

# Commonwealth of Massachusetts

Executive Office of Health and  
Human Services



## Department of Developmental Services

FY2021 - FY2022

Close & Open Training

April 13, 2021



# Agenda



- Part I
  - RFR Update
  - Key Dates
    - Webinars
    - FY21 Deadline
    - FY22 Deadline
  - Ready Pay
  - Change in Contractor Identity
  - FMIS
  - Chapter 257: Rates Resetting
  - Employment and Day



# Agenda



- Part II
  - Shared Living
  - ALTR
  - Occupancy & Start Up
  - Final Thoughts/Questions



# RFR Update



- All Open RFRs are being transitioned to COMMBUYS only submission
- Providers ***do not*** need to re-apply for these RFRs
  - Adult Long Term Residential Services
  - Shared Living

**Proposals submitted in response to Open Enrollment RFRs are evaluated on a quarterly basis**



# RFR Update – FY22



## **New RFRs:**

DDS is expanding Assistive Technology services and creating new Remote Supports & Monitoring service. Initial procurements will be for 3 years.

- **Assistive Technology**
  - Currently posted on COMMBUYS - Responses due May 20
  - Evaluation and Training
  - Purchase of AT Equipment/Devices & subscriptions
  - Limited qualification – 10-15 Providers
- **Remote Supports & Monitoring**
  - Will be posted on COMMBUYS in April
  - Live two-way monitoring and support through use of remote monitoring technology



# RFR Update – FY22



- Support Services Qualifying List (SSQUAL-10) will be re-bid during FY22.
  - ***All providers will need to re-qualify***
  - RFR to be posted during Q3 of FY22
  - New contracts start July 1, 2022
- Services Included:
  - Family Navigation
  - Respite (Recipient Home, Caregiver Home, Site-Based)
  - Adult Companion
  - Family Training
  - Behavioral Supports and Consultation
  - Peer Supports



# Key Dates



- April 23 – FY21 Amendment Deadline
  - Operational and Occupancy ALTR Amendments excepted
- Upcoming Webinars
  - May 4 – Contract Forms
  - May 11 – Startup, Capital, Occupancy Rates
- May 31 – FY21 Occupancy Rate Applications
- June 11 – FY22 Paperwork Deadline



# Ready Pay



- No changes to Ready Pay policy
  - Eligible Codes: 3150, 3153, 3163, 3798
  - Annual Value greater than \$250,000
  - Contracts eligible in FY21 will remain eligible in FY22
  - New contracts will not be eligible
- Exception Process for Financial Hardship
  - ***Submit request to Regional Contract Manager by May 1***
  - Demonstrate nature of financial hardship
  - Identify value of ready payments required to address hardship
  - Central Office will review requests and provider financial ratios and make determination





# Change in Contractor Identity



## 90 Days Notice

- DDS requires at least 90 days notice of mergers, affiliations, consolidations or acquisitions.
- Providers must coordinate changes in contractor identity with DDS regardless of whether DDS is Principal Purchasing Agency (PPA) or Provider has contacted other Departments
- Changes impact multiple DDS systems
- Providers using EIM must communicate changes to Virtual Gateway Customer Services



# Change in Contractor Identity



## Contract Assignment

- In the case of a merger/acquisition, DDS must approve transfer (assignment) of contracts to the new organization
- Provider must complete the Change in Contractor Identity Checklist and submit to DDS for review
  - DDS will review proposed services of new organization
    - Services must be in best interest of DDS and provide individuals with equal or better care
  - Provider will be unable to bill until assignment is complete



# Financial Management Information System (FMIS)



- FMIS is a new financial management system going in to effect for FY22
- System is currently only DDS facing
  - Budget Tracking
  - Planning
  - Allocation Management
- Scope of system to expand over time with integration to other DDS applications
  - May lead to changes in some provider facing reports and documentation



# Chapter 257: Rates Resetting in FY2021



## Rates Resetting: July 1, 2021

- **Community-Based Day Supports 101 CMR 415.00**
  - Community-Based Day Supports
  - Nursing Facility Active Treatment
- **Supported Employment Services 101 CMR 419.00**
  - Individual Supported Employment
    - Ongoing Supports rate previously sourced from CIES regulation being integrated into 101 CMR 419
  - Group Supported Employment
  - Transportation (ISE only)

## Rates Resetting: January 1, 2022

- **Family Stabilization 101 CMR 414.00**
  - Family Support Navigation
  - Respite: Recipient's Home; Caregiver's Home; Site Based
  - Adult Companion
  - Family Training
  - Behavioral Supports and Consultation
  - Peer Support
  - FSS-21 Services
  - AWC Admin Fee



# Employment and Day – FY21



## FY21 Year End Amendments

- DDS issued amendment guidance dated April 5, 2021
  - Covers Activity Codes: 3163, 3168, 3181, 3285, 3664
- DDS will only process upward amendments
  - Contracts with excess balances will not be adjusted downwards
  - Open balances may be left to revert
- Contract values capped based on:
  - Funding level programs would have received at the standard reimbursement rates
  - Full utilization
- ***Providers will continue to be reimbursed at current enhanced rates***
- Billing submitted in excess of the total contract value will not be reimbursed



# Employment and Day – FY21



## FY21 Amendment Process

- Providers must submit an updated FY21 roster with the following guidance:
  - FY21 names and weekly authorization amounts
  - Standard rate (***no enhancements***)
  - Maximum of ***50 weeks*** (can be less for programs that operate on shorter calendar)
  - Maximum of ***95% utilization***

**The total value listed on the Service Summary Form may not exceed the total amount calculated by the roster**



# Employment and Day – FY21



## FY21 Amendment Process – Roster Example

### Standard DDS Roster - Day/Work and Support

FISCAL YEAR	2021					Amendment #	
Provider Name:	ABC Provider, Inc					Activity code:	3163
Doc ID:	INTF2100B021DDS3163H					Unit Rate:	\$24.80
Date:	7/1/2020					Unit Type:	HOURL
Site Address:	125 Main St, Boston, MA 02110					Program Weeks:	50
						Utilization Adjustment:	95%

Unit rate is CBDS Level B for FY21

Program weeks cannot exceed 50

Utilization adjustment cannot exceed 95%



# Employment and Day – FY21



## FY21 Amendment Process – Roster Example (cont.)

Last Name	First Name	Start Date	End Date	Engagement Data		
				Max Units per Week	Negotiated Units	Total Allocation
Smith	James	7/1/2020	6/30/2021	15.0	713	\$ 17,682.40
Jones	Matt	7/1/2020	3/31/2021	15.0	556	\$ 13,788.80
Huffman	Oliver	4/15/2021	6/30/2021	15.0	143	\$ 3,546.40
					0	\$ -
			<b>Total:</b>	<b>45.0</b>	<b>1,412.00</b>	<b>\$ 35,017.60</b>





# Employment and Day – FY21



## FY21 Amendment Process – Roster Example (cont.)

Roster Summary	Units	Allocation
Subtotal Roster:	1,412.00	\$ 35,017.60
Subtotal Unit Change:	0	\$ -
Total:	1,412.00	\$ 35,017.60

The total allocation on the roster must match the SSF total (see next slide)



# Employment and Day – FY21



## FY21 Amendment Process – SSF Example

Version #	Brief Description	Dates of Service		Number of Units	Unit Rate	Unit Type	Estimated Expenditure
Initial	Community Based Day Supports	07/01/20	06/30/21	TBD	\$24.80	Hour	\$17,682.40
2	Community Based Day Supports	07/01/20	03/31/21	TBD	\$24.80	Hour	\$13,788.80
3	Community Based Day Supports	04/15/21	06/30/21	TBD	\$24.80	Hour	\$3,546.40
Totals:				0.00			\$35,017.60

Add funding to new line so that the total allocation on the roster (see previous slide) matches the SSF total.



# Employment and Day – FY22



## FY22 Negotiations

- Providers will submit new FY22 rosters
  - Rosters should reflect current program enrollments
  - Individuals who are enrolled but not currently attending program due to COVID-19 should still be listed
  - 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**



# Employment and Day – FY22



## FY22 Negotiations

- Roster and Service Summary Form will list the new ***proposed*** rates
  - If there are changes to rates in the final regulation DDS will reimburse providers using the final rate, not the rate on the SSF
- Service Summary Forms will be ***established at 60% of roster amount*** to start FY22
  - There is still significant uncertainty about program utilization during FY22
  - DDS will observe utilization and may add/remove funds to contracts during year based on need



# Employment and Day – FY22



## FY22 Negotiations – Roster Example

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:	HOUR		
Site Address:	125 Main St, Boston, MA 02110					Program Weeks:	50		
						Utilization Adjustment:	95%		

Unit rate is CBDS Level B for FY22

Program weeks cannot exceed 50

Utilization adjustment cannot exceed 95%



# Employment and Day – FY22



## FY22 Negotiations – Roster Example (cont.)

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	\$ -
			<b>Total:</b>	<b>30.0</b>	<b>1,426.00</b>	<b>\$ 36,163.36</b>



# Employment and Day – FY22



## FY22 Negotiations – Roster Example (cont.)

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

To start FY22, the SSF total must be **60%** of the Roster total allocation.

$$\text{\$36,163.36} * 60\% = \text{\$21,698.02}$$



# Employment and Day – FY22



## FY22 Negotiations – SSF Example

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

Continue to list units as TBD

To start FY22, the SSF total must be **60%** of the Roster total allocation.

$$\text{\$36,163.36} * 60\% = \text{\$21,698.02}$$





# Employment and Day – FY22



## Billing Policies

- Guidelines for virtual delivery of day services remain in place to start FY22
  - Allowable virtual services remain the same
  - Providers must continue to report attendance using separate attendance status codes for virtual and in-person services
- Employment and Day program rate enhancements are set to expire on June 30, 2021



# Shared Living



- No change to rates for FY22
- Providers must submit updated offset information
- Blended rate established in ICMS. Units managed through Service Summary Form



# Adult Long Term Residential Services Operational Rates



- FY22 ALTR contracts will fully annualize new rate structure and incorporate changes approved by Area
- DDS will be implementing new ICMS module for calculating blended rates and creating reports to start FY22
  - New reports are similar in design to previous ICMS
  - Normal process for amendments. Amendments will not need to be processed through Central Office
- The 5.25% Day Staffing add-on that was implemented for FY21 will not continue in to FY22



# New ICMS Site Detail Report for ALTR



**FY 2022 Contract: 143350 [REDACTED] DDS3153D**

**[REDACTED] ( [REDACTED] )**

## Site Rate Components

Beverly: 16 [REDACTED] ST, #2  
Site ID: 6725 [ BSID: 333067 ]

Date Range	Model	Rate Value	SU Type	Billing Days	Site Capacity	Purchased Capacity	Billing Units	Value
7/1/2021 to 6/30/2022	I08.0C FY21	\$1,619.56	Day	347	4	4	1,388	\$561,987.32
Site Model Totals:							1,388	\$561,987.32
	Model	Rate Value	SU Type		Previous Units	Units Changed	Total Units	Value
add-on	DCII FY21	\$21.02	Hour		0	1,050	1,050	\$22,071.00
add-on	MedClin RN FY21	\$60.80	Hour		0	26	26	\$1,580.80
add-on	MedClin Clinician FY21	\$53.22	Hour		0	52	52	\$2,767.44
add-on	VehUpgrd VanToWCV FY21	\$13.51	Day		0	181	181	\$2,445.31
Total Add-On Value:								\$28,864.55
Total Site Value:								\$590,851.87

Beverly: [REDACTED], #B  
Site ID: 2244 [ BSID: 333068 ]

Date Range	Model	Rate Value	SU Type	Billing Days	Site Capacity	Purchased Capacity	Billing Units	Value
7/1/2021 to 6/30/2022	I09.0C FY21	\$1,772.94	Day	347	4	4	1,388	\$615,210.18
Site Model Totals:							1,388	\$615,210.18
	Model	Rate Value	SU Type		Previous Units	Units Changed	Total Units	Value
add-on	VehUpgrd VanToWCV FY21	\$13.51	Day		0	181	181	\$2,445.31
Total Add-On Value:								\$2,445.31
Total Site Value:								\$617,655.49



# New ICMS Rate Calculation Report for ALTR



## 3153 Report - Rate Computation

<a href="#">[New Search]</a>		<a href="#">[Return]</a>		<a href="#">[Service Summary]</a>		<a href="#">[Rate Computation]</a>		<a href="#">[Site Detail]</a>	
FY 2022 Contract: 143350    ██████████    DDS3153D									
██████████    ██████████    (VC ██████████)									
Current Annual Value Computation (before blended rate is created)					Total Billing Units		Value		
Current Base Value of Sites					31,230		\$13,010,709.48		
Current Add-On Value							\$663,338.81		
Current Annual Value							\$13,674,048.29		
Program Offsets			Prior Offset		Amount Changed			Total Offset	
Excess Occupancy			\$0.00		(\$2,500.00)			(\$2,500.00)	
Total Offsets:			\$0.00		(\$2,500.00)			(\$2,500.00)	
Net Annual Value:								\$13,671,548.29	
Rate Rounding Adjustment:								\$8.81	
Amount to be Billed:								\$13,671,557.10	
Rate Computation									
YTD Billing					\$0.00				
Balance					\$13,671,548.29				
Remaining Units to be Billed					31,230				
Current Blended Rate					\$437.77				
Rate History and Reconciliation									
Rate#	Dates of Service		Previous Units	Changed Units	Total Units	Blended Rate		Total	
1	7/1/2021 to 6/30/2022		0	31,230	31,230	\$437.77		\$13,671,557.10	
Totals:			0	31,230	31,230			\$13,671,557.10	



## ALTR – Ongoing Contract Management



- New ALTR rate structure intended to require fewer adjustments throughout year
- Purchased Capacity & Total Capacity will typically remain the same when there is a vacancy
  - **Total Capacity** is the total possible capacity if all beds are filled. Value only changes due to permanent changes in total program size
  - **Purchased Capacity** is the total number of “slots” being purchased by DDS. Slots are typically still purchased when there is vacancy
- Capacity values have very significant impact on site funding and are only modified due to structural changes in how program is funded



## ALTR – Ongoing Contract Management



- Adding / Removing sites can occur retro-actively
  - Adding a new site typically has very small impact on overall blended rate of contract
  - Adding sites primarily just adds funding to overall contract – during most of fiscal year contract will have sufficient funding to absorb new billing
  - Individuals will immediately be enrolled to contract and provider can bill for them at current rate
- Billing Units – Hold adjustments until later
  - Changes don't impact contract value, only the blended rate
  - A single adjustment may be made in latter part of fiscal year to account for vacancies and utilization during year – ***changes do not need to be updated in real time.***



# ALTR – Vacancies



- The practice of “re-slotting” sites when a vacancy occurs is no longer required
- Site will retain same total capacity and purchased capacity
- For long-term vacancies, Provider and Area should discuss needs of remaining individuals and adjust staffing pattern and rate model if needed
- Later in fiscal year, review number of days that site had vacancies and adjust billing units





# Residential Absence Policy – FY21



- Due to multiple rate structures in effect during FY21, absences are being considered discretely for each rate period
  - DDS has already reviewed and approved billable absences for the Jul-Dec rate period
  - No additional absence units will be approved for this period
- Billable absence requests for Jan-Jun may be submitted once all attendance for FY21 has been entered and approved in EIM
  - Providers may submit Billable Absence Request Form to Area Director for any unbilled units remaining in contract
  - Providers ***do not need to submit the absence policy worksheet***



# Residential Absence Policy – FY22



- Approved Absence Policy operates under same principles in new rate structure
- DDS will be issuing updated guidance and worksheet – but overall mechanics remain the same
- Goals:
  - Reimburse Providers for costs incurred when individuals are absent from program
  - Maximize revenue from HCBS Waiver claiming
- Core Principles:
  - Utilization factor embedded in residential rates “pre-pays” for certain number of absences
    - ***18 days per individual per year***
  - Pre-paid units for each individual are pooled across contract
  - Provider must demonstrate that these pre-paid days have been exhausted prior to being awarded absence units



# Residential Absence Policy – FY22



- Submit completed Worksheet to Area Director (or ABI Coordinator) and Regional Contract Office
- Area Director will review and approve/deny request
  - If program has vacancies, billing units must be adjusted in contract prior to approving absences
- Only after the AD has approved request, Provider submits supplemental SDR in EIM billing the absence units. Code for Absence Units in EIM is “A” or “AA”



# Residential Absence Policy – FY22



- Billing of unapproved absences
  - There are NO circumstances where Providers may bill absence units without prior approval
  - ISP approved absences do not count as prior approval
  - Any absences entered before approval will result in rejection of monthly invoice.
    - DDS conducts monthly reviews of paid absence units
    - Any absence billing submitted and paid in error must be corrected
- Worksheets submitted with significant errors delay review and approval process
  - Attend webinar
  - Worksheet data must align with ICMS and billing in EIM



# ALTR – Occupancy Worksheets



- Central Office will generate initial FY22 Occupancy Worksheets based on the recently completed FY21 Worksheets.
- Provider updates offsets
- New sites may only be added after the provider has received an occupancy rate assignment from Central Office
- Maintenance adjustments will be frozen at current value
- Area Office pre-authorization in writing is required for capital improvements to existing sites



## Start-Up Budgets



- **Prior** approval from the Region is required in writing
- Spending before contract is signed **cannot** be reimbursed
- Startup expenditures end when 1<sup>st</sup> person moves in
- The Start-up cap for all programs is \$50K with no sub-cap exceptions
  - ABI Start-Up exceptions in place during FY21 are no longer in effect



# Occupancy Rate Applications (ORA)



## Occupancy Rate Applications (ORA, formerly NSO)

- Occupancy Rate Applications are due within 60 days after 1<sup>st</sup> person move-in
- New Occupancy Rate Applications must be submitted by **May 31**
  - No FY21 reimbursement will be made unless the ORA has been submitted by May 31.
  - Sites that open during June will be reimbursed on a cost basis
- Applications submitted during June will not be reviewed until July. Rate assignment will be effective for FY22.
- Providers encouraged to attend May 11 webinar on completing ORA



# Central Office Contracts Team



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# Final Questions



- This presentation will be posted to the DDS POS Contracts website for reference
  - <https://www.mass.gov/lists/dds-contracts-information>

## Questions