



FY22 WORKFORCE INVESTMENT PAYMENTS GUIDANCE FOR PAYMENT IMPLEMENTATION September 20, 2021

On August 13, 2021, the Executive Office of Health and Human Services (EOHHS) promulgated a new rate regulation, *101 CMR 448.00: Workforce Investment Rates for Certain Health and Human Services Programs*. This regulation authorizes enhancement payments for certain programs that do not fall under DDS Home and Community-Based Services Waivers (HCBS) and were excluded from 10% enhancement rates promulgated in *101 CMR 447.00: Rates for Certain Home- and Community-based Services Related to Section 9817 of the American Rescue Plan Act*.

This guidance document will summarize the Department of Developmental Services' (DDS) process for implementing this regulation including eligible services, payment methodology, and required documentation.

I. Eligible Services

101 CMR 448.00 establishes enhancement payments for certain services that were excluded from 10% enhancement rates under *101 CMR 447.00*. The regulation covers services provided by multiple EOHHS Departments, below is the list of DDS services eligible for payments.

Activity Code	Activity Name
3170	Clinical Team
3253	Visually Impaired Services
3274	Corporate Representative Payee
3700	Family Support Navigation
3735	Children's Respite in Care Giver's Home-Hour
3770	Family Support Centers
3771	Cultural Linguistic Family Support Centers
3772	Autism Support Centers
3773	Intensive Flexible Family Support Services
3774	Medically Complex Programs
6753	Agency w/Choice Admin fee
7200	Autism Clubhouse Services

II. Payment Methodology

101 CMR 448.00 stipulates that a monthly payment rate shall be calculated based on 10% of the provider's May-2021 (FY21) state funding. For the purposes of this calculation, May-2021 refers to the

month in which services were delivered, not when the payment was made. DDS will therefore issue an aggregated rate payment equivalent to 6 monthly units of this payment rate, covering the period of July – December 2021. This calculation will be done at the contract level for each of the provider’s eligible contracts, and then totaled into a single aggregated rate payment.

Payment calculations for each contract are as follows:

$$\text{Enhancement Payment} = [\text{Total May} - 2021 \text{ Payments}] * 10\% * 6 \text{ Months}$$

Total May-2021 payments are inclusive of any supplemental payments and/or recoupments.

III. Required Documentation

DDS Central Office will issue a single Workforce Investment Payment Summary Form to each provider that summarizes the payment calculation for each eligible contract. Providers must review this form to ensure that May-2021 payment amounts are correct, then sign (electronic signatures only) and return via email to Central Office. Once received, DDS will process the payment. Providers do not need to submit an invoice to receive payment.

If you believe there is an error with payment calculations, please contact Dylan Lattimore (Dylan.Lattimore@mass.gov) with the following information:

- Document ID of contract in question
- New total May-2021 payment value
- Documentation of payments from EIM and/or VendorWeb supporting new total

No payment re-calculations will be considered without the above information.