

Provider Update



This is an update about information in the provider manual. For access to the latest provider manual, go online to <https://providers.amerigroup.com/KS>.

Implementation of residential billing policy

Summary: Per state policy, effective September 1, 2016, the criteria for billing intellectual/developmental disability residential habilitation has changed. In accordance with this policy, managed care organization (MCO) care coordinators will be making adjustments to the integrated service plan (ISP) for each member receiving residential habilitation to reflect the number of units per month the participant needs.

During initial implementation, September 1-December 31, 2016, residential providers will be required to submit documentation supporting the actual utilization of residential services for each participant authorized for this service on September 1, 2016. Any new person approved for residential service after September 1, 2016, will be assessed by the MCO to determine the number of monthly units needed.

What this means to you:

This documentation will be utilized by the MCO service coordinator to adjust the participant's ISP to reflect actual units of services the member utilized. The MCO may also complete an assessment (if needed).

The definition of a residential habilitation service includes "activities of daily living such as personal grooming and cleanliness, bed making and household chores, food preparation, and the social and adaptive skills necessary to enable the beneficiary to reside in a noninstitutional setting."

The staff member must have physically provided one of the defined services and "assistance, acquisition, retention and/or improvement in skills" to the participant. The participant does not have to be present for all of the residential services provided. Residential habilitation cannot be billed if the participant is absent from service for the entire 24-hour period (in the hospital, home visiting family, etc.).

Table 1: purpose of support vs. presence requirement

Purpose of support	Presence requirement
Assistance	Presence is dependent upon the support required.
Acquisition of skills	Participant must be present.
Retention of skills	Participant must be present.
Improvement of skills	Participant must be present.

Table 2: type of support vs. presence requirement

Type of support	Presence requirement
Personal grooming and cleanliness	Participant must be present.
Bed making and household chores	Presence is dependent upon the purpose of support identified in the ISP.
Eating	Participant must be present.
Preparation of food	Presence is dependent upon the purpose of support identified in ISP.

Instructions:

1. The provider of residential habilitation must complete the coversheet for each participant authorized for and participating in this service as of September 1, 2016. The supporting documentation must include at least 90 days of data prior to the date of submission unless the participant has not been in service the full 90 days.
2. The supporting documentation must demonstrate the number of days during the 90-day period the participant received a residential service (as defined above). Outlined below are the types of supporting documentation to be submitted and the deadlines for submission.
3. The information must be submitted to Amerigroup Kansas, Inc. at the address indicated below. If emailed, please put "residential documentation" in the subject line and be sure to secure the email.
4. The email address for Amerigroup is kscasespec@amerigroup.com.

Supporting documentation:

At least one of the following types of supporting documentation must be submitted:

- Direct care staff case notes indicating the residential service physically provided to the participant for that day
- Direct care staff time sheets or payroll indicating time worked, physically providing a residential service for the participant
- Behavioral or health data collected by direct staff with the participant during the course of the day
- Medication administration records indicating the direct care staff administered medication to the participant during that day
- Skill-acquisition data collected by direct care staff with the participant during the course of the day
- A *Member Activity Schedule* confirming residential habilitation activities physically completed by the direct care staff with the participant during that day
- An *On-Call Response Log* indicating a staff person was sent to assist the member with a defined residential service and the service was provided

Once the MCO has received the coversheet and supporting documentation, the service coordinator may adjust the units for residential habilitation based upon the previous 90 days of utilization. The MCO may complete an assessment or request additional documentation (if needed).

If the units of service are changed, the MCO will provide the revised ISP, authorization letters and *Notice of Action* to the provider and member.

What if I need assistance?

If you have any questions, contact Service Coordination at 1-877-434-7579, ext. 50103. You can also email questions to kscasespec@amerigroup.com.