SCOPE:

County MH/MR Programs

PURPOSE:

The purpose of this bulletin is to inform County MH/MR Programs of revised cost centers to be used in conjunction with other requirements of the Account Structure Manual for County Mental Health and Mental Retardation Programs.

BACKGROUND:

In MR Bulletin Number 00-03-12, the Office of Mental Retardation disseminated service definitions and procedure codes for both healthcare and non-healthcare, waiver and base services. The definitions replace the current listing being used in HCSIS and will also be utilized in PROMISe.

Beginning March 1, 2004, all counties utilizing electronic billing for waiver and base healthcare services must use the national healthcare codes specified in MR Bulletin Number 00-03-12 to be in compliance with HIPAA.

Effective July 1, 2004, all counties should use the services and codes in MR Bulletin Number 00-03-12 when developing the Individual Service Plan (ISP).

When billing electronically, the PROMISe pilot counties, which include Berks, Dauphin, Delaware and Westmoreland counties, must use the services and local and national codes in MR Bulletin Number 00-03-12 effective July 1, 2004.

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:
The Appropriate Regional Program Office
DISCUSSION:

The revised cost centers apply only to mental retardation services. They are based on the new mental retardation service definitions in MR Bulletin Number 00-03-12. As applicable, the service procedure codes are identified under each cost center to facilitate reporting of costs under the appropriate cost center.

PROCEDURE:

Counties are required to use the attached revised cost centers effective July 1, 2004. The revised cost centers will be used to complete the annual income and expenditure report, as well as other required reports, beginning FY 2004-2005.

ATTACHMENT: Revised Cost Centers
ATTACHMENT TO REVISED COST CENTERS BULLETIN
EFFECTIVE JULY 1, 2004

0100: ADMINISTRATOR’S OFFICE

This includes activities and services provided by the Administrator’s Office of the County MH/MR Program. The activities include:

- The general administrative, programmatic, and fiscal responsibility for the County MH/MR Program;
- Development of planning documents addressing the county program needs, local planning efforts, and other information pertinent to planning for and providing a more adequate service delivery system;
- Research projects, the evaluation of program effectiveness, the analysis of programmatic needs of specific target groups, and the determination of the availability of services to the general public;
- Continuing relationships with the County MH/MR Board, regional and central offices, contracted service providers, and family and consumer groups;
- The initiation of guardianship proceedings;
- The activities of the County MH/MR Board.

0200: COMMUNITY HABILITATION

Through the provision of these services individuals learn, maintain or improve skills through participation in a variety of everyday life activities of interest to them. They learn and use skills in the context of these activities. These activities must be necessary for individuals to live in the community, to live more independently, or to be more productive and participatory in community life.

- Community Habilitation (Chapter 2380) (codes W7062 to W7076)
- Older Adult Day Service (Adult Daily Living Centers) (codes W7092 to W7094)
0300: COMMUNITY RESIDENTIAL SERVICES

This includes the care, habilitation, and social and personal development services provided to persons in a community residential program licensed or approved by the Department. These services are intended for persons capable of benefiting from social and personal development services away from their own homes or family.

- Child Residential Services (codes W7097 to W7201)
- Community Residential Rehabilitation for the Mentally Ill (codes W7202 to W7207)
- Family Living Homes (codes W7208 to W7219)
- Community Homes for Individuals with MR (codes W7220 to W7225)
- Residential Home and Community Habilitation -- Unlicensed Homes (codes W7226 to W7231)

0400: EARLY INTERVENTION

The provision of authorized developmental services and supports to eligible infants and toddlers under three years of age and their families, primarily in settings such as the child’s home, child care, or where the child would be if the child did not have a disability. Early intervention must be culturally competent, family centered services and supports provided within the routines and activities unique to each family. The services and supports must address an assessed need in the areas of physical development (including vision and hearing), cognitive development, communication development, social/emotional development, and adaptive development.

0500: EMPLOYMENT SERVICES

These services support individuals in obtaining and maintaining competitive employment. Competitive employment refers to paid employment in the public or private sector in integrated settings whereby individuals receive at least minimum wage, but generally the prevailing wage, benefits, and training of coworkers performing comparable work.

- Job Finding Service (codes W7232 to W7233)
- Job Support Service (codes W7234 to W7235)
- Transitional Work Services (codes W7236 to W7245)
• Career Education (code W7284)

0600: FAMILY DRIVEN/FAMILY SUPPORT SERVICES

This is an indirect service to allow cash and/or voucher payments to individuals/families for family support services rendered. This does not include services directly contracted and paid by the county.

• FSS/Consumer Payment (code W7320)

0700: HOME AND COMMUNITY SERVICES

These services are provided in home and community settings to assist individuals in acquiring, retaining, and improving self-help, socialization, and adaptive skills.

• Home and Community Habilitation (codes W7052 to W7061)
• JCAHO Accredited/MA Certified Non-Residential Agencies Providing Community Habilitation (codes W7095 to W7096)
• Home Finding (code W7277)
• Environmental Accessibility Adaptations (codes W7278 to W7279)
• Chore (code W7282)
• Homemaker (code W7283)
• Family Aide (codes W7305 to W7314)
• Recreation/Leisure Time Activities (code W7316)
• Home Rehabilitation (code W7317)
• Habilitation Supplies (code W7281)

0800: OTHER

This includes those activities and miscellaneous programs that are not included in other cost centers.

• ISO Vendor Fiscal Agent (code W7318)
• ISO Agency with Choice (code W7319)

0900: PRE-VOCATIONAL SERVICES
This service is provided to individuals to prepare them for paid employment. Individuals are taught concepts such as task completion, safety, problem solving, following direction, and dependability.

- Pre-Vocational Services (Chapter 2390) (codes W7077 to W7091)

1000: RESPITE SERVICES

Respite services are for the temporary relief of the person’s normally responsible for the care and supervision of individuals in service. These services are not to replace the responsibility of members of the nuclear family to provide care and supervision that would normally occur in a family situation.

- Respite In-Home 24 hours (codes W7247 to W7250)
- Respite In-Home < 24 hours (codes W7251 to W7254)
- Respite In-Home – 15 minutes (codes W7255 to W7258)
- Respite Out-of-Home 24 hours (codes W7259 to W7262)
- Respite Out-of-Home < 24 hours (codes W7263 to W7266)
- Respite Out-of-Home – 15 minutes (codes W7267 to W7270)
- Respite – Overnight Camp (code W7285)
- Respite – Day Camp (code W7286)
- Respite Care – 24 hours Out of Home (codes W7287 to W7290)
- Respite Care < 24 hours Out of Home (codes W7291 to W7300)
- Respite Care – 15 minutes Out of Home (codes W7301 to W7304)

1100: SPECIALIZED SUPPORTS

This includes therapies and other supportive services that enable a person to live in the community.

- Physical Therapy (codes 97001 to S5115)
- Occupational Therapy (codes 97003 to 97535)
- Speech and Language Therapy (codes 92506 to 92599)
- Nursing Service (codes 96150 to T1031)
- Behavior Therapy (codes 90804 to 90857)
- Visual/Mobility Therapy (code W7246)
- Special Diet Preparation (code W7315)
• Adaptive Appliances/Equipment (code W7280)

1200: SUPPORTS COORDINATION

This includes activities involved in planning, locating, coordinating and monitoring supports and services for an individual. It includes Targeted Service Management (TSM), non-TSM supports coordination, and early intervention case management.

1300: TRANSPORTATION SERVICES

This service is the provision of transportation for individuals to enable them to access services, activities, or supports in accordance with their individual support plans. This does not include the cost of transportation that is an integral part of a service.

• Transportation (mile) (code W7271)
• Public Transportation (code W7272)
• Transportation (individual) (code W7273)
• Transportation (trip) (codes W7274 to W7276)