



Office for People With Developmental Disabilities

ANDREW M. CUOMO
Governor

THEODORE KASTNER, MD, MS
Commissioner

ROGER BEARDEN, J.D.
Executive Deputy Commissioner

June 16, 2020

Dear Provider:

Effective close of business March 17, 2020 the New York State Office for People With Developmental Disabilities (OPWDD) mandated closure of day habilitation and prevocational services programs due to the COVID-19 emergency. In response to the emergency, OPWDD established the allowance of billing retainer days for these services by providers operating these programs.

To address instances where individuals reside in Supervised IRAs, but attend day habilitation or prevocational services programs operated by a different OPWDD provider, OPWDD is temporarily allowing the Supervised IRA provider the ability to deliver and bill Group Community Habilitation – Residential (Group CH-R) services to accommodate the additional support provided during daytime hours, Monday through Friday. Residential providers will be allowed to bill in accordance with the monthly unit cap identified for their agency for these individuals on days when they would typically be receiving day habilitation and/or prevocational services from a separate and distinct OPWDD provider. Claim submissions will be performed using the Group CH-R rate code. IRA Providers that bill Group CH-R for these individuals will not be eligible to also submit claims for any service retainer payments for the same individuals. OPWDD will notify provider agencies when this temporary authorization is no longer available and billing ceases.

In instances where individuals attend multiple day habilitation and/or prevocational services programs run by the IRA provider, and a different provider (e.g., individual attends residential provider’s day habilitation program on Monday, Wednesday, Friday, and attends a separate provider’s day habilitation program on Tuesday and Thursday), the residential provider should bill a claim for the day habilitation service rendered in the residence on those days the individuals would typically attend their program (Monday, Wednesday, Friday). On the days that the individual typically attends another provider’s day habilitation program, the residential provider should bill Group CH-R.

The table below identifies the billing identifiers to be used:

Rate Code	Provider ID	Locator Code	Effective Period
4797	Multi-Service	062 - Downstate 064 - Upstate	Beginning 3/18/20 – OPWDD will notify of an end date when determined

There are a very small number of OPWDD IRA providers that do not currently operate any other HCBS Waiver day services and therefore do not have a Multi-Service Provider ID. For these agencies, the Department of Health (DOH) has loaded the Group CH-R fees to the Supervised IRA provider ID for the emergency period.

The table below identifies the billing identifiers to be used in these instances:

Rate Code	Provider ID	Locator Code	Effective Period
4797	Supervised IRA	003 – Downstate 004 - Upstate	Beginning 3/18/20 – OPWDD will notify of an end date when determined

Authorized Individuals

DOH has identified the monthly unit allocations and provided the information to your agency. OPWDD has distributed information identifying these individuals for purposes of service authorization updates. Group CH-R claims should only be submitted for these individuals who have been identified and authorized for the service. As services are being rendered, claim submissions should include the typical revenue code used by your agency.

You do not need to complete a DDP-1 to enroll individuals into a CH-R program code in order to bill, OPWDD will enroll the individuals, and in those instances where your agency does not have a CH-R program code, one will be established. The individuals will automatically be removed when this alternate billing mechanism is no longer in effect for those individuals who were not previously enrolled in your agency's CH-R program code. Any continuation of these services will need to be authorized in accordance with Regional Office processes.

Group CH-R can only be billed for the individual on days they would normally attend another provider's day habilitation or prevocational services program. Please ensure that only individuals eligible for billing in the manner described in this correspondence have Group CH-R claims submitted.

As claim submissions are being performed retroactively to March 18, 2020, your agency may use delay reason code 15 for any claims related to this initiative that are beyond the typical 90 day timely filing requirement.

If you have questions regarding claim submissions, please email central.operations@opwdd.ny.gov. Questions regarding care planning and updates to the Life Plan should be directed to care.coordination@opwdd.ny.gov. Questions regarding unit authorizations should be directed to MHRS@health.ny.gov.

Sincerely,



Kevin M. Valenichis
Deputy Commissioner
Division of Enterprise Solutions

cc: DDRO Directors
Provider Associations
Abiba Kindo
Katherine Marlay
Jacqueline Best
Donna Cater
Earl Jefferson