



March 25, 2014
(Updates to the April 2, 2012, previously May 3, 2011 document)

MSC Restructuring Unit Management – Portability and Attrition

OPWDD policy expectation – There is **No CAP** on enrolling **eligible** individuals in MSC. New MSC participants have free choice of available and qualified providers regardless of the number of units allocated to a particular provider at a given point in time. MSC participants already enrolled in MSC may transfer between available and qualified MSC providers whenever the person exercises their free choice to do so regardless of the number of units allocated to their provider of choice. In March 2012, OPWDD issued guidance for assessing an individual’s ongoing and comprehensive need for Medicaid Service Coordination.

The MSC Unit Allocations are meant to be used as a planning tool only and are not meant to restrict the ability of otherwise eligible individuals to receive MSC. Likewise, the MSC unit allocations are not meant to restrict the ability of MSC participants to exercise their free choice of available and qualified MSC providers. MSC must be provided as needed based on the scope of the service and the individualized needs of each person and necessary services should not be withheld due to unit allocation issues.

Portability of Units - Units are portable and follow the individual, regardless of Vendor, residential setting or District catchment area. During a state fiscal year, units are pro-rated, with annual adjustment for the subsequent state fiscal period. State fiscal year is April 1 – March 31. As of April 1, 2012, units will follow an individual even when there is up to 90 days between effective remove date from one vendor’s program and effective add date to another vendor’s program.

Management of Vendor Reserve of Allocated Units (Attrition) As of March 2014 there will no longer be a reserve of allocated units. When units are no longer associated with an individual (i.e., due to death, moves out of state, individual no longer Medicaid enrolled, individual in a residential setting that precludes receipt of MSC) the units freed will return to the Regional Office and will no longer be a part of the agency allocation. Consistent with Portability of Units, a Vendor’s allocation for the fiscal year the individual is eligible for MSC and enrolled in the Vendor’s MSC program will include a prorated portion of the individual’s units, the balance of the individual’s prorated unit for the fiscal year will return to the Regional Office.

Unit Allocation and Proration – While MSC unit allocations are full annual values, based on state fiscal year (April 1- March 31), through portability of unit described above and new enrollment in MSC, vendors will have partial year unit usage in the year of change or service start. The Vendor, of the individual who has changed Vendor, or who has accepted a new enrollment, can consider units available based on the portion of the state fiscal year remaining as of the effective date the individual is authorized to receive service from that Vendor.

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- Example 1, an individual living in a Supportive IRA changes Vendor effective October 1 so with 6 months remaining in the state fiscal year (October – March), half of the 10 unit annual allocation for a Supportive individual, or 5 units, are available to the new Vendor in the current state fiscal year.
- Example 2, for an individual living in a Supervised IRA who changes Vendor effective December 1, there are 4 months remaining in the state fiscal year (December – March), one-third of the 6 unit annual allocation for a Supervised individuals, or 2 units, are available to the new Vendor in the current state fiscal year.
- Example 3, an individual living at home with family is authorized for service effective June 1, there are 10 months remaining in the state fiscal year (June – March), and even though removed from former Vendor’s program April 15, units follow the individual with five-sixths of the 12 unit annual allocation for an individual living with family, or 10 units are available to the Vendor in the current state fiscal year.

Tracking and Unit Management - TABS continues to track MSC transactions (i.e., MSC forms and DDP-1 for residential changes). MSC enrollment and residential change transactions recorded in TABS are essential components associated with MSC unit allocation management.

1. Enrollment Changes - If an individual changes Vendor and the former Vendor exceeded the expected utilization (billed more units), the former Vendor may need to explain the extra billing. The new Vendor will receive prorated units for the current fiscal period, and is not affected by the former Vendor’s utilization.
2. Supplemental Unit Allocation – If an individual does not meet the Central Office criteria for additional units, the unit allocation will come from a District allocation.
3. Vendors Responsible For Managing Allocations - Vendors are responsible for explaining billing that exceeds expected utilization.