

Division of Enterprise Solutions

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Plan of Care Support Services – Initial Service Coordination from OPWDD Interim Reimbursement Process

On October 1, 2012 revisions to 14 NYCRR Subdivision 635-10.5(a) took effect regarding Plan of Care Support Services (PCSS). One of the features of these regulatory changes is the allowance, in qualifying circumstances, of an Initial PCSS fee that is three times the standard PCSS fee.

A provider qualifies for an initial PCSS payment when the service is provided to an individual who is new to the HCBS Waiver and new to service coordination: that is, the person has never received any type of service coordination/case management service through OPWDD, including MSC, CMCM, PCSS, HCBS Wavier, state paid service coordination and Care at Home. NOTE: Initial PCSS claiming is **NOT** allowed for individuals enrolled in DOH's Early Intervention program.

OPWDD is working with the NYS Department of Health (DOH) for system modifications which are needed for providers to bill the initial PCSS fee. In the interim, providers should claim initial PCSS as follows:

1. The Provider must complete and submit a voucher to OPWDD (Payment Processing Unit, 44 Holland Avenue, 4th Floor, Albany, NY 12229).
 - The voucher **must have** the provider's Statewide Financial System (SFS) Vendor ID included in the "Description" field.
 - The voucher **must have** "PCSS Initial Service" identified in the "Description" field.
 - **NO OTHER SERVICE SHOULD BE CLAIMED ON THE VOUCHER!**
2. The Provider must include with the voucher a completed State Paid Service Billing Form (available from the OPWDD website under Resources/Forms/Payment Processing Unit Billing Forms and Instructions).
 - In the section of the Billing Form where the Month/Year of Service is indicated, the Provider should enter the month and year when delivery of the initial PCSS was concluded.
 - In the section of the Billing Form where the service is indicated, check "OTHER" and write "INITIAL FEE" next to "OTHER".
 - In the section of the Billing Form where Price ID is to be indicated, the provider should enter their Provider ID that will be used for billing DOH for subsequent PCSS to the individual.

A claim for initial PCSS should be submitted no earlier than the 1st of the month following the month service was provided.

Once the DOH system modifications are in place, providers will be informed of the reimbursement process for claiming initial PCSS to DOH.