



Provision of “Vendor” Services Informational Packet #003-09

PURPOSE: This Office of Developmental Programs Informational Packet is intended to provide Administrative Entities (AEs) and Supports Coordination Organizations (SCO) with additional information in order to:

- Determine if an organization is considered a provider or vendor of service
- Communicate additional details emphasizing Respite-Camp and Transportation
- Provide direction on how to add provider and vendor services to the Individual Support Plan (ISP) in preparation for completing the Fiscal Year (FY) 2009-2010 Renewal as a result of the April 25, 2009 6.3.0 release of HCSIS

The first step in securing goods or services and adding them to ISPs is to determine if the organization that will provide them is now considered a “provider” or a “vendor” in FY 2009-2010. In the past, some services were considered vendor only. However, it has been determined that the nature and size of the organization – rather than the service itself – determines whether a service can be a vendor or provider service. **Reference the draft Provider/Vendor Matrix currently posted on www.odpconsulting.net until an ODP bulletin is issued, with two exceptions.** These exceptions involve both Respite – Camp services and Transportation services.

- ODP is permitting camps that now meet the definition of a provider the option to continue as a vendor until June 30, 2010. If a camp elects this option, the entity must plan to comply with the provider requirements by June 30, 2010 in order to be eligible for waiver funding. The Respite - Camp exception is in place to ensure a smooth transition for those camps that will shift from a vendor to a provider status while maintaining continuity for individuals who use camps for respite. Please reference **Attachment #1** for a more detailed communication regarding Respite - Camp.
- Changes to the Provider/Vendor Matrix bulletin will be made for transportation service. The attached Transportation Services instructions reflect the changes. Please reference **Attachment #2** for the detailed communication regarding Transportation. Please note the new information in bold regarding the instructions for using the “PA Transit System” website.

Next, the services need to be added to the ISPs. These can include services by a provider or services by a vendor. When applicable, the Financial Management Services (FMS) administrative fee associated with the provision of a one-time vendor service also needs to be added to the ISP. Please reference **Attachment #3** for a more detailed communication regarding how to add provider and vendor services to the ISP.

For more information regarding the April 25, 2009 6.3.0 HCSIS release, please reference the Release Communications found on the HCSIS Learning Management System (LMS) homepage under the HCSIS Information link.

For additional information or technical assistance, please contact your Regional Program Office.

Respite-Camp Communication--24 hour and 15 minute Units

Attachment #1

Individuals have used camp for respite services for many years and the service was an eligible waiver service. In the fall of 2008 ODP issued a draft bulletin "Provider/Vendor Matrix" that outlines potential changes to the requirements for Respite – Camp to be effective July 1, 2009. In the draft Matrix, Respite - Camp entities can either be a service Provider or a Vendor of service depending on the specific circumstances related to the entity and the service they offer.

The potential change from Vendor to Provider has caused some concerns related to Respite - Camp. Camps traditionally publish their summer schedules in January and February each year. Since the Matrix is still a Draft document, many camps assumed that they would continue to provide their services as a Vendor in FY 2009-2010. ODP recognizes the issues related to the finalization of the Matrix and therefore established the below process to accommodate the concerns raised.

Please note there has been no change in the existing federal requirements that Medicaid funds (waiver) can only be used to pay for services that have been furnished/rendered.

FY 2009-2010:

ODP is committed to a smooth transition for Respite - Camp providers and to support plan development for participants who have used Camp for respite. In order to accomplish this in FY 2009-2010, ODP has determined that the following will apply:

- All entities that offer and have established Respite - Camp as a Provider service based on the Matrix will continue to comply with the Provider requirements outlined in the Matrix with an effective date of July 1, 2009.
- Any entity that currently offers Respite - Camp as a Vendor service and meets the definition of a Provider, based on the Matrix, will have the option to continue to operate as a Vendor until June 30, 2010.
- If the camp, that meets the definition of a Provider, but due to timing issues, chooses to continue as a Vendor through FY 2009-2010, the entity must plan to comply with the Provider requirements by June 30, 2010 in order to be eligible for waiver funding.
- During FY 2009-2010, a Camp that meets the definition of a Provider could decide to decline to provide Respite - Camp as a waiver service. In this case, the entity must notify the AE and the participants that have utilized their services that they will no longer be providing waiver services as of July 1, 2010. We expect these entities to work closely with the AE so that proper notification and team planning can occur. This notification should be made no later than February 1, 2010.
- Each AE will maintain a list of willing and qualified waiver providers of Respite - Camp and will make this list available to SCOs and participants so individuals can identify an alternative if the current Respite – Camp entity is no longer a willing waiver provider of Respite - Camp as of July 1, 2010.

ODP and the AEs will be available to provide technical assistance to any Camp entity that intends to become a Provider of Respite – Camp effective of July 1, 2010. If you have any questions or concerns please contact the appropriate Regional Office.

Transportation as a Vendor or Provider Service

Attachment #2

A draft Provider/Vendor matrix was issued in late 2008 to identify providers versus vendors. The final Matrix will be issued by ODP in the form of a bulletin. There are changes that will be made for transportation services in the final Matrix bulletin. These instructions reflect the changes that will be outlined in the final Matrix. ODP recognizes that some organizations may have registered in HCSIS as providers of transportation versus vendors based on the draft Matrix. In those situations the AE will work with the provider (s) to first verify if the organization meets the definition of a public transportation service outlined below. If they do meet that definition then the organization, AE and ODP will work together to determine the best course of action which will include the time line and technical steps that may need to occur to change the provider designation to a vendor designation in HCSIS.

The below PA Department of Transportation website lists "**PA Transit Systems**". The "PA Transit Systems" list is what defines an organization as a public transportation service in PA. The AE should utilize the below shortcut to verify the transportation service as public by locating that service on the "PA Transit System" list. The link to the "PA Transit Systems" list is as follows:

<http://www.dot.state.pa.us/Internet/Bureaus/pdBPT.nsf/TransHomepage?openFrameset>

Once you click on the link above, you will be at the PA Department of Transportation - Public Transportation Web Page. Use the Menu on the far left of this page and click on Related Links. Scroll down to Pennsylvania Transit Systems. The carriers listed are considered public transportation service in PA. **Once this is complete you must also click on the Public Transportation Map which is on the menu on the far left of the Public transportation Web Page. You should cross check the carriers listed under "PA Transit System" with those carriers listed on the public transportation map. We are asking that you check both places. It appears that in some cases the public carriers are listed in one location but not both. If they appear on the map, the PA Transit Systems list, or both, these carriers will have a vendor designation in HCSIS. The only exception will be if there is a determination made that the service that is provided to Waiver participants is a separate business offering that does not serve the self paying/general public.**

ODP regards the "PA Transit Systems" found at the above website as public transportation vendors. These vendors' services are identified in the ODP Service Definitions as W7272. ODP will accept the public rates of these services once verified and documented by the AE. Organizations that reimburse a public transportation vendor on behalf of a participant will also be considered transportation vendors. For these vendors, the SC will also use service code W7272 when completing ISPs.

Transportation Mile W 7271 is also a vendor service.

Other transportation organizations that are not providing or reimbursing public transportation may also be considered vendors if the transportation organization receives less than \$500,000 dollars in Federal funds for Pennsylvania services.

For all other transportation service organizations that meet the \$500,000 dollar threshold in Federal funds for Pennsylvania services that are not vendors as described above, ODP will consider those organizations to be "Providers".

How to add Provider and Vendor Services to the ISP

Attachment #3

How to add a Provider Service when the organization meets the provider criteria:

The organization is expected to register in HCSIS and enroll in PROMISe™ (or ensure that their current PROMISe™ enrollment is accurate and up-to-date). Once the organization has registered as a provider in HCSIS through Provider Access, the appropriate service offering must be added in their Service and Supports Directory (SSD). When preparing the FY renewal ISP, the SC should select the provider and complete the service details using the provider services screen in the SSD.

How to add a Vendor service when the organization meets the vendor criteria:

The following options can occur:

- A. The vendor can enroll in PROMISe™ to allow for direct reimbursement to the vendor. ISPs can be completed to reflect all services associated to that vendor organization through the vendor screens in HCSIS.
- B. If an individual, enrolled in a waiver program, is self-directing his/her services and needs an eligible vendor service:
 - The individual's FMS organization will be used to make the vendor payment. The administrative fee for the vendor service will be captured in the monthly FMS administrative fee. Both the Vendor Fiscal/Employer Agent (VF/EA) and the Agency with Choice (AWC) models were designed to support individuals in the waivers who self-direct their services or who have designated a surrogate to do so. For example, if a wavier participant *is self-directing their services through a FMS organization and also needs one-time only vendor services - such as the purchase of an assistive technology device or vehicle accessibility adaptations - it is expected that the payment will occur through the FMS organization.* The vendor service should be reflected on the FMS screens in the ISP.
- C. If an individual, enrolled in a waiver program, is not self-directing his/her services and needs an eligible vendor service:
 - The following three (3) options are available to each AE as ODP continues to explore the option of processing these payments through the statewide VF/EA FMS. However, as of April 1, 2009, these arrangements have not been finalized. Therefore, in order to complete FY 2009-2010 renewal ISPs in a timely manner, ODP recognizes that alternative arrangements must be in place.
 1. The person's current service provider may make payment for the vendor service.
 - The service provider is responsible to ensure that the payment made to the vendor is made in accordance with waiver requirements and qualifications for the provision of

the service. In this instance, the cost *must* be the same as the cost of the vendor service unless the provider demonstrates that they will incur specific expenses to administer and implement requirements associated with the provision of that vendor service. Any such expenses/costs must be approved by ODP and should be added to the cost of the service. This should be reflected on the vendor screen in HCSIS using the "bid amount" on the Service Details page. ODP will cap this allowable payment. In no event may it exceed \$25.00 per transaction or 15 percent whichever is less.

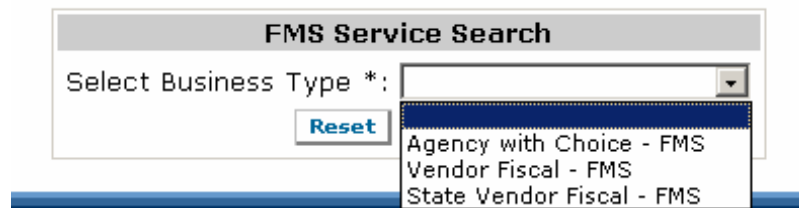
2. The AE *may* use the local AWC or Local Vendor Fiscal Employer Agent (LVF/EA) provider to perform payments for vendor services. The vendor administrative fee must be billed as a separate and distinct function than the FMS monthly administrative service that the AWC or LVF/EA offers to individuals who self direct. Since the costs associated with processing a one-time vendor service are different than with self directing recurring FMS services, ODP has created a separate procedure code for administering these vendor transactions for non-self directing individuals. ODP will cap this payment at \$25 per transaction or 15 percent whichever is less.

Payment for the one-time only vendor payment administrative fee for a FMS organization will occur through PROMISe™ and must be reflected in the ISP through the SSD using the FMS screens. When the AWC or the LVF/EA submits these claims through PROMISe™, the service **and** the one-time admin fee **must** be billed on the same claim using the same date span for the dates of service.

The ISP must reflect both the vendor service and the one-time administrative fee. **The SC should use the FMS screens in HCSIS for adding both the vendor service and the one-time administrative fee provided by a FMS organization so that the services are billed out of a service location using provider type 54.**

Effective with the April 25, 2009 HCSIS release, to add a vendor service and an administrative fee for a one-time vendor service to the ISP, use the FMS Screens in the SSD:

First select the appropriate FMS Business Type from the search box.



The screenshot shows a web interface titled "FMS Service Search". It features a text input field labeled "Select Business Type *:" with a dropdown arrow on the right. Below the input field is a "Reset" button. The dropdown menu is open, displaying three options: "Agency with Choice - FMS", "Vendor Fiscal - FMS", and "State Vendor Fiscal - FMS".

Indicate the FMS (organization) Name and the **Vendor Service** as the FMS Service Name from the drop-down list of services. Information about the vendor (such as name and address) should be inputted in the Additional Information textbox.

FMS Service Information	
FMS Name:	* AWC FMS PROVIDER
FMS Service Name:	* Environmental Accessibility Adaptations (Vehicle) / Outcome Based
Additional Information:	VENDOR NAME, ADDRESS, CONTACT INFORMATION: VEHICLE ACCESSIBILITY ADAPTATION INC. 123 MAIN STREET PHILADELPHIA, PA 12345

Next, use the Service Details screen to select the Related Outcome Phrase and to add the:

- Total Amount of the service
- Total Annual Units, and
- Expected Start and Stop Dates for the vendor service.





Services and Supports	
Fiscal Year Begin Date:	06/30/2010
Fiscal Year End Date:	06/30/2010
Related Outcome Phrase:	<input type="text"/>
Service Name:	Environmental Accessibility Adaptations (Vehicle)
Service Procedure Code:	W7278:00:00:00:00
Service Contract Start Date:	
Service Contract End Date:	
Service Unit Cost:	N/A
Provider MPI #:	900001536
Provider Name:	AWC FMS PROVIDER:
Service Location Id:	
Provider Site:	
Total Amount:	* \$ 0
Utilized Amount:	\$0
Total Annual Units:	* <input type="text"/>
Utilized Units:	0
Expected Start Date (MM/DD/YYYY):	* <input type="text"/>
Expected Stop Date (MM/DD/YYYY):	* <input type="text"/>
The service is an emergency substitute for the following service:	<input type="text"/>
Service Subtotal:	0
Plan Budget Total:	\$0
Projected Plan Budget Amount:	\$.00
Authorization Status:	Pending
Authorization Date And Time:	
Authorization Comments:	

To add the one time vendor admin fee, select the **Admin Fee for One Time Vendor Services** as a separate service for the AWC or LVF/EA. Information about the vendor (such as name and address) should be inputted in the Additional Information textbox.

FMS Service Information	
FMS Name:	* AWC FMS PROVIDER
FMS Service Name:	* Admin Fee for One time Vendor Services / Flat Fee
Additional Information:	VENDOR NAME, ADDRESS, CONTACT INFORMATION: VEHICLE ACCESSIBILITY ADAPTATION INC. 123 MAIN STREET PHILADELPHIA, PA 12345

The Service Details screen will display the procedure code for the one-time admin fee (i.e. W0026 for AWC One-time Admin Fee and W0027 for LVF/EA admin fee). Finally:

1. Select the related Outcome Phrase
2. Record the Total Annual Units number of units (The unit is one per month)
3. Indicate the Expected Start and Stop date of the service
4. For the administrative fee there is no Total Amount. This amount will default to 0 for the Admin Fee for One time Vendor Services, and cannot be changed. (This prevents the cost of the administrative service from counting toward the P/FDS cap and the service plan total).

Services	
Fiscal Year Begin Date:	07/01/2009
Fiscal Year End Date:	06/30/2010
Related Outcome Phrase:	#1 
Service Name:	Admin Fee for One time Vendor Services
Service Procedure Code:	W0026:00:00:00:00
Service Contract Start Date:	
Service Contract End Date:	
Service Unit Cost:	N/A
Provider MPI #:	900001536
Provider Name:	AWC FMS PROVIDER:
Service Location Id:	
Provider Site:	
Total Amount:	#4  * \$0
Utilized Amount:	\$0
Total Annual Units:	#2  *
Utilized Units:	0
Expected Start Date (MM/DD/YYYY):	#3  *
Expected Stop Date (MM/DD/YYYY):	*
The service is an emergency substitute for the following service:	
Service Subtotal:	0
Plan Budget Total:	\$0
Projected Plan Budget Amount:	\$.00
Authorization Status:	Pending
Authorization Date And Time:	
Authorization Comments:	

3. If the AE has an agency (other than an SCO) making family support/family driven payments, that agency may make vendor only payments. The “payment agent/agency” must enroll in HCSIS and PROMISE™ as a provider type 55, Vendor, and bill for authorized waiver services through PROMISE™.
 - o The costs for authorized vendor services *must* be the same as the actual cost of the vendor service unless the provider/payment agent can demonstrate that they will incur specific expenses to administer and implement requirements associated with the provision of that vendor service. Any such expenses/costs must be approved by the AE and should be added to the cost of the service. This should be reflected on the vendor screen in HCSIS using the “bid amount” on the Service Details page. ODP will cap this allowable payment. In no event may it exceed \$25.00 per transaction or 15 percent whichever is less.
 - o SCOs **may not function** in this capacity, in accordance with the requirements in the approved waivers, with one exception. SCOs may make payments for transportation services rendered by a vendor that are considered Public Transportation (W 7272) or Transportation by Mile (W 7271). When the SCO provides transportation related functions, the organization must enroll in HCSIS and PROMISE™ as a provider type 55, Vendor, and bill for the authorized transportation services through PROMISE™.

SC organizations should consult with their AEs regarding what local option (s) are in place now and how to proceed. If this results in a decision to wait to finalize FY 2009-2010 renewal plans, there must be a tracking process in place to ensure approval of the affected ISPs prior to July 1, 2009.

For additional information regarding how to add services to ISPs using the Provider, FMS, or Vendor screens in HCSIS, please reference “Chapter 10: ISP Services and Supports” of the SC 100I ODP Supports Coordination student guide found on the HCSIS Learning Management System (LMS).