



State of Connecticut
Department of Developmental Services



Ned Lamont
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

Operations Memo 2020-23

To: DDS Qualified Providers

From: David David, Operations Center Director

CC: Jordan Scheff, Commissioner, Peter Mason, Deputy Commissioner, Katie Rock-Burns, Chief of Staff, Scott McWilliams, Chief of Fiscal/Administrative Services, Regional Directors, Private ARDs, Resource Administrators, The Alliance, The Arc CT

Date: June 1, 2020

RE: Entering Billing Attendance During COVID-19

This memorandum provides additional billing attendance clarification to Department of Developmental Services (DDS) providers during the COVID-19 pandemic. The guidance below is applicable to providers entering billing attendance in to WebResDay or when submitting billing attendance to a Fiscal Intermediary.

Please note payment and billing attendance are separated while DDS is making COVID-19 supplemental payments, so providers should be submitting billing based only on services provided.

Providers should enter attendance billing for all services provided in accordance with the 2011 DDS Documentation Guidelines or if the service delivery meets the criteria within Appendix K of the Waiver listed below.

Service	Appendix K Temporary Modification
Individualized Home Supports	This service may temporarily be provided as a group service and could be provided out of state if the person had to relocate
Personal Supports	This service may temporarily be provided telephonically or electronic face to face to maintain health and safety for personal support that can be done via verbal cue or prompts maybe provided as a group service.

Behavioral Support Services	Clinical and therapeutic Services which are not covered by the Medicaid State Plan, necessary to improve individual's independence: service can be provided telephonically or electronic face to face or provided out of state if the person had to relocate
Individualized Day	This service may temporarily be provided in home, in a facility telephonically or electronic face to face. in a small group or provided out of state if the person had to relocate
Individualized Supported Employment aka SEI	This service may temporarily be provided to maintain health and safety such as personal care needs, and can be provided telephonically and in the home or provided out of state if the person had to relocate.
Group Day Support (DSO)	This service may temporarily be provided to maintain health and safety such as personal care needs, in home, in a 1 to 1 setting, telephonically or electronic face to face
Senior Supports	This service may temporarily be provided to maintain health and safety such as personal care needs, in home, or electronic face to face
Group Supported Employment	This service may temporarily be provided maintain health and safety such as personal care needs, in home or in a larger group, telephonically or electronic face to face.
Transitional Employment Services	This service may temporarily be provided maintain healthy and safety such as personal care needs, in home or in 1 to 1 setting, telephonically or electronic face to face
Prevocational	This service may temporarily be provided maintain health and safety such as personal care needs, in home, in a 1 to 1 setting, This service may temporarily be extended for 12 months with prior approval

As of the date of this memo, all DDS Employment and Day providers should follow the below billing process:

1. submit billing attendance for per diem Employment and Day authorization based on the pre COVID 19 billing rules, unless services meet the Appendix K modifications listed above.
2. submit billing attendance for hourly Employment and Day authorizations for each 15 minute unit of support provided to the individual.

Please note, **any billing that does not meet pre-COVID-19 or Appendix K guidance, as noted above, should be updated and corrected in the WebResDay system.** This measure is to ensure that DDS' providers are compliant with both state and federal rules.

As a reminder, DDS has set up a general inbox for any qualified providers that may have questions regarding this memo or any COVID-19 related planning efforts. Please use the following email for such communications: DDS.COVID19@ct.gov. Also, please continue to check back on our website for updated FAQs.