



**-MEMORANDUM-**

**To:** OPWDD Regional Office Directors and Deputy Directors  
MSC Coordinators  
COLT (Central Office Leadership Team) Members

**From:** Gerald Huber, Deputy Commissioner  
Division of Person-Centered Supports

Megan O'Connor-Hebert, Deputy Commissioner  
Division of Quality Improvement

**Date:** May 9, 2013

**Re: Medicaid Service Coordination (MSC)  
Vendor Approval and Termination Procedures**

For the present time, OPWDD will continue to act as sole provider of Medicaid Service Coordination (MSC), giving us an opportunity review and update our procedures for the processing of new MSC Vendor applications and MSC Vendor Terminations.

Included with this memorandum are the updated procedures and Vendor Approval Form. These updated procedures will go into effect beginning June 1, 2013.

Even though OPWDD's regional restructuring took effect in July, 2012, MSC Contracts will remain DDSO specific except in NYC where the Contract will cover all NYC DDSOs. Contracts may only be executed after Division of Quality Improvement (DQI) approval is obtained.

When a Vendor is terminated, the district must ensure individuals are removed from the Vendor's MSC program code and request the program code be closed. The DDSO is also responsible for requesting TABS program codes, when a Vendor is approved, for enrollment of authorized individuals.

To help simplify the billing process, OPWDD is moving toward using single Provider ID's for MSC billing by Vendor. We are also in the process of making proper revisions to the MSC Vendor contract. Further information on these two items will follow as they develop.

Questions may be directed as follows: MSC Billing Procedures: [Matt Breslin](#) or [Earl Jefferson](#), Central Operations. Vendor Approvals: [Ellie Smith](#), OPWDD Division of Quality Improvement. All other MSC policy and program concerns: [Eric Pasternak](#), Division of Person-Centered Supports.

cc: Ms. K. Smith  
Mr. Jefferson  
Ms. E. Smith  
Mr. Pasternak