




**MassHealth**  
**HCBS Waiver Provider Bulletin 13**  
**September 2021**

**TO:** Acquired Brain Injury (ABI) and Moving Forward Plan (MFP) Waiver Providers Participating in MassHealth

**FROM:** Amanda Cassel Kraft, Acting Assistant Secretary for MassHealth 

**RE:** **Additional Guidance and Requirements for Day Services throughout the Remainder of the Federal Public Health Emergency and Billing Guidance for Community-Based Day Supports**

## Background

This bulletin is being issued pursuant to the updated Executive Office of Health and Human Services (EOHHS) guidance for day programs: [EOHHS COVID-19 Guidance for Day Programs](#). All ABI/MFP **day services** providers must adhere to all requirements in the EOHHS guidance. This bulletin replaces and supersedes [HCBS Waiver Provider Bulletin 9](#).

In addition to the above, the following requirements and additional guidance apply to all MassHealth-covered ABI and MFP waiver day services. The requirements and additional guidance in this bulletin may be revised in a subsequent provider bulletin as the Commonwealth's COVID-19 status evolves over time and public health experts learn more about the virus.

Additional guidance for day services providers delivering telehealth/remote services can be found in [HCBS Waiver Provider Bulletin 10](#). Additional guidance for rates and billing can be found in [HCBS Waiver Provider Bulletin 12](#). This bulletin also includes additional rate and billing guidance for community-based day supports (CBDS) services provided to ABI and MFP waiver participants.

## Additional Guidance and Requirements

1. On a monthly basis, day services providers must submit a complete roster of participants scheduled to attend the program site in person. The roster is due on the first business day of each month to the Disability and Community Services HCBS Provider Network Administration Unit via email to [ProviderNetwork@umassmed.edu](mailto:ProviderNetwork@umassmed.edu). The roster must contain the participant's complete name, MassHealth ID #, and the days on which the participant is scheduled to attend the provider's day program site.
2. If any participant, regardless of payer source, attending the provider's day program site, or a staff member working at the provider's day program site, tests positive for COVID-19, the provider must complete the following four steps within 24 hours:
  - a. Inform the local board of health (LBOH) and work with them to develop appropriate communication messages.

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- b. Inform employees and participants and/or caregiver/guardians of the confirmed case in a manner that protects the affected individual's confidentiality.
  - c. Call the [DPH Epidemiology Line](#) at (617) 983-6800 (this is a separate and distinct step from contacting the LBOH), which enables DPH's epidemiology team to appropriately track any associated cases.
  - d. Notify the Disability and Community Services HCBS Provider Network Administration Unit within 24 hours via email to [ProviderNetwork@umassmed.edu](mailto:ProviderNetwork@umassmed.edu). At that time, MassHealth may request the provider's COVID-19 screening plan, isolation and discharge plan, and communication plan.
3. Providers who are directed to close their day program site for a period of time due to an exposure or outbreak of COVID-19 within their program site, or who are issued directives regarding operation of their day program site due to an increase in community infection, may continue to provide remote services to all of their participants until participants can safely return to the day program site.
  4. Providers that temporarily suspend center-based services must notify the Disability and Community Services HCBS Provider Network Administration Unit within 24 hours via email to [ProviderNetwork@umassmed.edu](mailto:ProviderNetwork@umassmed.edu).
  5. Providers should frequently check the CDC website and the Massachusetts Department of Public Health website and guidance to ensure that they are informed of, and implementing, the most current guidance.

### **Enhanced ABI/MFP Waiver Service Rates and Billing Instructions for Community-based Day Supports (CBDS)**

For dates of service beginning July 1, 2021, through December 31, 2021, CBDS providers may bill at the Level B rate established in 101 CMR 415.00 for these services when provided to ABI and MFP waiver participants. For participants previously authorized for services at Level B, CBDS providers may bill at the Level I rate established in 101 CMR 415.00 for these services provided to ABI and MFP waiver participants.

### **MassHealth Website**

This bulletin is available on the [MassHealth Provider Bulletins](#) web page. [Sign up](#) to receive email alerts when MassHealth issues new bulletins and transmittal letters.

### **Questions**

If you have questions about the information in this bulletin, please contact the Disability and Community Services HCBS Provider Network Administration Unit at

**Phone:** Toll free (855) 300-7058

**Email:** [ProviderNetwork@umassmed.edu](mailto:ProviderNetwork@umassmed.edu)

The University of Massachusetts Medical School Disability and Community Services HCBS Provider Network Administration Unit is open 9 a.m. to 5 p.m. ET Monday through Friday, excluding holidays.