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Prevocational Services Examples

This document provides examples for the standards set forth in the Prevocational Services ADM #2020-01 (available at: https://opwdd.ny.gov/opwdd_regulations_guidance/adm_memoranda, or visit <https://www.OPWDD.ny.gov> and search for *Regulations and Guidance*).

These examples are not all-inclusive. There may be other billing or programmatic situations not captured here. For additional information on the documentation requirements, contact the OPWDD Office of Employment & Meaningful Community Activities at employment.technical.assistance.questions@opwdd.ny.gov.

I. Participating in Site Based and/or Community Based Prevocational Services

a. Full Day of Site Based Prevocational Services

See Prevocational Services ADM #2020-01, page 3.

1. An individual receives a full unit of Site Based Prevocational Services. On the same day the Community Based Prevocational Staff makes phone calls to develop a community opportunity for the individual. Because a provider billed a full unit (i.e., full day) for Site Based Prevocational Services, it cannot bill for the additional Community Based Prevocational Services.

b. Half Day of Site Based Prevocational Services

See Prevocational Services ADM #2020-01, page 3.

1. An individual receives a half unit (i.e., half day) of Site Based Prevocational Services. On the same day, the Community Based Prevocational Staff provides an allowable service on behalf of the individual. The Community Based Prevocational Staff may bill for the services provided, no more than 4 hours for that day, regardless of whether the individual was receiving Site Based Prevocational Services during the same time, or after the Site Based Prevocational Services were completed at the time of the call.
2. An individual receives a half unit of Site Based Prevocational Services. On the same day, the Community Based Prevocational staff accompany the individual to a volunteer site after Site Based Prevocational Services are completed. The Community Based Prevocational staff may bill for the services provided, no more than 4 hours for that day.

II. Prevocational Services When the Individual is Paid

a. Earning Capacity Assessment

See Prevocational Services ADM #2020-01, page 3.

1. Assume the state minimum wage is \$15 an hour. An individual receiving Site Based or Community Based Prevocational Services may not have an earning capacity of more than \$7.48 (49.9%) per hour if the provider is billing for Prevocational Services.
 - On June 1, 2018, an individual is enrolled in a prevocational service where he will be paid.
 - 180 days later, on November 28, 2018, the individual's average earning capacity data period ends.
 - 30 days later, on December 28, 2018, the individual's average earning capacity is determined and documented to be 47% of the applicable federal, state, or prevailing wage.
 - The provider continues billing for Prevocational Services where the individual is paid because his earning capacity is less than 50%.

III. Billing for Site Based prevocational Services

See Prevocational Services ADM #2020-01, page 5.

1. Full Unit/Day Billing

An individual is present for four hours, not including his lunch break, from 9:00 AM to 1:30 PM. During this time the staff delivers at least two allowable services. The provider may bill for a full day of Site Based Prevocational Services because the service time was more than 4 hours and there were at least two face-to-face allowable services delivered and documented. If a staff makes a phone call about the individual at 3:00 PM, there is no additional reimbursement available.

2. Half Unit/Day Billing

An individual participates from 9:30 AM to 12:00 PM. During this time the staff delivers at least one face-to-face allowable service. The provider may only bill for a half day of Site Based Prevocational Services since the service time is at least two hours and less than 4 hours, and only one face-to-face allowable service was delivered.

IV. Simultaneous Billing for Community Based and Site Based Prevocational Services

See Prevocational Services ADM #2020-01, page 8.

1. An individual, James, receives Day Habilitation services from 9:00 AM to 11:00 AM every Thursday and the agency bills for a half day unit. One Thursday morning, James' Community Based Prevocational staff makes phone calls from 10:00 AM to 11:00 AM to develop a community experience for James. The hour that the Community Based Prevocational staff spent providing the allowable service on behalf of James is billable in addition to the half unit of day habilitation.

V. Rounding for Units of Service for Community Based Prevocational Services

See Prevocational Services ADM #2020-01, page 8.

1. From 10:00 am to 10:05 am, a prevocational staff discusses a volunteer opportunity with a business for an individual receiving Community Based Prevocational Services. Since the 5 minutes was the total for the day, and there is no rounding up for services delivered for 1-9 minutes, the service provider cannot bill for the 5 minutes.
2. From 10:00 to 10:05 am, a prevocational staff communicates with the individual. If later in the same day, another prevocational staff meets with the individual and his or her family from 1:00 pm to 1:50 pm to discuss benefits planning, the service provider would combine the total service time for the day which equals 55 minutes. The total service time is divided by 15 minutes which

equals 3 units but produces a 10-minute remainder. Since at least 10 minutes remain, the service provider may round up to the next 15-minute increment and bill 4 units for the day for the individual.

3. Three individuals received a Community Based Prevocational service in a group from 9:00 AM to 11:00 AM. One of those individuals receives another Community Based Prevocational Service for one additional hour. The service provider bills at the group fee for all 3 individuals for the 120-minute session, and then at the individual fee for the one-hour activity with one individual. The service provider cannot combine the 120-minute group session and 1-hour individual session because there are separate billing codes for individual and group services.

VI. Billing During Lunch and Breaks for Community Based Prevocational Services

See Prevocational Services ADM #2020-01, page 8.8.

1. An individual is volunteering at a nursing home from 11:00 am to 3:00pm and during individual's lunch break (12:00-12:30) the staff assists the person with getting to the lunch area, purchasing lunch, and providing other allowable services, the staff member may bill for that time.

VII. Billing Community Based Prevocational Services for Staff Travel

See Prevocational Services ADM #2020-01, page 8.

1. A staff member travels to a meeting to explore a potential community experience for a group of 3 individuals. The provider can bill for that travel time if the staff is being paid by the provider during the time of travel. The provider would bill at the group fee (serving 3-8), due to the number of individuals being served.
2. A Community Based Prevocational staff person transports two individuals from their home to Community Based Prevocational activities. The staff may bill the group fee (serving 2) during the transportation time, and while providing services to the two individuals at the community activity. The travel time to home or destination with the individual(s) is billable.
3. A Community Based Prevocational staff person meets 4 individuals at their volunteer site, provides services at the volunteer site, then drives 2 individuals home. The staff person may bill the group fee (serving 3) individuals for the time services were provided at the volunteer site. The staff person may also bill the group fee (serving 2) for the time spent driving the 2 individuals' home from the Community Based Prevocational activity.
4. A staff person, Laura, travels to and attends an Innovations training which she bills to the three individuals that she regularly provides services to. Laura is being paid by the provider for her time spent traveling to and attending the training. The provider may bill for both Laura's travel and training time.

VIII. Billing for OPWDD Innovations Trainings for Community Based Prevocational Services

See Prevocational Services ADM #2020-01, page 9.

1. The provider sends one staff person that periodically or regularly provides services to two individuals. The provider must bill at the serving-2-individuals group fee.
2. The provider sends one staff person that periodically or regularly provides services three individuals. The provider must bill at the serving-3-8 group fee.

3. The provider sends two staff people, each providing service to two individuals periodically or regularly (for a total of four individuals served). Each staff person must bill for different individuals. For example, one staff person could bill for 2 individuals, and the other staff person would bill for the other 2 individuals.