

New Jersey Department of Human Services Division of Developmental Disabilities



CCW FEE-FOR-SERVICE CONVERSION: INFORMATION FOR SERVICE PROVIDERS

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What is Fee-for-Service?



- The Division is moving from a contract-based system of service reimbursement to a Medicaid-based Fee-for-Service (FFS) reimbursement model.
- Instead of reimbursing for ‘bundled’ services before they are provided, reimbursement is paid for each discrete service after it is provided.

Medicaid-Based Fee-for-Service



- **Medicaid Based**
 - Individuals must have active Medicaid
 - Service Providers must be Medicaid/DDD approved
 - Service Providers, including Support Coordination Agencies, bill directly through Molina/Medicaid
 - Services are prior authorized through the individual's approved service plan
- **Fee-for-Service (FFS)**
 - Utilizes standardized service rates
 - Services are purchased individually rather than in a bundle
 - Service delivery shifts to smaller units



Tiers



- Established through completion of the New Jersey Comprehensive Assessment Tool (NJ CAT)
- There are five base tiers: A, B, C, D, E
 - For individuals with certain significant medical and/or behavior support needs, a tier with an acuity factor may be established through the NJ CAT: Aa, Ba, Ca, Da, Ea

Individual Budgets on the Community Care Waiver



- For individuals enrolled on the FFS Community Care Waiver (CCW), there are three budget components:
 - Employment/Day Services
 - ✦ An individual can access additional Supported Employment Services as needed
 - Individual/Family Supports
 - Individual Supports (residential or in-home)
 - ✦ This support type is not available in the Supports Program

NJ CAT Reassessment Request



- For individuals enrolled on the CCW, an NJ CAT reassessment request will only be considered when:
 - The individual is transitioning into FFS
 - The individual has an assigned Support Coordinator
 - The individual has a completed Person Centered Planning Tool (PCPT) and Individualized Service Plan (ISP)
- Only the individual or his/her guardian can request an NJ CAT reassessment

NJ CAT Reassessment Request



- Individual/guardian can request a copy of the completed NJ CAT (from Support Coordinator or via FFS Help Desk)
- Individual/guardian can note discrepancies directly on the completed NJ CAT

NJ CAT Reassessment Request



- The marked-up NJ CAT can then be submitted with the Request for NJ CAT Reassessment Form to:
DDD.DDPIAssessmentRequest@dhs.state.nj.us
- The Division will review the request and determine whether or not a reassessment is warranted
- The individual/guardian will be notified of the determination – if approved, individual will be referred for an NJ CAT reassessment

Services Available in Fee-for-Service

	Supports Program	CCW
Assistive Technology	X	X
Behavioral Supports	X	X
Career Planning	X	X
Cognitive Rehabilitation	X	
Community Based Supports	X	
Community Inclusion Services	X	X
Community Transition Services		X
Day Habilitation	X	X
Environmental Modifications	X	X
Goods and Services	X	X
Individual Supports		X
Interpreter Services	X	X
Natural Supports Training	X	X
Occupational Therapy	X	X
Personal Emergency Response System (PERS)	X	X
Physical Therapy	X	X
Prevocational Training	X	X
Respite	X	X
Speech, Language, and Hearing Therapy	X	X
Support Coordination	X	X
Supported Employment	X	X
Supports Brokerage	X	X
Transportation	X	X
Vehicle Modifications	X	X

Service Units in CCW Fee-for-Service



- In CCW FFS, services are billed according to the units identified in the CCW Policy Manual
 - Daily rate for individual supports
 - 15-minute increments for most other services
- Behavioral Supports
 - For most services for individuals who have an acuity factor, funding for behavioral supports is built into the rate and is not billed for separately
 - If an individual does NOT have an acuity, then separate billing occurs

CCW Fee-for-Service Conversion Process

- An individual enrolled on the CCW is reviewed to ensure he/she:
 - Has active Medicaid
 - Has a current NJ CAT
 - Has a completed ICD10 on file
 - Has been determined to meet the functional criteria for eligibility for services
- Each service provider the individual utilizes is reviewed to ensure they are approved through Medicaid/DDD to provide the services the individual needs
 - Generic vendors such as State Plan funded Medical Day Programs do not have to be DDD approved



CCW Fee-for-Service Conversion Process



- For individuals living in a DDD-funded residential setting:
 - DDD identifies a residential agency contact for Support Coordination
 - DDD provides the residential agency contact with a list of individuals identified for FFS conversion and the CCW Shift to Fee-for-Service Worksheet, which residential agency completes and retains

CCW Shift to Fee-for-Service Services Worksheet

Individual Name: _____ DDD ID#: _____

Provider Name: _____ Provider Contact: _____
 Contact phone#: _____
 Contact email: _____

What services does the individual currently receive from your agency?

How do these services translate to the Fee-for-Service System? Please check boxes from this common list of CCW services and complete information about units.

<u>Applicable Services</u>	<u>Units per Week</u>	<u>Dates Program is Closed</u>	<u>Anticipated Start Date</u>
<input type="checkbox"/> Individual Supports (daily rate)*			
<input type="checkbox"/> Individual Supports (hourly rate)*			
<input type="checkbox"/> Behavioral Supports			
<input type="checkbox"/> Career Planning			
<input type="checkbox"/> Day Habilitation			
<input type="checkbox"/> Prevocational Training			
<input type="checkbox"/> Respite			
<input type="checkbox"/> Supported Employment			
<input type="checkbox"/> Transportation			

**Review pages 107 and 108 of the CCW Policies & Procedures Manual for distinctions between using the daily rate vs. the hourly rate for Individual Supports.*

Please list any other services currently provided (Assistive Technology, Community Transition Services, Environmental Modifications, Occupational Therapy, PERS, Physical Therapy, Speech, Language, & Hearing Therapy, Vehicle Modifications):

***Support Coordinators** – please keep in mind that moving to a Fee-for-Service system provides opportunities for individuals to access services that are new to the CCW, utilize new providers, and mix & match services in a way that was previously very difficult to do. Once this initial shift is complete, the planning process should include discussions about these opportunities.

CCW Fee-for-Service Conversion Process



- **When an individual is identified to shift to FFS, the individual/guardian receives:**
 - Letter of explanation
 - Support Coordination Agency (SCA) Selection Form
 - Invitation to a CCW FFS Conversion Webinar
 - List of Medicaid/DDD approved SCAs
- **Individual/Guardian completes/returns SCA Selection Form – if not returned within 2-3 weeks auto-assignment occurs**
 - *Individual/guardian has the ability to choose a different SCA*

CCW Fee-for-Service Conversion Process



- **Division assigns SCAs for individuals identified to transition to FFS (via SCA Selection Form or auto-assignment)**
 - ✦ SCAs notified to outreach residential agency contact
 - ✦ Current DDD Case Manager copied on notification and directed to hold a case conference
- **After SCA assignments have been made, DDD will provide the residential agency contact with a list of assigned SCAs and information about the CCW FFS Conversion Webinar**

CCW Fee-for-Service Conversion Process



- SCA assigns a Support Coordinator
- Support Coordinator (SC) outreaches individual/guardian
 - SC reviews Participant Enrollment Agreement (PEA) and Rights and Responsibilities form with individual/guardian
 - Individual/Guardian signs PEA
 - SC uploads PEA to iRecord
 - ✦ iRecord does not permit service planning to commence until PEA is uploaded

CCW Fee-for-Service Conversion Process



- **SC works with individual/guardian and service provider/s to develop NJ Individualized Service Plan (ISP)**
 - SC obtains completed CCW Shift to Fee-for Service Worksheet from residential provider
- **Depending on individual circumstances:**
 - Service prior authorization will be completed (Short Plan)
 - Service prior authorization and a full ISP will be completed (Full Plan)

Service Prior Authorization (Short Plan)



- For initial conversion to FFS of CCW-enrolled individuals living in a DDD-funded residential setting, Service Prior Authorization (Short Plan) is generally used when:
 - Annual IHP date is more than 30 days from date of SCA assignment
 - Individual/guardian is not seeking to change services and/or service providers
 - An NJ CAT reassessment is not being requested
- Allows for faster service prior authorization

Service Prior Authorization (Short Plan)



- Short Plan remains in place until the individual's annual IHP plan year end is reached (the IHP is the prevailing service plan during this period)
- When IHP plan year end is reached, iRecord triggers a full ISP and PCPT
- iRecord pro-rates the budget for the period between plan approval and annual plan date
- If revisions are needed during this time, a full ISP and PCPT will be required

Service Prior Authorization and Full Plan



- **Service Prior-Authorization, Full ISP and PCPT are generally used when:**
 - Annual IHP date is less than 30 days from date of SCA assignment
 - The individual/guardian is seeking a change in services and/or service providers at time of SCA assignment
 - A new NJ CAT is being requested
- If individual was assigned a Short Plan, but one or more of the above circumstances is identified during service planning, contact DDD at DDD.CCWHelpdesk@dhs.state.nj.us to change plan type



Claiming in Fee-for-Service



- Claiming through Molina/Medicaid is the same as it is in Supports Program
- CCW Policy Manual must be followed once FFS claiming begins – even though it says “Draft”
- Must adhere to Service Delivery Documentation as identified in the CCW Policy Manual
- Claiming occurs directly through Medicaid (Molina)
- Molina can provide training on the claiming process – call 1.800.776.6334 to make arrangements

Claiming in Fee-for-Service



- **Prior Authorizations are required before services can begin**
 - Once out of contract, there is no ability to provide payment without the Prior Authorization
- **If Prior Authorization has been received and there are claiming issues that cannot be resolved by Molina, notify DDD at DDD.CCWHelpdesk@dhs.state.nj.us**
- **Once services are in place and claiming has occurred, contract reductions will occur as identified by DDD's contracting unit**

Housing



- Housing costs will be paid via voucher from the Supportive Housing Connection (SHC)
- Individual/guardian must sign:
 - Lease/Residency Agreement
 - DDD Rental Subsidy Agreement
- Residential provider/landlord must sign:
 - Housing Assistance Program (HAP) Contract
 - SHC Addendum to HAP and W9
- In most cases, this will be handled by DDD's Housing Subsidy Unit and the residential provider

Lease or Residency Agreement



- **Federal Centers for Medicaid and Medicare Services (CMS) requires a document that identifies tenant rights, which can be one of the following:**
 - Lease – generally used when an individual directly rents a property from a traditional third party landlord
 - Residency Agreement – an option for service providers that can be used in locations that are owned or leased by the provider
- **Individuals, or their representative payee, must contribute 30% of their income toward rent**

Contribution to Care



- Once an individual begins to pay 30% of his/her income toward rent, Contribution to Care payments can stop
- Service Providers may determine their own policy a percentage of income or other amount they will require the individual to remit in order to offset expenses like food and utilities

Things to Know



- Conversion of housing will happen at a different time than conversion of services
- Conversion to CCW FFS is ongoing and can begin at any time
 - Approximately 4,000 individuals are in process for CCW FFS conversion
 - ✦ Over 2200 individuals assigned to Support Coordination Agencies
 - Target is to add about 333 individuals are to process each week through Spring 2018

Things to Know



- **Individuals on the CCW who live at home with their family or on their own will be converted to CCW FFS when their service provider(s) are Medicaid/DDD approved**
 - Individuals will have access to their tier budgets for CCW services at that time

How Can Service Providers Prepare?



- **Review the CCW Policy Manual!**
- **Ensure your agency is Medicaid/DDD approved for the services it provides**
 - Individual Supports
- **Ensure staff are trained on service delivery documentation and billing requirements**
- **Review services your agency is already Medicaid/DDD approved to provide and apply for new services, if needed**
- **Ensure your agency's policies and procedures are updated. Individuals, families and guardians will likely ask for policies around individual contribution, etc.**



How Can Service Providers Prepare?



- **Complete the CCW Shift to Fee-for-Service Services Worksheet, listing all services provided to the individual (include number of units and anticipated start date)**
 - If an individual has different day and residential providers, one worksheet is needed for each service provider
- **Provide the completed worksheets to the individual's Support Coordinator when contacted**

How Can Service Providers Prepare?



- **Communicate with the individuals served by your agency, as well as their families and guardians**
 - Convey the importance of Medicaid
 - Convey the importance of the NJ CAT
 - Ask them to start thinking about the SCA they will select so they are not caught off guard when it's time
 - Re-enforce that they should do their best to keep appointments with their SC around PEA signatures, plan approvals, etc.
- **Get to know SCAs in your area and help them become familiar with the variety of services offered by your agency**

How Can Service Providers Prepare?



- Create 'cheat sheets' for SCAs as you will likely be working with several different ones. This can be program specific or related to expectations around time required for your agency to review an ISP.
- All ISPs have DRAFT stamped on them by the system, even approved plans

How Can Service Providers Prepare?



- It is a requirement that every ISP include an employment outcome
 - This outcome is not always addressed through employment services – prevocational training, career planning, or supported employment
 - This outcome is not always about furthering a career, keeping a job, or finding a job. Often, it is about building skills within a day habilitation or other service setting in order to improve the likelihood that the individual can get a job down the road (for example, helping someone improve his/her social skills or personal grooming skills so he/she is better equipped to get a job down the road)

How Can Service Providers Prepare?



- Seek guidance, input, advice from providers who have been in the FFS system
- Review archived webinars and participate in new webinars, Q&A sessions, update sessions, etc.
- If issues are encountered with an SCA, please obtain specific information and forward to DDD's SC Helpdesk: DDD.SCHelpdesk@dhs.state.nj.us

Information and Resources



- **DDD Website**
 - <http://www.nj.gov/humanservices/ddd/home/>
 - <http://www.nj.gov/humanservices/ddd/resources/community/>
- **DRAFT CCW Policies & Procedures Manual**
 - http://www.nj.gov/humanservices/ddd/documents/community_care_waiver_policy_manual.pdf
 - **CCW Help Desk**
 - DDD.CCWHelpdesk@dhs.state.nj.us
- **Division Announcements**
 - Email DDD.Communications@dhs.state.nj.us and write “Division Update Subscribe” in the subject line



Thank You



QUESTIONS?

