



Ancillary Services in DDS Day Programs

June 24, 2020 – update

The Department of Developmental Services (DDS) released *Administrative Payments for Day Programs Summary Guidelines and Approved Remote Service Delivery, as revised on June 1, 2020*. The June 1 guidance updated Administrative (i.e. retainer) payment information, billing practices, and included a listing of remote service modalities for Community Based Day Supports (CBDS) (3163), Individual Supported Employment (3168), and Group Supported Employment (3181).

The DDS guidance released June 1 described the approved types of platforms and applied examples of virtual and remote activities for CBDS and Individual/Group Supported Employment. The examples in the document were services provided directly to individuals, often in small group settings. In addition to the delivery of these direct services described in the June 1 guidance, and based on further review of current billing practice and policy, DDS received additional clarification on allowable billable services in support of or on behalf of individuals to engage in virtual/remote services.

This document incorporates guidance from the Centers for Medicare and Medicaid Services (CMS) and provides clarity on services approved to be billed in support of or on behalf of individuals when delivering virtual, telehealth, or remote modalities in CBDS and Individual/Group Supported Employment settings.

The below, collectively termed “ancillary” services, may be reimbursed only if these services and activities have been delivered *on behalf of individual participants* in virtual and remote modalities. This document is only a clarification of approved services and the existing terms in the June 1 guidance remain, including the period of service from April 1 to June 30, 2020. This guidance and DDS policy will be updated to reflect state fiscal year 2021 (FY21) at a future date.

Agency providers are permitted to submit for reimbursement at prevailing FY20 enhanced rates (i.e. CBDS “A” rate during April 1 to June 30 enhancement period) and quarter-hour units for activities that include:

- Communication with every individual served through their program, which may also include family members, residential staff, and/or other supporters, to identify their access to technology to engage in virtual service delivery, and/or to assess their ability to use this technology.
- Provide specific training, support, and/or troubleshooting to individuals on use of technology in order to be engaged in virtual services.
- Assistance to help specific individuals to get access to the technology needed to engage in virtual services.
- Assistance by provider staff for specific individuals prior to the delivery of virtual/remote programming to review protocols for use of the technology (muting, raising your hand, etc.), or to help prepare them to be engaged in the activities provided.

- Time spent with individuals prior to a group activity to review content and/or develop person-specific information to be used in the virtual programming activities (i.e. career exploration activity, preparing for job interviews, etc.)
- Time spent developing person-specific content and programming in order to customize and make the activity accessible to the individual.

Finally, in a period of simultaneous remote and in-person service, it is incumbent upon agency providers that they are appropriately differentiating and documenting the provision of remote services, in-person services, and that all ancillary activities are delivered and recorded in support of or on behalf of the habilitative or rehabilitative supports of an individual. This documentation and differentiation of these services and supports must be appropriately reflected in all agency provider billing and reimbursement activities.