



OPERATIONAL MEMO

TITLE:	ADULT DAY SERVICES IN RESPONSE TO COVID-19
SUPERSEDES NUMBER:	HCPF OM 20-087
EFFECTIVE DATE:	SEPTEMBER 14, 2020
DIVISION AND OFFICE:	BENEFITS & SERVICES MANAGEMENT DIVISION, OFFICE OF COMMUNITY LIVING
PROGRAM AREA:	HOME AND COMMUNITY-BASED SERVICES (HCBS) WAIVERS
KEY WORDS:	ADULT DAY SERVICES, ADS, PROVIDERS, HOME AND COMMUNITY-BASED SERVICES, HCBS, CASE MANAGEMENT AGENCIES, BI, CMHS, EBD, SCI
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APPROVED BY: COLIN LAUGHLIN	

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Purpose and Audience:

The purpose of this Operational Memo is to provide clarification for Home and Community-Based Services (HCBS) Adult Day Service provider agencies and Case Management Agencies (CMAs) on how Adult Day Services may be authorized and billed. The clarified language is highlighted below. This memo supersedes OM 20-087.

Information:

In response to the COVID-19 Public Health Emergency (PHE), the Department of Health Care Policy & Financing (Department) is authorizing additional changes for the Basic Adult Day Services (ADS) within the HCBS Brain Injury (BI), Community Mental Health Supports (CMHS), Elderly, Blind and Disabled (EBD), and Spinal Cord Injury (SCI) waivers. These provisions will allow for day program services to be delivered using a more flexible, person-centered approach. The Department understands the value that flexible service provision provides waiver members.

Effective September 14, 2020, providers will be able to bill for Basic Adult Day Services for the CMHS, EBD, and SCI waivers provided under the

following three (3)-tier structure. Providers for BI Adult Day Services may bill for services provided in a two (2)-tier structure as listed below.

CMHS, EBD, SCI Waivers	Rate, Hours, Delivery Options	Overview
Tier 1 – 15-minute unit Adult Day Services	<ul style="list-style-type: none"> • \$2.54/15-minute unit • Up to 12 units or three (3) hours/day • 15-min unit = minimum of 8 minutes • Can be delivered virtually or in-person 	The 15-minute unit approach allows ADS providers to render services for up to 3 hours a day for members who may be vulnerable and do not want to be in a group setting or a facility site. The requirement to provide lunch and meet other food safety requirements are waived if services are not provided in person or over the lunch hour. Providers may utilize this tier to offer virtual classes, activities, and groups using telehealth to connect members to staff and other day program members.
Tier 2 – One (1) Unit of In- Person ADS	<ul style="list-style-type: none"> • \$31.31/unit • Unit = 3-5 hours • Must be delivered in-person 	Tier 2 allows larger day programs to serve more waiver members per day (essentially in two "shifts"), while still meeting all ADS requirements such as being in-person, as well as following all COVID related guidance, such as having masks, social distancing, frequent disinfecting of common areas, etc.
Tier 3 – Two (2) Units of In- Person ADS	<ul style="list-style-type: none"> • \$31.31/unit • 2 Units = more than five (5) hours of service • Must be delivered in-person 	Tier 3 is a full, regular day of ADS. This tier may be best for waiver members who need and prefer a full day of in-person ADS. Under this tier, the provider can bill for the normal maximum amount of 2 units of ADS per day per member.

BI Waiver	Rate, Hours, Delivery Options	Overview
Tier 1 – 15-minute unit Adult Day Services	<ul style="list-style-type: none"> • \$6.28/15-minute unit • Up to 8 units or two (2) hours/day • 15-min unit = minimum of 8 minutes • Can be delivered virtually or in-person 	The 15-minute unit approach allows ADS providers to render services for up to 2 hours a day for members who may be vulnerable and do not want to be in a group setting or a facility site. The requirement to provide lunch and meet other food safety requirements are waived if services are not provided in person or over the lunch hour. Providers may utilize this tier to offer virtual classes, activities, and groups using telehealth to connect members to staff and other day program members.
Tier 2 – One (1) Unit of In-Person ADS	<ul style="list-style-type: none"> • \$77.30/unit • Unit = 2+ hours • Must be delivered in-person 	Tier 2 is a minimum 2 hours, or regular day of ADS. This tier may be best for waiver members who need and prefer a full day of in-person ADS. Under this tier, the provider can bill for the normal maximum amount of 1 unit of ADS per day per member.

Applying the 3-Tiered Model

Under the tiered approach, HCBS waiver members have a choice about how they would like to receive services, based on their needs and preferences. Waiver members may now receive ADS using alternative delivery methods, for shorter time spans, or return to the day center to receive regular day programming, or they can receive a combination of both.

For example, a waiver member could attend ADS during the morning and in the afternoon continue to receive ADS using telehealth. Additionally, waiver members could receive Tier 1 and Tier 2 ADS on certain days of the week, and then receive Tier 3 ADS on alternating days, based on the member's preference.

When delivering Tier 1 via telehealth, providers should enter Place of Service 02 on the claim.

Providers must document services rendered.

Applying the 2-Tiered Model

Under this tiered approach, HCBS-BI waiver members have a choice about how they would like to receive services, based on their needs and preferences. Waiver members may now receive ADS using alternative delivery methods, for shorter time spans, or return to the day center to receive regular day programming.

When delivering Tier 1 via telehealth, providers should enter Place of Service 02 on the claim.

Providers must document services rendered.

Specialized Adult Day Services

The tiered approach should only be utilized for Basic ADS. Specialized ADS (SADS) has additional requirements, such as nursing services, that must be met in order to bill for SADS. Because the service is more intensive, with additional requirements above and beyond Basic ADS, SADS cannot be provided using the same tiered approach as Basic ADS. Based on the needs and comfort level of the waiver members served, SADS can continue to be provided either in-person, using telehealth, or a combination of the two delivery methods, throughout the duration of the Public Health Emergency (PHE). SADS can only be billed for using the ½ day unit structure with a maximum of two (2) units of SADS per day per member.

Service Plan Changes Under the 3-Tiered Model

Service providers will need to work with both waiver members and Case Managers to discuss changes to each member's service plan, including updating the member's Prior Authorization Request (PAR) to reflect how the member would like to receive ADS moving forward. Service plans must specify if the waiver member would like to receive Tier 1, Tier 2, or Tier 3 ADS, or a combination of the tiers. The following is the maximum number of units allowed for ADS per service year based on each tier:

Tier 1 – Maximum of 3,120 15-minute units of ADS (maximum of 3 hours per day) per year

Tier 2 – Maximum of 260 units of ADS (1 unit equals 3-5 hours of service) per year

Tier 3 – Maximum of 520 units of ADS (2 units a day **equaling more than five (5) hours of service**) per year

Service Plan Changes Under the BI 2-Tiered Model

Service providers will need to work with both waiver members and Case Managers to discuss changes to each member's service plan, including updating the member's Prior Authorization Request (PAR) to reflect how the member would like to receive ADS moving forward. Service plans must specify if the waiver member would like to receive Tier 1 or Tier 2 ADS.

Billing Under the 3-Tiered Model

Providers billing under Tier 1 ADS must use procedure code S5100. One (1) unit of S5100 = Adult Daycare Services 15 min. Providers billing either tier 2 or 3 should still use billing code S5105.

- All enrolled ADS providers are eligible to deliver each of the tiers to members in accordance with their service plans.
- Service providers are allowed to provide both Tier 1 and Tier 2 ADS to the same waiver member within the same day.
 - At most, a service provider can bill for 12 units of Tier 1 ADS and 1 unit of Tier 2 ADS for the same member, on the same day.
- Tier 3 ADS cannot be billed for on the same day as Tier 1 or Tier 2 for the same waiver member.

Billing Under the BI 2-Tiered Model

Providers billing under Tier 1 ADS must use procedure code S5100. One (1) unit of S5100 = Adult Daycare Services 15 min. Providers billing tier 2 should still use billing code S5102.

- All enrolled ADS providers are eligible to deliver each of the tiers to members in accordance with their service plans.

Attachment(s):

None

Department Contact:

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