

Aging and People with Disabilities

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Number: APD-IM-15-067

Issue date: 8/31/2015

Topic: Long Term Care

Subject: Coding changes for in-home vouchers

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental |
| <input type="checkbox"/> Children, Adults and Families | Disabilities Services (ODDS) |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (<i>please specify</i>): |

Message:

In all APD/AAA offices, vouchers for both **hourly and live-in Homecare Workers (HCWs)** with service dates of 9/1/2015 forward will change the way hours are input into the HATH screens in the mainframe. The hours will be “rolled up” from multiple categories into one.

ADL Roll-Up:

- The ADL Min and ADL Sub fields will be closed for hours assignment on the HATH screen.
- Vouchers will automatically roll up if “Print new 598B” is answered “Y” in the HPAY screen if a voucher was previously authorized within the last two months.
- For OC111 (hourly HCW), all ADL hours (Minimal, Substantial and Full) and Self Management hours from the 546N is combined on the “Total service hours” on the 546N. This information is used to enter into the “Hourly ADL/IADL” field on the HATH screen. Vouchers that have been pre-authorized prior to 8/31/15 will not have to be voided and re-issued.

Section 4b: Authorization

Total service hours: 125 ← **Authorized per month: \$ 1718.75**

OC111 for August

```

HATH 0J30100C 655777 In-home Service Authorization 08/31/2015
Trans Typ A Upd Date 08/31/2015 Upd RACF Not on file
Vch Nbr 00000000 Pres Tran
Prim Id 0J30100C Recip PTC, TEST
Prov Nbr 655777 Prov Name TEST, PROVIDER City/St SALEM, OR
Service Auth Beg 15/08/01 Auth End 15/08/31 Lst Work 00/00/00
Cat APD Contact Br 2411 Auth Wkr 999 NORTH SALEM AGING-NWSDS
Hrly/Hrly Paid Leave (Y/N) Y Spousal Pay (Y/N) N
Live-in (Y/N) N Days work per wk: 7 6 5 2 1
Live-in - Leave (hours) 0 Reg Live-in Prov Nbr
MHD/DD Pers Care Prov (Y/N) N CIIS (Y/N) N Behav Spt (Y/N) N
Mileage (Y/N) N Pub Trans Allowance (Y/N) N
Proc Description Units/Mil Rate Line Tot
OC111 ADL Full Assist 20.00 13.7500 275.00
OC111 ADL Subst Assist 20.00 13.7500 275.00
OC111 ADL Minimal Asst 20.00 13.7500 275.00
OC111 Self Management 20.00 13.7500 275.00

Tot Svc Units 80.00 Auth Clm 1,100.00
Err Code: Err Stat:
Msg:
QUES ADD VCHR TO FILE? Y/N ANSW N PRNT 598? N 15/08/31 MAIL BR? N
PF4=Plan Chg PF5=Hours Chg
  
```

ADL and IADL categories will display previously entered hours totaling 80 hours.

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HATH 0J30100C 655777 In-home Service Authorization 08/31/2015
Trans Typ A Upd Date 08/31/2015 Upd RACF Not on file
Vch Nbr 00000000 Pres Tran
Prim Id 0J30100C Recip PTC, TEST
Prov Nbr 655777 Prov Name TEST, PROVIDER City/St SALEM, OR
Service Auth Beg 15/09/01 Auth End 15/09/30 Lst Work 00/00/00
Cat APD Contact Br 2411 Auth Wkr 999 NORTH SALEM AGING-NWSDS
Hrly/Hrly Paid Leave (Y/N) Y Spousal Pay (Y/N) N
Live-in (Y/N) N Days work per wk: 7 6 5 2 1
Live-in - Leave (hours) 0 Reg Live-in Prov Nbr
MHD/DD Pers Care Prov (Y/N) N CIIS (Y/N) N Behav Spt (Y/N) N
Mileage (Y/N) N Pub Trans Allowance (Y/N) N
Proc Description Units/Mil Rate Line Tot
OC111 Hourly ADL/IADL 80.00 13.7500 1,100.00
TU111 Hrly Paid Leave 0.00 13.7500 0.00

Tot Svc Units 80.00 Auth Clm 1,100.00
Err Code:
Msg: 83 Vchr record 15215242 added
  
```

All hours previously entered into ADL/IADL categories will be automatically combined into one category.

- For OC112 (live-in HCW), all ADL hours (Minimal, Substantial and Full) are combined on the 546N and totaled on the “Daily living – Total” field. This is entered in the “Live-in ADL” field on the HATH screen. The Self- Management and 24-hour availability (Live-in Services) hours will be entered on their individual lines. Vouchers that have been pre-authorized prior to 8/31/15 with Minimal, Substantial and Full will be converted to Live-in ADL. They will not have to be voided and re-issued.

Type:	CEP (Live-in)	Billing Schedule:	
Daily living - Full Assist:	145	@ 13.75 =	\$ 1993.75
Daily living - Substantial Assist:	0	@ 13.75 =	\$ 0.00
Daily living - Minimal Assist:	0	@ 13.75 =	\$ 0.00
Daily living - Total:	145	@ 13.75 =	\$ 1993.75
Self Management:	85	@ 6.88 =	\$ 584.80
Live-In Services:	159	@ 6.88 =	\$ 1093.92
Mileage allowance:	0	@0.485 =	\$ 0.00
Section 4b: Authorization			
Total service hours:	389	Authorized per month:	\$ 3672.47

OC112 for August Services:

```

HATH OJ30100C 655777 In-home Service Authorization 08/31/2015
Trans Typ A Upd Date 08/31/2015 Upd RACF Not on file
Vch Nbr 00000000 Proc Tran
Prim Id OJ30100C Recip PTC, TEST
Prov Nbr 655777 Prov Name TEST, PROVIDER City/St SALEM, OR
Service Auth Beg 15/08/01 Auth End 15/08/31 Let Work 00/00/00
Cat APD Contact Br 2411 Auth Wkr 999 NORTH SALEM AGING-NWSDS
Hrly/Hrly Paid Leave (Y/N) N Spousal Pay (Y/N) N
Live-in (Y/N) Y Days work per wk: 7 X 6 5 2 1
Live-in - Leave (hours) 0 Reg Live-in Prov Nbr
MHD/DD Pers Care Prov (Y/N) N CIIS (Y/N) N Behav Spt (Y/N) N
Mileage (Y/N) N Pub Trans Allowance (Y/N) N
Proc Description Units/Mil Rate Line Tot
OC112 ADL Full Assist 20.00 13.7500 275.00
OC112 ADL Subst Assist 20.00 13.7500 275.00
OC112 ADL Minimal Asst 20.00 13.7500 275.00
OC112 Self Management 50.00 6.8800 344.00
OC112 Live-in Services 50.00 6.8800 344.00
Tot Svc Units 160.00 Auth Clm 1,513.00
Err Code: Err Stat:
Msg:
QUES ADD VCHR TO FILE? Y/N ANSW Y PRNT 598? N 15/08/31 MAIL BR? N
PF4=Plan Chg PFS=Hours Chg

```

ADL categories will display previously entered hours totaling 60 hours.

```

HATH OJ30100C 655777 In-home Service Authorization 08/31/2015
Trans Typ A Upd Date 08/31/2015 Upd RACF Not on file
Vch Nbr 00000000 Proc Tran
Prim Id OJ30100C Recip PTC, TEST
Prov Nbr 655777 Prov Name TEST, PROVIDER City/St SALEM, OR
Service Auth Beg 15/09/01 Auth End 15/09/30 Let Work 00/00/00
Cat APD Contact Br 2411 Auth Wkr 999 NORTH SALEM AGING-NWSDS
Hrly/Hrly Paid Leave (Y/N) N Spousal Pay (Y/N) N
Live-in (Y/N) Y Days work per wk: 7 X 6 5 2 1
Live-in - Leave (hours) 0 Reg Live-in Prov Nbr
MHD/DD Pers Care Prov (Y/N) N CIIS (Y/N) N Behav Spt (Y/N) N
Mileage (Y/N) N Pub Trans Allowance (Y/N) N
Proc Description Units/Mil Rate Line Tot
OC112 Live-in ADL 60.00 13.7500 825.00
OC112 Self Management 50.00 6.8800 344.00
OC112 Live-in Services 50.00 6.8800 344.00
Tot Svc Units 160.00 Auth Clm 1,513.00
Err Code:
Msg: 03 Vchr record 15215243 added

```

All hours previously entered into ADL categories will be automatically combined into

one category.

- Along with these changes, please note that mileage only vouchers will no longer be allowed. Mileage procedure code OT111 is not otherwise affected.
- Respite Relief vouchers are not affected by this change.

Spousal Pay:

- Beginning 08/31/15, the CA/PS / SELG assessment create date will determine which procedure codes that will populate spousal pay vouchers.
- Vouchers for Spousal Pay providers (utilizing the SP111 procedure code) whose consumer/employers that have not been reassessed after 8/30/2015 will have the same roll-up as live-in HCWs. Procedure code SP111 will not be available on a voucher if the assessment create date is after 8/30/15.
- Vouchers for Spousal Pay providers whose consumer/employers are reassessed after 8/30/15 will have the new rolled up procedure code SP112. These providers will have their hours entered into HATH in the same way as an hourly HCW. You will still need to enter a "Y" in the Spousal pay field on HATH. Staff that input vouchers will need a new 546N if a new voucher authorization changes the procedure code from to SP111 to SP112.

SP111 for August Services:

```
HATH BMA00L3R 655777 In-home Service Authorization 08/31/2015
Trans Typ A Upd Date 08/31/2015 Upd RACF Not on file
Vch Nbr 00000000 Proc Tran
Prim Id BMA00L3R Recip KTESTING, DDKXXVIJRW
Prov Nbr 655777 Prov Name TEST, PROVIDER City/St SALEM, OR
Service Auth Beg 15/08/01 Auth End 15/08/31 Lst Work 00/00/00
Cat KPS Contact Br 2411 Auth Wkr 999 NORTH SALEM AGING-NWSDS
Hrly/Hrly Paid Leave (Y/N) N Spousal Pay (Y/N) Y
Live-in (Y/N) N Days work per wk: 7 6 5 2 1
Live-in - Leave (hours) 0 Reg Live-in Prov Nbr
MHD/DD Pers Care Prov (Y/N) N CIIS (Y/N) N Behav Spt (Y/N) N
Mileage (Y/N) N Pub Trans Allowance (Y/N) N
Proc Description Units/Mil Rate Line Tot
SP111 ADL Full Assist 20.00 13.7500 275.00
SP111 ADL Subst Assist 20.00 13.7500 275.00
SP111 ADL Minimal Asst 20.00 13.7500 275.00
SP111 Self Management 50.00 6.8800 344.00
SP111 24hr Availability 50.00 6.8800 344.00
Tot Svc Units 160.00 Auth Clm 1,513.00
Err Code: Err Stat:
Msg:
QUES ADD VCHR TO FILE? Y/N ANSW N PRNT 598? N 15/08/31 MAIL BR? N
PF4=Plan Chg PF5=Hours Chg
```

ADL categories will display previously entered hours totaling 60 hours.

```

HATH BMA00L3R_655777 In-home Service Authorization 08/31/2015
Trans Typ A Upd Date 08/31/2015 Upd RACF Not on file
Vch Nbr 00000000 Prcs Tran
Prim Id BMA00L3R Recip KTESTING, DDKXXVIJRW
Prov Nbr 655777 Prov Name TEST, PROVIDER City/St SALEM, OR
Service Auth Beg 15/09/01 Auth End 15/09/30 Lst Work 00/00/00
Cat KPS Contact Br 2411 Auth Wkr 999 NORTH SALEM AGING-NWSDS
Hrly/Hrly Paid Leave (Y/N) N Spousal Pay (Y/N) Y
Live-in (Y/N) N Days work per wk: 7 6 5 2 1
Live-in - Leave (hours) 0 Reg Live-in Prov Nbr
MHD/DD Pers Care Prov (Y/N) N CIIS (Y/N) N Behav Spt (Y/N) N
Mileage (Y/N) N Pub Trans Allowance (Y/N) N
Proc Description Units/Mil Rate Line Tot
SP111 Live-in ADL 60.00 13.7500 825.00
SP111 Self Management 50.00 6.8800 344.00
SP111 24hr Availability 50.00 6.8800 344.00

Tot Svc Units 160.00 Auth Clm 1,513.00
Err Code: Err Stat:
Msg:
QUES ADD VCHR TO FILE? Y/N ANSW N PRNT 598? N 15/08/31 MAIL BR? N
PF4=Plan Chg PF5=Hours Chg

```

All hours previously entered into ADL categories will be automatically combined into one category.

SP112 for Sept Services:

```

HATH BMA00L3R_655777 In-home Service Authorization 08/31/2015
Trans Typ A Upd Date 08/31/2015 Upd RACF Not on file
Vch Nbr 00000000 Prcs Tran
Prim Id BMA00L3R Recip KTESTING, DDKXXVIJRW
Prov Nbr 655777 Prov Name TEST, PROVIDER City/St SALEM, OR
Service Auth Beg 15/09/01 Auth End 15/09/30 Lst Work 00/00/00
Cat KPS Contact Br 2411 Auth Wkr 999 NORTH SALEM AGING-NWSDS
Hrly/Hrly Paid Leave (Y/N) N Spousal Pay (Y/N) Y
Live-in (Y/N) N Days work per wk: 7 6 5 2 1
Live-in - Leave (hours) 0 Reg Live-in Prov Nbr
MHD/DD Pers Care Prov (Y/N) N CIIS (Y/N) N Behav Spt (Y/N) N
Mileage (Y/N) N Pub Trans Allowance (Y/N) N
Proc Description Units/Mil Rate Line Tot
SP112 SPS Hrly ADL/IADL 160.00 13.7500 2,200.00

Tot Svc Units 160.00 Auth Clm 2,200.00
Err Code:
Msg:
QUES ADD VCHR TO FILE? Y/N ANSW N PRNT 598? N 15/08/31 MAIL BR? N
PF4=Plan Chg PF5=Hours Chg

```

New spousal pay hourly category will include one new category. You will need to manually enter new assessed hours from 546N. This will occur when a new assessment has been created after 8/30/2015.

OPI:

- OPI authorizations utilizing the OP332 and OP334 procedure codes will be rolled up in the same way as hourly HCWs. Mileage procedure codes OP336 or OP338 will not be affected.

State Plan Personal Care:

- SPPC authorizations utilizing the OC111 procedure code will also be rolled up in the same way as hourly HCWs.

If you have any questions about this information, contact:

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