

## OPWDD Medicaid Service Coordination (MSC) Redesign effective October 1, 2010 Clarification on “Years”

Effective October 1, 2010, the MSC redesign incorporated a number of program changes as well as establishing unit allocations for service. The following is a brief guide to offer clarification as to the correct “year” to be used when tracking certain aspects of MSC, including unit allocations, minimum required face to face visits, home visits, ISP reviews, and training requirements.

1. **Unit Allocation Year** - Unit Allocations are full annual values and are based on **New York State Fiscal Year** (April 1 – March 31). When proration is applicable (e.g., individual changes vendor), the time period would be based on State Fiscal Year. When provider utilization is monitored, billed units will be compared against the annual allocation with recognition for the portion of the State Fiscal Year during which the services were provided. So April - June service months would represent 25 percent of the State Fiscal Year.
2. **In-Home Visit Year** – At least one in-home visit is expected to be made annually to each MSC participant. The annual period during which the in-home visit is to occur is the **calendar year (January 1 – December 31)**.
3. **Face-to-Face Meeting Year** – At least three face-to-face service meetings are expected to be held annually with each individual who receives MSC. The annual period during which the face-to-face meetings are to occur is the **calendar year (January 1 – December 31)**. For individuals who are not MSC participants for a full calendar year, the number of face-to-face service meetings expectation is as follows:
  - a. Three face-to face meetings for individuals enrolled during January – April,
  - b. Two face-to-face meetings for individuals enrolled during May – August, and
  - c. One face-to-face meeting for individuals enrolled during September – December.
4. **ISP Review Year** – Review and update of the ISP is expected at least twice annually, with at least one review conducted face-to-face. The **annual face-to-face review meeting of the ISP must occur within 365 days of the prior face-to-face meeting or by the end of the calendar month in which the 365<sup>th</sup> day occurs**.
5. **Service Coordinator Training Year** – The **training year** (12 month period) will vary by service coordinator and is established when a person first begins responsibilities as a service coordinator\*. The target timeframe for completion of the Core training for new service coordinators will be six months from the date of assuming MSC responsibilities. Service coordinators and supervisors with three years experience will only need to complete a minimum of 10 hours of professional development in the year rather than the 15 hour minimum required for those with less than three years of experience.
  - The training year of a service coordinator may be adjusted for extended leaves when the service coordinator is not performing responsibilities of a service coordinator.

Please note, the programmatic changes to the MSC program apply only to non-Willowbrook Class Members. For **Willowbrook Class Members**, face to face visits must still occur on a monthly basis, home visits must occur every three months, and ISP reviews are held every six months as a face to face review with the individual and their advocate present.