

OPWDD Guidance Documents with Payment Standards

This guidance document contains payment standards, with all payment standards shaded in grey. Any requirement in this guidance document which is not shaded in grey is a program standard or an explanation, illumination or illustration to aid auditors in interpreting the documents. Please note that there may be instances where materials may be partially shaded in a sentence, paragraph or beneath a header. It is OPWDD's intent that only those words that are shaded shall be considered part of a payment standard and any other words within a sentence or paragraph or below a header that are not shaded should be construed to be a program standard or an explanation, illumination or illustration to aid auditors in interpreting the document.

Appendix B: Service Documentation Requirements for General Developmental Disability Monthly Services (Social Worker)

Purpose

This Appendix describes the documentation requirements for General Developmental Disability (DD) Monthly Services (Social Worker) within Options for People Through Services (OPTS) pilots.

Service Definition for General DD Monthly (Social Worker)

General DD Monthly Services (Social Worker) is an OPTS service that funds the salary of a master's level social worker who is a member of the Child Psychiatric Team. OMRDD's expectation is that the social worker's time will not be billed through an Article 16 or Article 28 clinic as that staff person's time is already being compensated through the General DD Monthly Services (social worker).

The unit of service for General DD Monthly Services is one month. The OPTS agency will be paid for one month of OPTS General DD Monthly (Social Worker), as long as a masters level social worker remains a paid staff person for the Child Psychiatric Team. Your agency must inform the Taconic DDSO Liaison if your agency ceases to employ a social worker for the Child Psychiatric Team.

Format for Documenting General DD Monthly Services (Social Worker)

Your agency must use the OMRDD-developed Monthly Service Summary record to document the number of individuals served by the Child Psychiatric Team. A copy of this document is included with this Appendix. Detailed directions for completing the Monthly Service Summary document are also attached.

By signing the Monthly Service Summary document, the agency's staff is attesting to the fact that the Child Psychiatric Team, which includes the social worker, provided services to individuals during that month.

Payment for General DD Monthly Services (Social Worker)

Payment for General DD Monthly Services (Social Worker) under OPTS will be issued to your agency on a monthly basis.

Required Documentation for General DD Monthly Services (Room & Board)

Each month your agency must complete and submit to the Taconic DDSO a copy of **The Monthly Service Summary Document-OPTS General Developmental Disability Monthly Services (Social Worker)**. The Monthly Service Summary Document must be signed once a month by the staff responsible for ensuring that the social worker's salary is paid. The Monthly Service Summary document may be submitted via e-mail, but a signed copy must be printed and kept for your agency's records.

Documentation Retention

All documentation specified above must be kept the balance of the calendar year in which they were made and for six (6) additional years thereafter. See Appendix A for additional requirements regarding record retention.