



FY2022 Contracting Procedures and Guidelines

Issued April 28, 2021

Overview

The Department of Developmental Services (DDS) is issuing the following guidance for contracting processes to start FY22. DDS held a presentation regarding the changes in process and forms during the Open/Close training held on April 13, 2021. This guidance serves as a supplement to the presentation, highlighting the key points from the training to include:

- Key Dates – Deadlines
- Ready Pay
- Adult Long-Term Residential Services
- Shared Living
- Employment and Day

Key Dates – Deadlines

- April 23, 2021 – FY21 Amendment Deadline
- May 31, 2021 – FY21 Occupancy Rate Applications
- June 11, 2021 – FY22 Paperwork Deadline

Ready Pay

There are no changes to the Ready Pay policy for FY22. Only contracts currently on Ready Pay in FY21, value greater than \$250,000 in the activity codes 3150, 3153, 3163, and 3798, are eligible to continue Ready Pay. New contracts will not be eligible to participate in Ready Pay. Providers who can demonstrate non-participation in Ready Pay will result in significant fiscal impact on their operations can send a request to your Regional Contract Manager or ABI Coordinator by May 1, 2021. The request will be reviewed by Central Office on a case by case basis.

Adult Long-Term Residential Services

Operational Contracts (Activity Codes 3153 & 3751)

Contracts will start FY22 fully annualized to the new rate structure and incorporate changes approved by Area Office. ***The 5.25% Day Staffing add-on that was implemented for FY21 will not continue in to FY22.***

DDS will be implementing a new ICMS module for calculating blended rates and creating reports to start FY22. The Contracts Specialist will the send your ICMS Site Detail and Rate Computation report. After reviewing the report, complete and sign the Service Summary Form. When you fill out the SSF, use the ICMS Summary Report to find the blended rate and total negotiated units. If there are any discrepancies, contact your regional contract specialist for assistance.

Occupancy Contracts (Activity Codes 3753 & 3713)

DDS Central Office will generate initial FY22 Occupancy Worksheets based on the recently completed FY21 worksheets. Maintenance adjustments added during FY21 will be frozen at current value. Area Office pre-authorization in writing is required in order to make adjustments to the worksheet for capital improvements to existing sites.

The Provider is responsible to update the following:

- Offsets
- Add new sites that came on board after the provider has received an occupancy rate assignment from Central Office.
- Remove sites that closed during FY21
- Sign the attestation section

When you fill out the SSF, use the monthly billing rate from the occupancy worksheet and multiply by 12 months as illustrated below:

Net Payment after DDS offsets		\$ 307,991
Monthly Billing Rate (net payment after offsets/ 12)		\$ 25,665.92

In addition, be sure to reconcile with the Service Summary Form as illustrated below:

Version #	Brief Description	Dates of Service	Number of Units	Unit Rate	Unit Type	Estimated Expenditure
Initial	ALTR Occupancy Services	07/01/21 - 06/30/22	12	\$25,665.92	Month	\$307,991.04

Shared Living

There are no changes to Shared Living rates in FY22.

After receiving the ICMS Site detail reports, providers will complete and sign the Service Summary Form, using the ICMS report for the blended rate and total negotiated units. Be sure to report updated offset information. If there are any discrepancies, contact your regional contract specialist for assistance.

Employment and Day (Activity Codes 3163, 3168, 3181, 3285, & 3664)**FY22 Negotiations**

As part of the FY22 negotiations, providers will submit new FY22 Rosters and Service Summary Forms with the new proposed rates. Please reference the FY22 Rate Table for a listing of proposed rates. If there are changes to the proposed rates in the final regulation DDS will reflect the final rates in EIM immediately and providers will be reimbursed based on these rates without requiring an amendment to the SSF.

Enhanced rate levels for certain employment and day programs that have been in effect since December 1, 2020 will not continue in FY22.

The new rosters should reflect current enrollment and include those who are enrolled but not currently attending due to the public health emergency. In addition:

- FY21 authorized service levels should be carried forward
- Maximum of **95% Utilization Adjustment**
- Maximum of **50 weeks**
- Rate is the **standard rate** for the program **using the** new proposed rates

Reminder: Service Summary Forms will be established at **60% of roster amount to start FY22**. This amount only reflects the starting amount for the contract and does not reflect DDS' total projected spending or utilization for the fiscal year. Contracts will be reviewed and adjusted later in FY22.

To the right is a sample roster. The roster must tie out to the Service Summary Form. In a normal contracting year, the totals must reconcile to the exact amount. This year, the Service Summary Form must be equal to 60% of the roster amount.

The important things to note are:

- Unit Rate
- Program Weeks – 50 weeks max
- Utilization Adjustment – 95%
- Roster Allocation Total

Standard DDS Roster - Day/Work and Support						
FISCAL YEAR	2022				Amendment #	
Provider Name:	ABC Provider, Inc				Activity code:	3163
Doc ID:	INTF2200B021DDS3163H				Unit Rate:	\$25.36
Date:	7/1/2021				Unit Type:	HOURL
Site Address:	125 Main St, Boston, MA 02110				Program Weeks:	50
					Utilization Adjustment:	95%

Last Name	First Name	Start Date	End Date	Engagement Data		
				Max Units per Week	Negotiated Units	Total Allocation
Smith	James	7/1/2021	6/30/2022	15.0	713	\$ 18,081.68
Huffman	Oliver	7/1/2021	6/30/2022	15.0	713	\$ 18,081.68
					0	\$ -
Total:				30.0	1,426.00	\$ 36,163.36

Roster Summary	Units	Allocation
Subtotal Roster:	1,426.00	\$ 36,163.36
Subtotal Unit Change:	0	\$ -
Total:	1,426.00	\$ 36,163.36

The Service Summary Form must be equal to 60% of the Roster Allocation Total.

Version #	Brief Description	Dates of Service	Number of Units	Unit Rate	Unit Type	Estimated Expenditure
Initial	Community Based Day Supports	07/01/21 - 06/30/22	TBD	\$25.36	Hour	\$21,698.02
Totals:			0.00			\$21,698.02

Rosters

Roster formats are unchanged from FY21 for all services except DESE (3700 & 3738), these rosters are being combined in to a new single roster. The only other updates to the roster are the instructions. Updated rosters must be used depending on which activity code is associated with the contract(s). Be sure to review carefully the instructions and be sure that the correct roster version is being used. Also, review that the current rates match the rates published in the FY22 rate table and update all date ranges and other applicable fields. Do not override the formula(s) unless instructed to by the regional contract office.

- DESE: New form must be used for activity codes 3700 and 3738
- Employment and Day: Reminder that the 60% of the total amount calculated is entered on the Service Summary Form

Forms and Reference Materials

Below are forms and reference materials that will help with the contracting Close/Open for FY22:

The following DDS Forms can be found at the website: <https://www.mass.gov/lists/dds-contracts-information>:

- Activity Code Matrix – Refer to the matrix to identify the type of forms to submit and requirements associated with each activity code
- FY22 Occupancy Worksheet – This will be sent separately by your Regional Contract Staff
- Occupancy Rate Application
- FY22 Regulated Rate Table
- FY22 Rosters
- FY22 Service Summary Form
- FY22 Open/Close Presentation

The Standard Contract Form – required for cost reimbursement contracts that move into FY22 (6/30/2022) – can be found on the Comptroller's Website here: <https://www.macomptroller.org/forms>. ***A new version of the SCF was published June 30, 2020 – this version must be used for all FY22 contracts.***

Additionally, the Central Office Contracts Unit will hold a WebEx on Tuesday May 4 at 10:00. During the WebEx, Central Office will review: Completing Contract and Engagement Forms, Rosters, and the Residential Services Absence Policy and Worksheet.

For any form you need to complete, ensure that you change the fiscal year to 2022 wherever prompted.

Please remember to include the following when submitting the FY22 paperwork to your Regional Contract staff:

- Signed SSF (electronic signature is acceptable) or SCF (***wet signature and mail original***)
- Authorization for Services, if applicable
- ICMS report, if applicable
- Roster – email excel version
- Occupancy worksheet (if applicable) – email excel version