



TO: Executive Director, Agencies Operating Individual Day Habilitation Services
DDRO Directors

FROM: Helene DeSanto 
Deputy Commissioner Service Delivery

Katherine Marlay 
Acting Deputy Commissioner Person Centered Supports

DATE: March 25, 2015

Subject: Transition of Individual Day Habilitation Services effective October 1, 2015

This memorandum is to inform you of upcoming changes to Individual Day Habilitation and the need to transition these services to either Group Day Habilitation or Community Habilitation. We ask that your agency identify a point person who will work with OPWDD Central and Regional Offices to ensure the ready transition of services and who will participate in a webinar (described below). Please inform OPWDD of your agency's point person by Monday, March 30, 2015 by e-mailing the information to the People First e-mail address at PeopleFirstWaiver@OPWDD.NY.GOV. The change is necessary due to the recent expansion of Community Habilitation services that results in no significant difference between the scope of services and activities included in Individual Day Habilitation and the scope and activities that can be funded through these other habilitation services. A separate letter will be mailed shortly to MSC providers to inform them of the upcoming changes, and to ask that they share the information with the individuals and families that participate in Individual Day Habilitation Services.

It is our expectation that this change will affect the administration and billing of current services, but in most cases will not affect service delivery as experienced by individuals and families. As a separate letter will be sent to individuals, families and Medicaid Service Coordination (MSC) providers regarding this change, this memorandum will focus on the necessary business and rate actions needed to support this change.

Selection of Service Options – Community Habilitation and Day Habilitation

Agencies may opt to transition services to either Community Habilitation and/or Day Habilitation (now called Group Day Habilitation), based upon the degree to which one or the other models best supports the service needs and choice of individuals. It is possible that an agency may opt to use both options (i.e., some individuals' services transition to Community Habilitation and other individuals' services transition to Group Day Habilitation.) We would encourage that a person's services transition to a single service, but in some cases a person may best be served using a combination of services. The attached chart provides an analysis of rates for the different service options.

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For individuals who transition from Individual Day Habilitation services to Community Habilitation, services will continue to be billed as Individual Day Habilitation through September 30, 2015. Effective with services delivered on or after October 1, 2015, your agency will bill these services as Community Habilitation. For individuals who transition to Group Day Habilitation, your existing Group Day Habilitation rate will be adjusted in the future to include the costs of your Individual Day Habilitation services. Under this option, all Individual Day Habilitation service billing continues through September 30, 2015, and effective with service dates of October 1, 2015 your agency will bill full or half units of Group Day Habilitation for services provided to individuals who were formerly receiving Individual Day Habilitation Services.

Next Steps

It is essential that your agency identify one point person who will serve as a contact to ensure a smooth transition. By Monday March 30th please send the name, title, e-mail address and phone number of the identified point person to the People First e-mail address at PeopleFirstWaiver@OPWDD.NY.GOV. We will hold a webinar with agency contacts on Thursday April 9, 2015 from 11:00 am - noon. One of the initial activities will be to confirm the current roster of Individuals impacted by this change and the time table for decision-making and rate actions. We ask that you hold any questions until the webinar, but if you do have immediate questions, please either e-mail the afore-mentioned e-mail account or call 518-486-6466.

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