

Cathy Cooper

Authorized Signature

Number: SPD-AR-09-049
Issue Date: 11/4/2009

Topic: Long Term Care

Due Date: 11/1/2009

Subject: Adult Day Services Payment System Change

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Action Required:

Effective November 01, 2009, adult day service (ADS) payments will be processed using the CEP voucher payment system. Central Office in Salem has already issued October 2009 vouchers for each ADS participant to ADS providers. Providers will send completed vouchers to the local office for payment. The local office CEP specialist must pay properly completed vouchers within seven business days.

To meet Medicaid payment authorization requirements, case managers must complete and give a 546AD Adult Day Services Payment Authorization to the CEP specialist by November 30, 2009. The 546AD is a new form that is available on the DHS Forms Server and the Case Management web site at:

<http://www.dhs.state.or.us/spd/tools/cm/adulday/index.htm>

For new participants in ADS, a 546AD must be completed and submitted in order for the CEP specialist to generate vouchers. If an ADS provider calls and did not receive an October voucher, the case manager must complete the 546AD and give it to the CEP specialist to provide the information for the first voucher to be created.

Voucher processing information for CEP specialists is included below in # 3. Two new mainframe screens will be used to generate and pay ADS vouchers. The screens are similar to the Homecare Worker voucher creation and payment screens, HATH and HPAY.

Process:

1. Complete the 546AD

- Add the authorization begin and end date: authorization end date cannot exceed service plan end date. Case managers may wish to align the end date with the assessment review date. The begin date should be October 1, 2009.
- Enter the ADS provider/provider number: chose provider from “drop down” list
- Enter the number of full or half day attendance / month authorized by CM
- Sign to authorize the plan

2. Route the 546AD to the CEP specialist for issuance of the voucher

- The 599a form will no longer be used to reimburse adult day service providers

3. Issue and Pay the Voucher, using these new mainframe screens:

- AATH, Prime #, Provider Number – Online entry of authorization to generate a Medicaid voucher
- APAY, Voucher Number – to pay a Medicaid provider

Procedure Codes:

- OH112 = full day (5 or more hours)
- OH113 = half day (4 hours or less)
- Units authorized and paid (1 unit worked is the same as 1 full day or 1 half day)

Central Office will set-up and maintain provider files, as well as conduct background checks for the providers, issue provider numbers and manage the ADS contracts.

Reason for Action: These changes have been made to comply with Medicaid payment authorization requirements. There must be a documented service plan, payment authorization and clear payment history on file.

Field/Stakeholder review: Yes No

If yes, reviewed by: Operations Committee and SPD Policy

If you have any questions about this action request, contact:

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