

NEW FOR FY2017

I. MAJOR RESTRUCTURING OF THE MANUAL

The POS Manual has been significantly revised for FY2017 in order to emphasize the contracting procedures currently in place for the majority of DDS contracts. For the last several years DDS contracts have been moving away from individually negotiated rate contracts and cost reimbursement contracts to contracts reimbursed under regulated rates established by EOHHS under the provisions of M.G.L. chapter 257. There will still be a limited need for individually negotiated rate contracts and/or cost reimbursement contracts as DDS transitions final services to regulated rate methodology. However, this manual will de-emphasize negotiated rate and cost reimbursement contracting. The emphasis will be on procedures for contracting regulated rate contracts. Therefore, the manual has been revised as follows:

A. PRIOR MANUAL SECTIONS “STANDARD CONTRACT FORM & INSTRUCTIONS” and “AMENDMENT FORM & INSTRUCTIONS”

The sections in the FY2016 version of this manual titled **Standard Contract Form & Instructions** and **Amendment Form & Instructions** have been rewritten and restructured. A new section entitled **Regulated Rate Contracts** will provide instructions dedicated to preparing contracts using regulated rates approved by EOHHS under the provisions of Chapter 257. A second new section entitled **Negotiated Rate Contracts, Cost Reimbursement Contracts, and Amendments** has been created by combining instructions for both new contracts and amendments for negotiated rate and cost reimbursement contracts. The intent is to make it easier for the user of this manual to find concise instructions in one section for the growing number of regulated rate contracts and to streamline the manual by combining instructions pertaining to creating and amending negotiated rate and cost reimbursement contracts.

B. REGULATED RATE CONTRACTS

A new section of the manual titled **Regulated Rate Contracts** has been created specifically to describe the procedures for contracting regulated rate contracts. It is anticipated that the majority of DDS contracts will fall into this category. This section will contain instructions for contracting and amending regulated rate contracts.

A list of regulated rates for DDS contracts can be found at the following web site:

<http://www.mass.gov/eohhs/gov/laws-regs/hhs/purchase-of-service-rates-for-social-services.html>

(Note: DDS does not necessarily purchase all the services listed under a given regulation.)

II. UPCOMING RFR's

A. NEW RFR'S TO BE ISSUED FOR FY2017

During FY2017 DDS is scheduled to issue several new RFR's for the following services:

1. Activity Code 3170 – Clinical Team
2. Activity Code 3274 – Corporate Rep Payee
3. Activity Code 3202 – Medical Services
4. Activity Code 7100 – Autism Coaching

Activity Code 7100 RFR was issued on 4/1/2016. The issuance dates of the other new RFR's have not yet been determined.

B. RFR's OPEN FOR INITIAL QUALIFICATION OR ADDING SERVICES

1. EMP-DAY-09 (Employment and Day Supports Qualification)

All employment and day services except CIES (activity code 3180)

CIES: EOHHS normally reopens once per year to identify new providers

2. ALTR-14 (Adult Long Term Residential Services)

3. PS-15 (placement Services)

Shared Living

Incentive/Startup Funding

4. ANSS-15 (As-Needed Support Services)

Temporary support for individuals or programs (LUSA)

5. DESE/DDS (Qualifying List for Self-Directed Services Options)

6. SSQUAL-10 (Updated to incorporate changes as a result of COMMBUYS, Chapter 257, forms, etc.

Various individuals and family supports

7. IHS-16 (In Home Supports)

Supports for individuals in home, family home or in the community

Start date of new contracts: April 1, 2016

III. CONTRACT ID NUMBERING SYSTEM

The 20 digit contract ID numbering system has been changed for FY2017 as follows:

Characters 7 through 12: These characters represent the core of the “old” contract ID numbering system. They are essential to DDS’ ability to track contracts through its automated systems. As such these numbers must be unique, i.e. no two contracts may have the same characters 7 through 12.

Character 7 = Region identifier;

Character 8 = Area identifier;

Character 9 = Area identifier or special character; *

Characters 10 – 12 = characters chosen by the Region. **

*** Special Alphabetical Designations for the 9th character:**

The 9th character will be alphabetical under the following circumstances:

“R” for an activity code 3153 contract

“W” for an activity code 3150 contract

“S” for an activity code 3798 contract

A letter in the range of “A” to “G” indicating the rate in a multi-rate contract in an activity code 3163 contract

**** Special Alphabetical Designation for the 12th character:**

The 12th character will be assigned for an activity code 3798 contract as follows:

A number is used to indicate a contract with a single rate; a letter in the range of “A” to “K” is used to indicate the rate in a multi-rate contract

Examples of ID numbers for contracts started in previous fiscal years using special characters:

153320 32W333 DDS 3150 D

146670 67R280 DDS 3153 D

145520 52D365 DDS 3163 H

161110 11S658 DDS 3798 H (example of a single rate contract)

IV. NEW AUTHORIZATION FORMS FOR LUSA APPROVAL

There are two new forms (introduced March 1, 2016) for DDS approval of LUSA services. One form is for the approval of long term services, defined as over four months or across the fiscal year end date. The other form is a standard authorization form. Both forms limit the activity code for LUSA services to 3174. These forms can be found in the LUSA section of this Manual.

VI. NEW SERVICES

There are two new services for FY2017:

A. Activity Code 7100 – Autism Coaching (Pilot Program)

Coaching is an individualized one on one service between a DDS eligible adult on the autism spectrum and a qualified profession coach who has both extensive knowledge about individuals with autism spectrum disorders and significant expertise in mental health issues. Coaching is a form of support which is therapeutic in nature based on the strength of the relationship but is not therapy.

MM3 Object Code using Family Stabilization rates

B. Activity Code 3150 – Placement Services Incentive Startup Funding

Incentive grants resulting in six month contracts will be awarded to providers for the purpose of developing incentives to expand Placement Services programs. Any individuals identified by these grants will be contracted under Activity Code 3150 Placement Services contracts.

VII. REVISED ACTIVITY CODE DEFINITION

The unit of this Manual entitled Activity Code Definitions has been updated to reflect current activity code definitions and associated rate types, reimbursement requirements and waiver/Meditech eligibility. Users of this Manual are encouraged to review the latest iteration of the definitions of service models. Pay particular attention to the Cost/Service Limit limitations associated with Day Service/Employment Service program models.

Special Note on Activity Code 3780 Financial Assistance:

Contract forms for Activity Code 3780 contracts will reference RFR IHS-16 with an Initial Duration start date of April 1, 2016 and end date of June 30, 2016. The Total Anticipated Contract Duration will indicate a start date of April 1, 2016 and an end date of June 30, 2026. This service has not been rebid for FY2017; however, the RFR reference has changed.

VIII. SPECIAL INSTRUCTIONS FOR ACTIVITY CODE 3182 EMERGENCY STABILIZATION RESIDENCE CONTRACTING

Previous fiscal year contracts for Emergency Stabilization Residence services were written as DDS negotiated accommodation rate contracts. For FY2017 starting July 1, 2016 contracts for this service will be converted to regulated rates approved under Chapter 257. In order to convert these contracts an amendment will be prepared as indicated below:

A. Standard Contract Form

Follow the standard procedures for amending a Rate Contract (See the section of the manual entitled “Standard Contract Form & Instructions for New and Amended Negotiated Rate and Cost Reimbursement Contracts” for instructions on completing the SCF).

Enter the following in the section Brief Description of Contract Performance: “Amendment to convert a DDS negotiated unit rate contract to a regulated rate contract under the provisions in chapter 257. No change to program description”

B. Attachment 1 Program Budget Page

Check Option 1: Price Agreement.

Enter Regulation # 101_ CMR_ 420.

C. Attachment 3 Program Budget Page and Attachment 4 Program Budget Page are not required.

IX. DELETED ACTIVITY CODES

Activity Code 3169 (Center Based Work Services)

Activity Code 3769 (Family/Center Based Work Services)

Center based work services will be discontinued as of July 1, 2016.

X. REVISED FY2017 STATEMENT OF WORK (SOW) PROCESSING INSTRUCTIONS

The Statement of Work will no longer be required to be filed with every amendment to a contract. The SOW will be filed only once at the start of the contract.

XI. REVISED FY2017 STATEMENT OF WORK FOR OCCUPANCY (SOW)

Former LINE 5 in the 2014-2016 versions of the Statement of Work for Occupancy (“Actual site costs will be reconciled to the expected expenditure amount as of June 30, 2016. If the site rate resulted in an overpayment, the provider agrees to remit the overpayment amount to the Agency prior to August 15.”) has been removed for FY2017.

XII. NEW FY2017 STATEMENT(S) OF WORK FOR EMERGENCY STABILIZATION RESIDENCE and EMERGENCY STABILIZATION RESIDENCE OCCUPANCY (SOW)

New special Statement(s) of Work (SOW) have been constructed for Emergency Stabilization Residence and Emergency Stabilization Residence Occupancy contracts. These forms can be found in the Regulated Rate Contracts section of this Manual.

XIII. CLARIFICATION OF THE APPROVED ABSENCE POLICY FOR RESIDENTIAL SERVICES

The approved absence policy for residential services has been clarified in order to eliminate some of the confusion that has become apparent. Please read the new language in the manual section Payment Reimbursement.

XIV. OBJECT CODES TO BE USED FOR ACTIVITY CODE 3208 PSYCHIATRY SERVICES and ACTIVITY CODE 3279 GUARDIANSHIP SERVICES

For FY2017 psychiatry services and guardianship services will be limited to contracting directly with individuals using object code MM1 and/or contracting with individuals through their corporate employer using object code M2M. Contracts with corporations using object code MM3 will no longer be allowed.