



STATE OF NEW YORK
OFFICE OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES

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September 3, 2008

RE: Free-Standing Respite Sites Certified as IRAs -
Program Code, Documentation and Billing
Information

Dear Free-Standing Respite Provider:

The Division of Quality Management is finalizing the certification of Free-Standing Respite (FSR) sites as Individualized Residential Alternatives (IRAs). An Operating Certificate has been, or will be, issued for each FSR site you operate. This letter provides information on changes which will take effect on October 1, 2008, and this information should be shared with staff throughout your agency.

FSR Program Code(s)

As of October 1, 2008, each Operating Certificate will be associated with a new OMRDD Tracking and Billing System (TABS) Program Code. The new TABS Program Code for a FSR site consists of the Operating Certificate number with a "0" inserted as the fifth digit. So Operating Certificate #1234123 would be TABS Program Code #12340123.

Unit of Service and Documentation of FSR Service Delivery

The Unit of Service for FSR continues to be hourly with billing in 15 minute increments. No rounding up of time is allowed, a full 15 minutes of service must be provided to bill a unit of service. As of October 1, 2008 your documentation record should reflect the TABS Program Code associated with the site specific Operating Certificate. The certification of your FSR as an IRA has no other impact on your documentation of service. Your staff should continue to follow OMRDD's ADM 2005-02 HCBS Respite/Non Waiver Enrolled (NWE) Respite Service Documentation Requirements.

FSR Billing Changes as of October 1, 2008

For FSR services delivered by OMRDD staff:

- For services delivered on or after October 1, 2008, record FSR services in TABS using the new TABS Program Code for the specific FSR site where services were delivered.
- For services delivered prior to October 1, 2008, record FSR services in TABS using the TABS Program Code associated with the FSR site at the time services were delivered.

For all other FSR service providers:

- OMRDD has made modifications to the Respite portion of the Services Recording web application –
 - For services delivered on or after October 1, 2008, record FSR services in the Respite portion of the web application using the new TABS Program Code for the specific FSR site where services were delivered.



- For services delivered prior to October 1, 2008, record FSR services in the Respite portion of the web application using the TABS Program Code associated with the FSR site at the time services were delivered.
- Service providers who were billing FSR service through OPTS Contracts will use the Respite portion (instead of the OPTS portion) of the web application for services provided as of October 1, 2008. These service providers must also use their site specific MMIS Provider ID to bill eMedNY for FSR services delivered on October 1, 2008 and after to HCBS enrolled individuals.
- If you are an HCBS Waiver Provider and you serve individuals who are NOT enrolled in the HCBS Waiver, you must record service information in the Respite portion of OMRDD Services Recording web application.
- If you have **questions on billing FSR services**, please contact Earl Jefferson, in the OMRDD Central Operations Bureau, at (518) 402-4333.

FSR Billing "As Usual" as of October 1, 2008

- If you are a HCBS Waiver Provider and the individuals served are enrolled in the HCBS Waiver, **continue to submit** your claims to eMedNY using the MMIS Provider ID assigned to the specific FSR site where the individuals received service. Also continue to use Locator Code 03 and Rate Code 4491. Your new Operating Certificate and new TABS Program Code do not change the coding you use to submit claims to eMedNY.

OMRDD encourages agencies to record service information for HCBS enrolled individuals in the Respite portion of OMRDD Services Recording web application which utilizes the TABS Program Code specific to a FSR site. See the above section for information on recording services through OMRDD Services Recording web application.

- If you are NOT an HCBS Waiver Provider, you have been assigned an Assistive Support Price ID for FSR services. Please **continue to use** the Assistive Support Price ID to claim reimbursement for the FSR services you provide.
- If you have **questions on billing FSR services**, please contact Earl Jefferson, in the OMRDD Central Operations Bureau, at (518) 402-4333.

Calendar Entry Screen Reminder

As of July 1, 2008 the calendar screens available for initial entry of Respite services were changed so a maximum of nine months of calendars are now available. Program enrollments should be reviewed promptly after October 1, 2008, and any enrollment issues should be discussed with your DDSO immediately.

TABS Program ADD and REMOVE (DDP-1s)

As of October 1, 2008 it is important that you identify the correct TABS Program Code on the DDP-1 when an ADD or REMOVE from program is needed.

- o **If your FSR enrollment in TABS is correct as of September 30, 2008, you DO NOT need to take any action to have individuals moved from your current FSR Program Code and enrolled in the TABS FSR Program Code associated with the certified FSR site.** You can check your FSR enrollment through the Respite portion of OMRDD's Services Recording web application.
- o If an individual is to be added to a FSR program on or after October 1, 2008, use the new TABS Program Code for the FSR site on the DDP-1.
- o If an individual is to be removed from a FSR program on or after October 1, 2008, use the new TABS Program Code for the FSR site on the DDP-1.
- o If your FSR enrollment was NOT correct as of September 30, 2008 – Contact your local DDSO to determine the DDP-1 forms needed to correct your program enrollment PRIOR to October 1, 2008 and the DDP-1 forms needed to correct your program enrollment for October 1, 2008 and after.
- o If you have questions on DDP-1 ADDs and REMOVEs, please contact your local DDSO or Cindy Briggs, in OMRDD Information Management Solutions, at (518) 381-1943.

Thank you for your immediate attention.

Sincerely,



Karla J. Smith
Director, Central Operations

cc: DDSO Directors FSS Coordinators
 HCBS Coordinators TABS Coordinators
 Dr. McBain Mr. Lind
 Mr. Moran Ms. Broderick
 Mr. Smits Ms. O'Horo
 Mr. Jung Mr. Wetzel
 Ms. Swiers Ms. Lounello
 Ms. Lehmkuhl Mr. Falato
 Mr. Fletcher Ms. Briggs
 Ms. Fuld Mr. Jefferson