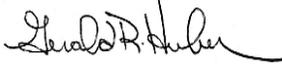




MEMORANDUM

TO: Executive Directors of Voluntary Provider Agencies
Regional Office Directors & Deputy Directors

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

SUBJECT: Clarifying Information - Administrative Memorandum #2013-02:
Consolidated Supports and Services Service Documentation Requirements

DATE: February 27, 2013

Suggested Distribution:

- Financial Management Services agency (FMS) fiscal managers and billing staff
- Individuals participating in Consolidated Supports and Services (CSS)
- Circle of support members
- CSS start-up/support broker agencies
- CSS independent start-up and support brokers
- Medicaid service coordinators (MSC) and MSC supervisors
- DDRO Community Support Offices
- DDRO CSS Liasons

Purpose:

This memorandum provides clarification related to Administrative Memorandum (ADM) #2013-02, Consolidated Supports and Services Service Documentation Requirements. ADM #2013-02 specifies that, effective March 1, 2013, billing for Consolidated Supports and Services based on provision of supports and services included in an approved CSS Plan/Budget is by full month only, based on documentation that verifies that the CSS participant received at least four (4) face-to-face countable services, each provided on a separate day during the month, and removes the option for half month billing for Consolidated Supports and Services by Financial Management Services (FMS) agencies. The only exception to the CSS full month billing is when the FMS will bill delivered services authorized for funding as CSS using the eMedNY rate code for quarter hour units instead of the applicable CSS rate code for a monthly service unit.

In regard to ADM #2013-02, OPWDD further clarifies that, effective immediately and during a period of transition, the CSS Plan/Budget must be developed and submitted on one of three formats:

- 1) The Individual and Community Supports (ICS) Plan/Budget*
- 2) The Self Determination Consolidated Supports and Services Plan/Budget
- 3) The Portal Pilot Supports & Services Budget Application

Executive Office

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The Individual and Community Supports (ICS) Plan/Budget format is required for use by all individuals new to Consolidated Supports and Services as of February 1, 2013, and is the preferred format for all CSS participants' plans/budgets.

* Individual and Community Supports (ICS) is a person-centered approach to providing people with streamlined access to individualized service options consistently statewide. ICS is **NOT** a service.

Additional Information:

For additional information about Consolidated Supports and Services and service documentation for CSS, please contact OPWDD Division of Person-Centered Supports at (518) 473-9697.

cc: Provider Associations
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