



## Residential Placement Incentives Guidance for Reimbursement Process February 22, 2023

### Background

The Department of Developmental Services (DDS) is issuing additional guidance related to residential placement incentives described in [Policy Updates to Promote New Program Development in ALTR](#) published December 2, 2022 and [Updated Eligibility Guidance for Residential Placement Incentives](#) published January 10, 2023.

This document describes the process that DDS will follow to remit payment to providers for new placements that are eligible for incentives.

### Policy

DDS intends to remit incentive payments in quarterly batches. There will be two payments issued in FY23, and an additional two payments issued in FY24.

Providers will receive a single payment from DDS for all eligible placements made in each period. The date of eligibility is determined based on the date that the eligible individual moves into the home. In some cases, placements that occur near the end of a given period may not be reimbursed until the following period.

At the end of each eligibility period DDS will review all new placements and determine which placements are eligible and the value of the incentive for those individuals. Upon completion of this review, DDS will remit payment to providers for the total value of incentives to which they are entitled. DDS expects to remit payment during the month immediately following the end of the eligibility period.

Batch	Placement Dates	Payment Month
1	12/1/2022 - 2/28/2023	March
2	3/1/2023 - 6/30/2023	July
3	7/1/2023 - 9/30/2023	October
4	10/1/2023 - 12/31/2023	January

Payments will be remitted directly from DDS Central Office. There will be no amendment to the provider's ALTR contract related to these incentives. In order to avoid unnecessary transmission of client information, DDS will not provide documentation of the names or addresses of eligible individuals when documenting payments to providers. If a provider believes they have been reimbursed incorrectly, please submit a request for a review to Nita Trivedi ([Nita.Trivedi2@mass.gov](mailto:Nita.Trivedi2@mass.gov)).