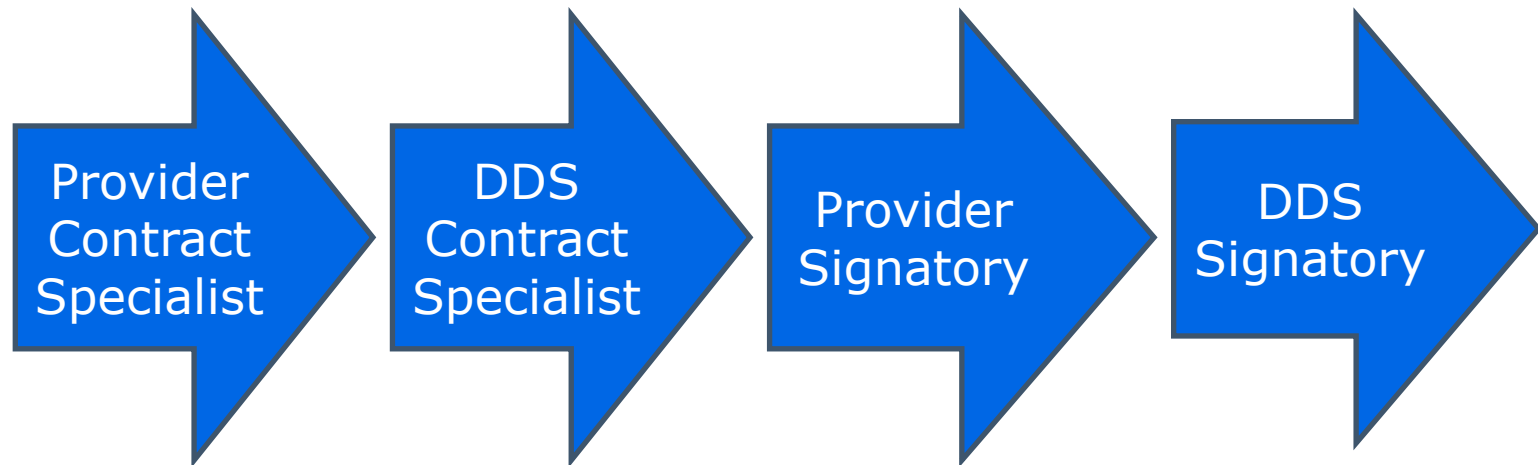
Attachments 1, 3, & 6

Attachment 6: Capital Budget

- Documents capital expenditures required to support the delivery of contracted human and social services
- Items may only be included after approval from Regional Contract office
- Includes:
 - List of capital items
 - Need for item
 - Quantity
 - Estimated Costs
- This attachment replaces Attachment 3 when contract is for capital expenditures

DocuSign Demonstration

- Electronic Standard Contract Form for Purchase of Service (POS) contracts only
- Digital workflow between DDS and Provider
- Replaces the need for paper forms and ink signatures
- Workflow:



Service Engagement Forms: Standard Roster

- Current Standard Rosters can be found at the DDS website: [DDS Contracts Information | Mass.gov](https://www.mass.gov/info-details/dds-contracts-information)
- Different types of rosters:
 - Hourly
 - Daily
 - Monthly
 - Cost Reimbursement
 - Transportation
 - Other (service specific such as residential, assistive technology, etc.)

Service Engagement Forms: Standard Roster

- One roster per rate
 - Multi-rate engagements must use separate rosters for each rate
- Rosters are used to:
 - Track names of individual enrolled to a program
 - Track authorized service levels
 - Determining amounts used for Service Summary Form
- DDS authorizes services, not dollars
 - When DDS authorizes a service, there is a commitment to funding those services
 - DDS determines the amount of funding necessary to support authorized services, and reserves right to modify those based on actual utilization

Service Engagement Forms: Standard Roster

- Standard Rosters are used for the following activity codes
- Adjustment factor is used when establishing initial FY encumbrances

Activity	Activity Name	Adj. Factor
3163	Community Based Day Supports	70%
3165	Adult Day Health Services	70%
3168	Supported Employment Services	70%
3181	Group Supported Employment	70%
3196	Transportation (Unit Rate)	70%
3291	Individualized Staffing Support	70%
3664	Day Habilitation Services	70%
3777	Nursing Facility Active Treatment	70%

Activity	Activity name	Adj Factor
3253	Vision and Mobility	95%
3274	Corporate Representative Payee Services	95%
3282	Assistive Technology Devices	100%
3289	Assistive Technology Eval & Training	95%
3700	Family Support Navigation	95%
3701	Respite in Recipient's Home	95%
3702	Respite In Care Giver's Home	95%
3703	Individualized Home Supports	95%
3705	Child Respite in Caregiver's Home	95%
3707	Adult Companion	95%
3710	Behavioral Supports and Consultation	95%
3712	Emergency Stabilization in Caregiver's Home	95%
3716	Community Peer Support/Residential Peer Support	95%
3731	Respite in Recipient's Home-Hour	95%
3735	Child Respite in Caregiver's Home	95%
3773	Intensive Flexible Family Support Services	95%
3781	Financial Assistance Administration	95%
3782	Remote Supports Specialized Devices	95%
3786	Remote Supports and Monitoring	100%
3798	Individual/Community Supports	95%
7100	Autism Coaching Support-Agency	95%
7102	Adult Autism College Navigation - Agency	100%
7105	ASD Pre-Engagement-Agency	95%

Service Engagement Forms: Service Summary Form

- Current Service Summary Form can be found at the DDS website: [DDS Contracts Information | Mass.gov](https://www.mass.gov/info-details/dds-contracts-information)
- Used for several services, some examples are:
 - Adult Long Term Residential Services
 - Shared Living
 - Family Support Centers
 - Site Based Respite
- Keeps a running tab of agreed upon units and rates
 - Amendments to SSF should show the change value, not the new total
 - For downward changes, enter negative units

Residential Services & SSF

- Important to review the Site Detail report (FMIS/ICMS Report) to make sure it matches what was negotiated with Area Director
- Rates and units entered on SSF should match information on Site Detail report (FMIS/ICMS)
- SSF needs to show removal of units at old rate and addition of units at new rate

Reporting Forms

Flexible Funding Invoice Documentation Form

Guardianship Service Encounter Form

**Assistive Technology & Remote Support Devices Invoice
Documentation Form**

ORAs & Renovation Requests

Occupancy Rate Application (ORA)

- ORAs for new FY25 site are no longer accepted; documentation deadline for FY25 ORAs is 4/18/25
- FY26 ORA Forms will be released in June; not accepted until 7/1/25
- Send to: DDS-POS-Occupancy@mass.gov

Renovation Requests

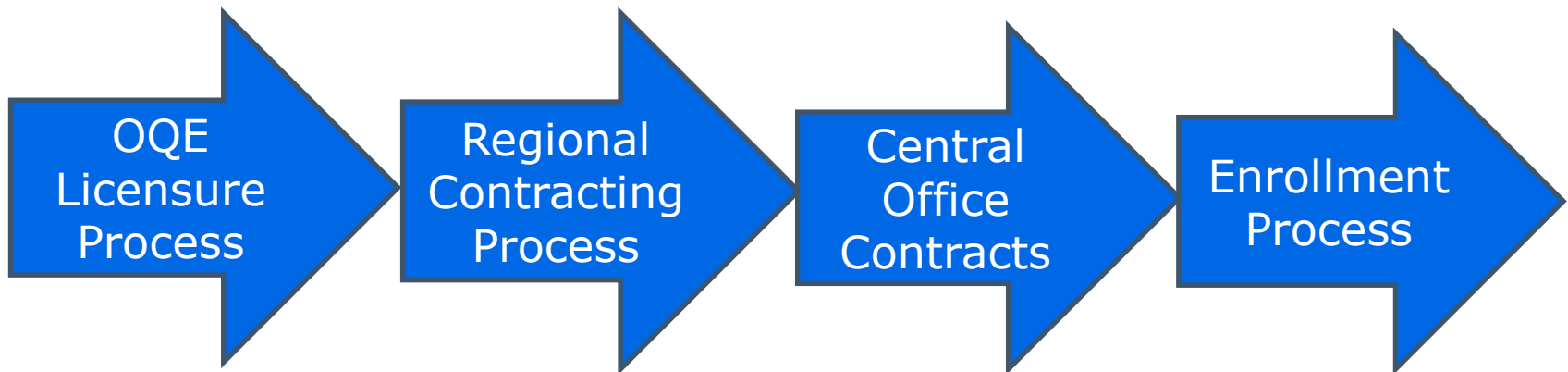
- Begins with Area Office who will do a review and approve the plan with a CC to Regional Contracts Office
 - Provider will need to provide estimates for the project
- Once the project is complete, providers submit final cost documentation to Area Office/Regional Contract Offices

Startup and Capital Contracts

- Current Startup and Capital Workbooks can be found at the DDS website: [DDS Contracts Information | Mass.gov](https://www.mass.gov/info-details/dds-contracts-information)
- Two workbooks available for the following services:
 - Adult Long Term Residential
 - Community Based Day Supports
- Start-up and Capital funds are strictly for what is needed to open a new site
 - Each Workbook includes a tab that outlines acceptable and not acceptable items
 - Timeframe for purchases under these contract is limited
- Accepted Workbooks are the basis for the subsequent standard contract form and attachments and must match provider purchases

Site ID and Enrollment Process

- Process in which a licensed site (using a "site ID") is connected to a location and service contract for the purpose of enrolling individuals into the service
- Process and paperwork must be completed with OQE and Regional Contracts Offices before an enrollment can be built
 - For licensed services, especially ALTR and CBDS, speak with QE early in the process
 - For ALTR, a site ID cannot be assigned until an individual is moving in



EIM

- Providers should review EIM reports often
 - PYD's should be limited
- Suggest having more than one person at an agency that has EIM access
 - Do not share user IDs!
- Helpful Reports
 - **Contract Utilization/Client Utilization:** Critical for utilization projections
 - Review to ensure individual are billed correctly & timely
 - Reduces Supplement billing needs
 - **Payment Tracking Report:** Critical to make sure all payments have been issued within the 45 days.
- Job Aids: [EIM/ESM Training and User Materials | Mass.gov](#)

Residential Absence Policy Worksheet

- Billable Absence Request Form is a tool used to demonstrate eligibility for absence unit billing in a residential program
- Helpful Reference Documents
 - Start of FY Contract Management Report (FMIS/ICMS)
 - Current Contract Management Report (FMIS/ICMS)
 - Record of all billing submitted to date
- Absence reporting process is the same under the updated policy
- If a contract has more than one Area Office, the form must be submitted to each for their absences for approval

Additional Resources

- **DDS POS Website:** [DDS Contracts Information | Mass.gov](#)
 - Activity Code Matrix & Regulated Rate Table:
 - Lists all DDS service codes and which forms are required for each & C257 rates
 - Contracting with DDS General Information
 - DDS Forms
- **DDS Central Office Contracts Emails**
 - Questions related to ALTR Occupancy (forms, worksheets, etc.): DDS-POS-Occupancy@mass.gov
 - Questions related to BIDS/RFR/UFR or Provider Info Updates: DDSPoSProcurement@mass.gov
- **DDS Office of Quality Enhancement:** [DDS Office of Quality Enhancement | Mass.gov](#)

Additional Resources

- **Vendor Web for Payment Information:** [VendorWeb-Office of the Comptroller](#)
- **Virtual Gateway:** [Virtual Gateway | Mass.gov](#)
 - New Providers: [Become a Virtual Gateway User | Mass.gov](#)
- **General EIM Resources:** [Enterprise Invoice/Service Management \(EIM-ESM\) | Mass.gov](#)
 - EIM Job Aids: [EIM/ESM Training and User Materials | Mass.gov](#)
 - EIM Help Desk: [EHS-DL-EIM-ESMBusinessOperations@massmail.state.ma.us](#)

Additional Resources

- **OSD General Page:** [Operational Services Division | Mass.gov](#)
 - **UFR Guidance & Preparation Manual:** [Information and Resources on the Uniform Financial Reports | Mass.gov](#)
 - **COMMBUYS for RFR/Service Information:** [COMMBUYS - /view/login/login.xhtml](#)
 - **Special Education Tuition Pricing:** <https://www.mass.gov/info-details/special-education-tuition-pricing-details>
 - **Individual Pricing:** [Request Special Education Individual Pricing | Mass.gov](#)