

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-1: Service Documentation Requirements for General Developmental Disability Monthly Services (Integrated Residential Community)

Purpose

This Appendix describes the documentation requirements for General Developmental Disability (DD) Monthly Services (Integrated Residential Community) within Options for People Through Services (OPTS) pilots. Your agency is required to continue compliance with Part 27.3 in addition to the requirements of this Appendix

Service Definition for General DD Monthly (Integrated Residential Community)

General DD Monthly Services (Integrated Residential Community) is an OPTS service that funds direct services to residents in accordance with each individual's service plan formulated per Part 27.3.

The unit of service for General DD Monthly Services is one month. Your agency will be paid for a **full month** when the following billing standard is met:

1. The **resident** is enrolled in the provider's Integrated Residential Community program (TABS Program Code 04500450) for a minimum of 22 days in a calendar month. "Enrollment" is defined as the time period commencing with the day of admission, up to and including the day of discharge.
2. Integrated Residential Community staff **deliver** and **document** a minimum of 4 separate days of face to face direct service, known as "countable service days", in accordance with the resident's Individual Service Plan. No more than 2 service days provided within a single week are countable toward the monthly minimum of 4 countable service days for a full month payment. A countable service day requires documentation of at least one staff service or action. The staff service or action must be provided at the residence or initiated or concluded there.
3. Countable service days **may include**:
 - Day of admission and day of discharge to a hospital, nursing home, ICF or other certified, licensed or government funded residential setting in cases where on those days Integrated Residential Community staff deliver and document direct services **to the resident at the Integrated Residential Community.**
 - Days when all residents of the Integrated Residential Community are relocated due to emergency conditions or other circumstances reported to and approved by the DDSO/NYCRO and DQM. (It must be necessary to relocate the residents to preserve their health and safety.) Such days are countable only when staff regularly assigned to the resident's deliver and document services that are similar in scope, frequency and duration to the direct services typically delivered to the resident at the residence.

Documentation must clearly state the location of this emergency off-site service delivery.

Format for Documenting General DD Monthly Services (Integrated Residential Community)

Your agency must use the OPWDD-developed OPTS General DD Monthly – Integrated Residential Community (IRC) Documentation Record – Individual Summary. A copy of this document is included with this Appendix. Detailed directions for completing the OPTS General DD Monthly – Integrated Residential Community (IRC) Documentation Record – Individual Summary are also attached.

By signing the Individual Summary document, the agency's staff is attesting to the fact that direct services were provided to individuals during that month.

Payment for General DD Monthly Services (Integrated Residential Community)

Payment for General DD Monthly Services (Integrated Residential Community) under OPTS will be issued to your agency on a monthly basis based on service information that your agency submits to OPWDD via a secure web application. When reporting General DD Monthly Services (Integrated Residential Community) via the OPTS Web Based Application, your agency will report each month when the billing standard identified above has been met.

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.