

DDS



FY24 Open/FY23 Close Training

April 11, 2023

Agenda

- Welcome and Introductions
- RFR Updates
- Standard Contract Form
- Change in Contractor Identity
- Rate Regulation Updates
- Day/Work Roster
- Billing Documentation

Agenda

- Transportation Accommodation Rate Contracts
- Assistive Technology and Remote Support Back-Up
- Adult Long Term Residential – FY23 Close
 - Occupancy Rate Application (ORA)
 - Start Up Contracts
 - Absence Policy
- Adult Long Term Residential – FY24 Open
 - ALTR-24 Cut Over of Enrollments
 - ALTR-24 Occupancy Worksheet
 - Occupancy Site Improvements
- Year End Dates

RFR Updates: July 1, 2023

- Innovation Funding for Supportive Technology: Will be posted by April 19
- Adult Long Term Residential Services: Due date April 18 for a July 1 start date
- DDS is required to award contracts in COMMBUYS
 - When you upload a proposal, be sure that “No Bid” is unchecked. The Department cannot award contracts in COMMBUYS if this box is checked
 - If checked, a provider will be asked to amend proposal before an award can be made

Amendments to Extend Contracts

Amendments to extend contracts as current contracts terminate June 30, 2023:

- Autism Support Centers: Extend to June 30, 2026
- Agency with Choice: Extend to June 30, 2028
- Day Supplemental/Supports: Extend to June 30, 2025
 - Includes reposting of RFR to incorporate Individualized Staffing Supports: 3291 activity code

RFRs Planned in FY2024

- Shared Living
- Urban Youth Collaborative: All contracts terminate June 30, 2024
- Assistive Technology and Remote Supports: Pilots terminate on June 30, 2024

Standard Contract Form

- DDS Central Office is executing contracts via Adobe Sign. DO NOT mail a signed contract form to Central Office
- In FY24, the Department will roll out processing of contract form electronically to the Regional Contract Offices

Change in Contractor Identify

- DDS requires at least 90 days' notice of legal name changes, mergers, affiliations, consolidations or acquisitions
- Providers must coordinate changes in contractor identity with DDS regardless of whether DDS is Principal Purchasing Agency (PPA)
- Providers using EIM must communicate changes to Virtual Gateway Customer Services
- Providers must communicate any merger updates to the Operational Services Division using the UFR e-file system

Change in Contractor Identify

- 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
- Provider will be unable to bill until assignment is complete

Rate Regulation Update

- July 1, 2023
 - 101 CMR 415.00: Rates for Community Based Day Support Services. Includes Active Treatment
 - 101 CMR 419.00: Rates for Supported Employment Services. Includes Individual Supported Employment (ISE), Group Supported Employment (GSE) and Transportation (rate regulated)
 - FY24 Rosters will reflect current rates. Once the regulations are finalized by EHS, providers will be paid the higher rates in EIM retroactive to July 1
- January 1, 2024
 - 101 CMR 414.00 Rates for Family Stabilization Services

FY24 Day/Work Roster

- DDS is piloting new roster and encumbrance management process for FY24
- Goals:
 - Reduce paperwork associated with encumbrance management
 - Simplify roster to reflect authorized services only
- Applies to following Employment and Day codes ONLY:
 - CBDS (3163)
 - Individual Supported Employment (3168)
 - Group Supported Employment (3181)

FY24 Day/Work Roster

Roster Updates:

- Removal of “utilization adjustment” and “negotiated units” fields
- Additional fields for T22 class year and tracking of programs with multiple service locations
- New fields to track annualization of service authorizations
- Removal of “name only”
- “Below the line” fields for DDS use to manage funds associated with authorizations

FY24 Day/Work Roster

Process Updates:

- Providers will submit new FY24 roster along with their FY23 roster for FY23 year end amendments
- DDS will “pre-encumber” FY24 funds based on new roster
 - 70% of roster value for rosters >\$100K
 - 95% of roster value for rosters <\$100K
- There will be no use of the Service Summary Form
- During FY24 DDS may adjust encumbrance amounts without signature approval of provider

FY24 Day/Work Roster

Process Updates:

- DDS guarantees reimbursement for all services rendered to individuals that are within the authorized service limits established for that particular individual
- Providers will periodically submit updated rosters to DDS reflecting changes in service authorizations throughout the year
- DDS will sign the roster indicating agreement with the service authorizations listed

FY24 Day/Work Roster

Sample Roster Data in New Format

First Name	Start Date	End Date	Fiscal Year Authorization			Annualized Authorizaiton	
			Authorized Units per Week	Total Units	Total Allocation	Total Units	Total Allocation
Nita	8/1/2023	6/30/2024	27.5	1,293	28,239.12	1,375	30,030.00
Dylan	7/1/2023	6/30/2024	30.0	1,500	32,760.00	-	-
Toni	7/1/2023	6/30/2024	30.0	1,500	32,760.00	1,500	32,760.00
Russ	12/1/2023	5/30/2024	30.0	750	16,380.00	-	-

Total Units / Allocation no longer reflect utilization Adjustment (i.e. displayed at 100% utilization)

FY24 Day/Work Open Close

FY23/24 Open Close Steps:

Provider Responsibilities – Due April 28

- Submit FY23 Roster and FY23 SSF Amendment
- Submit FY24 Roster (new roster format)

DDS Responsibilities

- Execute FY23 SSF and amend contract amount
- Execute FY24 Roster and enter FY24 initial contract amount
- Return executed documents to Providers

Billing Documentation

- Providers have a responsibility to maintain adequate documentation for all services rendered in such detail as to substantiate claims for payment.
- DDS defines the requirement to maintain records necessary to substantiate billing as follows:
 - Attendance records / logs that are signed and dated
 - Brief summaries of the nature of service provided such as progress notes, daily logs, service encounter summaries, or other description of each service encounter

Transportation: Accommodation Rate Contracts

- Returning to normal billing processes. With the public health emergency, DDS supported providers' costs for vehicles and maintenance even though limited transportation may have been provided
- Providers must submit SDRs listing actual attendance. EIM will not let providers submit Monthly Accommodation Rate billing without an accompanying SDR
- DDS will be reviewing SDR and total funding for these contracts
 - DDS is seeing low attendance reporting from providers on many SDR. It is important that SDR attendance data is accurate

Assistive Technology (AT) and Remote Support Devices

- For FY24, Department is instituting Invoice Documentation/Transaction Detail back up forms for AT and Remote Supports cost reimbursement device contracts
- Regions will process payment once provider forwards completed forms to regional contracts office
- Forms are similar to those that Flexible Funding providers submit to regional contracts offices
- Forms and instructions will be posted to the DDS/POS web site by mid-May

Invoice Documentation Form: AT and Remote Supports Devices

Assistive Technology Devices(3282) Remote Support Devices(3782) - Invoice Documentation Form

Fiscal Year

Provider Name:	<input type="text"/>	Contract Total:	<input type="text"/>
Contract #:	<input type="text"/>	Total Authorized Allocations:	\$ -
Date:	<input type="text"/>	Amount Invoiced To Date:	\$ -
Contract Balance:			

DDS Area Office	Last Name	First Name	Authorized Allocation (If Applicable)	Amount Invoiced to Date	Balance	July
						Amount by Month (Select Dropdown)
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -

Month	Invoice Total
July	\$ -
August	\$ -
September	\$ -
October	\$ -
November	\$ -
December	\$ -
January	\$ -
February	\$ -
March	\$ -
April	\$ -
May	\$ -
June	\$ -
Supplemental 1	\$ -

Transaction Detail: AT and Remote Supports Devices

Transaction_Date	Last_Name	First_Name	Transaction_Amount	Description	Invoice_Month	Comments

Adult Long Term Residential: FY23 Close

- All Occupancy Rate Applications (ORA) for sites that open before April 30, must be submitted directly to DDS Central Contracts Office by April 14
- Submissions after this date must use a FY24 ORA and will not be reviewed until the summer
- If documentation is insufficient, rates will not be assigned until FY24
- If a site opens in FY23 without an ORA, the region will execute a max obligation/cost reimbursement contract to cover costs until a rate is set in FY24

Adult Long Term Residential: FY23 Close

- Start-Up or Capital Contracts:
 - Area Office authorization is not sufficient to purchase any items associated with a startup or capital contract
- If a contract is not signed, the Department will not reimburse provider for costs incurred
- **Make sure a contract is signed and fully executed before you make any purchases or incur any costs**

Adult Long Term Residential: FY23 Close (Slide Updated)

- Reminder of New Absence Billing Process for FY23
- Providers may not bill for absence units in their regular monthly SDR
- Once providers have completed all billing for FY23, the provider submits Billable Absence Request Form to the Area Director
 - The Absence Billing Worksheet is no longer required
- Once the Area Director approves, the regional contracts office will process a manual payment to the provider

ALTR-24 Transition: FY24 Open

- New operational and occupancy Doc IDs will be created as a result of ALTR-24. Current Document IDs will terminate on June 30, 2023
 - This includes activity codes: 3153, 3751, 3182, 3713 and 3753
 - Does not include Adult Site Based Respite (3759). This program comes under SSQUAL-23
- As evaluation teams complete reviews, DDS will email award letter and Master Agreement standard contract form to qualified providers to sign electronically

ALTR-24 Transition: FY24 Open

- During the transition, your regional contract officer may share ICMS reports with your organization
- Until the Master Agreement contract is signed, regional contract offices cannot execute the Service Summary Form (SSF)
- Central Office will forward FY24 Occupancy Worksheets to providers before awards are made

ALTR-24 Transition: Enrollments

- All current enrollments have to transition to new Doc IDs:
 - 8,900+ enrollments and 2,300 sites have to “cut over”
 - Enrollments have to be end dated and new enrollments entered and interfaced to EIM
 - We expect there will be some enrollment issues
 - If you don’t see enrollments, please be patient. If you see errors in enrollments, reach out to your Regional Contracts Office

ALTR-24 Transition: Occupancy Worksheets

- Occupancy Worksheets for existing sites with approved rates will be based on occupancy data from a provider's FY23 contract
- Providers update offsets and contact information, sign and return to:
 - DDS-POS-Occupancy@mass.gov
 - Contact this address directly for any change requests for initial FY24 Occupancy Worksheets
- Central Office will forward approved worksheets to region and provider
- Provider completes SSF and forwards to regional contract specialist to process

Mid-Year Changes and Occupancy Site Improvements

- All change requests during FY24 go to the Area and Regional Office
- Providers must receive a signed site improvement pre-authorization form before incurring any costs
 - DDS will not fund site improvements that don't have signed pre-approval
- After project is complete, provider submits documentation to Area Office. Central Office will compute payment and depreciation schedule

Year End Timelines/Deadlines

- April 14: FY23 Occupancy Rate Applications Submitted to Central Office
- April 28: FY2023 Amendment Deadline
- April 28: FY2024 Rosters for CBDS, ISE, GSE
- May 12: FY2024 Rosters and other documentation for all other Activity Codes except for ALTR
- June 2: FY2024 Rosters and Service Summary Forms for ALTR. Completed FY24 Occupancy Worksheets to Central Office

QUESTIONS