



State of Connecticut
Department of Developmental Services

Dannel P. Malloy
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

Operation Center Memo FY2019-09

TO: DDS Qualified Providers of Day Services

FROM: David David, Director of Service Development and Support, Operations Center

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

DATE: November 7, 2018

SUBJECT: Per Diem Authorization Audit

The following changes will be implemented immediately regarding per diem authorizations for group day supports.

For services performed September 1, 2018, and after:

A. Per Diem unit attendance will receive the full reimbursement if:

- The unit was billed with the proper documentation and
- The individual received the standard six (6) support hours.

OR

- The unit was billed with the proper documentation,
- The individual received a minimum of five (5) support hours, and
- The standard six (6) support hours were available for the participant.

OR

- The unit was billed with the proper documentation,
- The individual received at least three (3) support hours,
- The standard six (6) support hours were available, and
- There were no more than six (6) days in a calendar quarter in which there was an occurrence of an intermittent late arrival or early dismissal that resulted in the participant not meeting the minimum of five (5) support hours in the day.

B. Per Diem unit attendance will receive an audit adjustment for the full reimbursement if any of the following are true:

- The unit was billed without the proper documentation and authorization,
- The standard six (6) hours of support were not available,
- The minimum of five (5) support hours were not provided, or
- The participant had more than six (6) occurrences in a calendar quarter of an intermittent late arrival or early dismissal that resulted in not meeting the minimum of five (5) support hours in the day. In this case, the adjustment will be applied to any occurrence that exceeded the first six (6) occurrences of the applicable calendar quarter.

C. At his or her discretion, the DSS auditor may amend the audit adjustment for excessive intermittent late arrival or early dismissals, if they are identified by provider documentation as being related to doctor's visits, medical issues, or hospital visits. DSS will review the stated reason for the delay on the documentation and verify the reason through medical claims.

D. At his or her discretion, the DSS auditor may amend the audit adjustment for excessive intermittent late arrival or early dismissals if the provider can document that they had attempted to change the authorization from per diem to hourly, but the authorization change was not completed in a timely manner. The provider must have documentation from the region (written authorization via email from the Regional Director, the Assistant Regional Director, the Resource Administrator, or the Planning & Resource Allocation Team).

E. Documentation that six (6) hours of supports were available may include one of the following:

- Staff payroll records that identify the start and end time of the six (6) hour timeframe made available to the individual for which staff were paid to provide group day supports.
- Billing records of the individuals who attend the same program as the individual that identify the number of units billed.

If you have any questions, please contact me at david.david@ct.gov.