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DDS TRANSMITTAL# 21-06

TO: All Developmental Disabilities Administration (DDA) Providers

FROM: Winslow Woodland, Deputy Director, Developmental Disabilities Administration (DDA) *WW*
Hakima Muhammad, Operation Program Manager *HM*

DATE: October 13, 2021

RE: Second Appendix K Retainer Payments during the COVID-19 Public Health Emergency

The Department on Disability Services (DDS), Developmental Disabilities Administration (DDA), releases this transmittal to provide information about billing processes for the second retainer payments available to DDA providers during the COVID-19 public health emergency. These payments are in lieu of providing specific services, funded through the Home and Community-Based Services Waiver for People with Intellectual and Developmental Disabilities (HCBS/IDD) Appendix K Addendum, which was approved by the Centers for Medicare and Medicaid Services (CMS) on September 24, 2021.

The second round of retainer payments authorizes up to three additional 30-day episodes of retainer payments for the IDD waiver during the period of the COVID-19 PHE, retroactive to January 1, 2021 and ending December 31, 2021. The first set of rates for these services are applicable through June 30, 2021.

Providers Must Use Specific Procedure Codes and Modifiers for Appendix K Billing

In order to receive payment as outlined in the Appendix K, DDA providers must use the correct rate and unique procedure code and modifiers for services provided to people supported by DDA. All existing procedure codes and modifiers have been amended to include an additional two-character modifier to create a unique billing code combination for each service:

- For the retainer rate, a modifier of “CR” needs to be added after the existing procedure code and modifier. (applies to hourly and per diem)

Please note that it is the responsibility of each provider to use the correct procedure codes and modifiers in order to ensure payment at temporarily increased reimbursement rates. Refer to the appropriate charts within for specific procedure codes and modifiers to be used for each service.

Retainer Approval Processes

The Appendix K temporarily allows retainer payments for authorized Day Program Service Providers (*i.e.* a Waiver provider of one or more of Day Habilitation, Employment Readiness, Individualized Day Supports, or Supported Employment Services), if a person was unable to attend his or her day program services as a result of the COVID-19 public health emergency.

Day Program Service Providers that have stopped or reduced services in response to the COVID-19 public health emergency may bill for retainer payments. Retainer payments are received by billing for units authorized in the person's ISP that were not provided due to the COVID-19 public health emergency. Units billed shall not exceed the amount, scope, and duration otherwise authorized for the Day Program Services provided for the person. Retainer payments may not be billed when the person chooses to receive day program services through a different provider. Retainer payments for day program services are limited to five (5) days per week (Monday through Sunday).

Retainer payments may only be provided for services categorized as habilitation or personal care services. Retainer payments for IDD Waiver providers does not include reimbursement for staff costs of direct care workers. Retainer payments will be made in accordance with the limitations and requirements set forth in the COVID-19 FAQs for State Medicaid and Children's Health Insurance Program Agencies released June 30, 2020. FAQs can be referenced at <https://www.medicaid.gov/state-resource-center/downloads/covid-19-new-faqs.pdf>.

Authorized Day Program Service Providers may submit claims for retainer payments for up to 30 consecutive days (1 episode). Reimbursement is available for multiple consecutive day periods (up to 3 episodes) for a total of 90 days. Each schedule day in the day program whether it is Monday through Friday or an alternate schedule of 2/3 days per week counts towards the 30 consecutive day period. Example: A person may attend a day program twice a week, and provider may bill up until they reach 30 days, which concludes 1 episode.

Guardrails contained in the retainer payment guidance reflected in Frequently Asked Questions issued on June 30, 2020, continue to apply to retainer payments authorized in 2021; this additional flexibility is additive to that guidance.

Listed in Appendices A and B are the rates and associated procedure codes and modifiers that DDA providers must use for billing for retainer payments.

Posting of Appendix K Rates

DHCF shall post these temporary Appendix K rates on the District of Columbia Medicaid fee schedule and shall publish these temporary Appendix K rates in a written transmittal to Waiver providers and in a notice in the D.C. Register, which reflects the temporary changes in the retainer rate(s) for Waiver services.

Auditing Standards

Further, DHCF shall conduct post payment audit of HCBS IDD waiver claims therefore, it is essential that provider maintains the documentation to evidence the service delivery of paid claims and invoices.

Contacts

If you have questions about rates and billing, please email your inquiry to dds.covid19billing@dc.gov

If you have questions about providing DDA supports and services, please contact Winslow Woodland at (202) 730-1618 or winslow.woodland@dc.gov.

If you have questions about QAPMA provider relations or QRS-specific information, please contact Kirk Dobson at (202) 730-1754 or kirk.dobson@dc.gov.

Appendix A – Appendix K Retainer Payment Rate Effective 7/1/20 – 6/30/21

Service Description	Procedure Codes	Modifiers	Appendix K Retainer Payment (per unit)
Individual Supported Employment Intake/Assessment/Training/Placement/Follow Along			
Individual SE Intake & Assessment Professional	T2019	U1 HI CR	\$4.24
Individual SE Intake & Assessment Paraprofessional	T2019	U2 HI CR	\$2.49
Individual SE Job Placement Professional	T2019	U3 HI CR	\$4.24
Individual SE Job Placement Professional, Extended	T2019	U3 HI 22 CR	\$4.24
Individual SE Job Placement Paraprofessional	T2019	U4 HI CR	\$2.49
Individual SE Job Placement Paraprofessional Extended	T2019	U4 HI 22 CR	\$2.49
Individual SE Job Training & Supports Professional	T2019	U5 CR	\$4.24
Individual SE Job Training & Supports Professional, extended	T2019	U5 22 CR	\$4.24
Individual SE Job Training & Supports Paraprofessional	T2019	U6 CR	\$2.49
Individual SE Job Training & Supports Paraprofessional, extended	T2019	U6 22 CR	\$2.49
Individual SE Long Term Follow Along Professional	T2019	U9 HI CR	\$4.24
Individual SE Long Term Follow Along Professional Extended	T2019	U9 HI 22 CR	\$4.24
Individual SE Long Term Follow Along Paraprofessional	T2019	UA HI CR	\$2.49
Individual SE Long Term Follow Along Paraprofessional Extended	T2019	UA HI 22 CR	\$2.49

Small Group Supported Employment Training/Placement/Follow Along			
SE Gp Job Training & Supports Professional	T2019	U5 HI CR	\$1.21
SE Gp Job Training & Supports Professional Extended	T2019	U5 HI 22 CR	\$1.21
SE Gp Job Training & Supports Paraprofessional	T2019	U6 HI CR	\$1.21
SE Gp Job Training & Supports Paraprofessional Extended	T2019	U6 HI 22 CR	\$1.21
SE Gp Long Term Follow Along Professional	T2019	U7 HI CR	\$1.21
SE Gp Long Term Follow Along Professional Extended	T2019	U7 HI 22 CR	\$1.21
SE Gp Long Term Follow Along Paraprofessional	T2019	U8 HI CR	\$1.21
SE Gp Long Term Follow Along Paraprofessional Extended	T2019	U8 HI 2 CR	\$1.21
Day Habilitation, Individualized Day Supports, and Employment Readiness			
Day Habilitation	T2021	U4 CR	\$1.95
Day Habilitation (1:1)	T2021	U5 CR	\$4.76
Small Group Day Habilitation (1:3)	T2021	U2 CR	\$4.03
Employment Readiness	T2015	U4 HI CR	\$1.42
Individualized Day Supports (1:2)	T2021	HI CR	\$3.28
Individualized Day Supports (1:1)	T2021	U3 CR	\$4.76

Attachments:

Appendix B (Effective 7/1/21)