South Carolina Department of Disabilities and Special Needs
Fee for Service Implementation Logistics Training
Agenda
January 25, 2021

1. This meeting is for former Financial Managers of Bands B and I – (DSN Boards).

Documentation, Directives, Manuals, Online Reports

2. Finance Manual Chapter 10 is being updated to reflect changes moving toward fee for service and from other updates needed prior to fee for service.
3. Directive 250-10-DD "Funding for Services" is being updated.
4. A variety of changes have been made to R2D2 reports that we will be discussing.

Billing and Payment Processes

5. We are attempting to create a third payment schedule that will accumulate all of the different items paid by DDSN such as CM, EI, Day Program FFS, Employment Individual FFS, etc. The goal is to have a single payment with each of these amounts on the one schedule.
6. Processes have been changed related to environmental and private vehicle mods to simplify and streamline the process. These processes have been shared in prior meetings with providers.
7. Processes have been changed related to payment of Case Management and Early Intervention services. Effective for services provided January 1, 2021, providers will no longer have to submit signed invoices/pages through RBC.
8. Bands B and I converted from Capitated Bands paid prospectively to fee for service paid retrospectively effective January 1, 2021.
9. Effective January 1, 2021, Day Program Services to at-home consumers will be paid based on actual units at the rate of $31.29 per unit for all Waivers.
10. Effective January 1, 2021, Employment Individual Services provided to at-home consumers will be paid at one of two rates – ID/RD and HASCI at $16.48 per 15 min unit; CS at $21.95 per 15 min unit.
11. All state funded consumers will be funded at the same rate as if they were in the ID/RD Waiver.
12. The service provider will be paid for units delivered thus eliminating the need for third-party day program arrangements for at-home consumers. If an arrangement exists for a residential consumer, then these arrangements must still exist.
13. Respite will be paid to Providers at the rate of $3.17 per 15 minute unit for all dates of service on or after January 1, 2021.
14. Companion will be paid at the rate of $3.29 per 15 minute unit for all dates of service on or after January 1, 2021.
15. DDSN will cease recouping the following items from Providers effective January 1, 2021:
    a. ID/RD Waiver Direct Billed Credit Reports for at-home consumers (October 2020 report) (formerly Band B funded slots)
    b. Medicare Part D for at-home consumers (November 2020 report) (formerly Band B and I funded slots)

      c. CS Waiver Direct Billed Credit Reports for all consumers (October 2020 report) (formerly Band I funded slots)

      d. District/Regional payrolls for all dates of service of January 1, 2021 and later

16. All Board Billed enhanced Waiver services will be paid based on billing documents turned in to DDSN (respite, companion, assistive tech, etc.).

17. Administrative costs associated with Board Billed enhanced Waiver will be paid based on an admin request process similar to existing processes for SFCS, SFFA, and HASCI Waiver.

Contract Changes

18. The Capitated contract was amended to discontinue funding for all of these bands effective January 1, 2021. Updated Capitated contract language will be provided in a future amendment.

19. In the future, Providers will need to run their own "Official Cost Analysis Funding Band Report by Financial Manager" to see consumers' approved funding regardless if prospective capitated payment or retrospective fee for service payment.

20. A new Waiver Services contract is being created to account for ID/RD, CS, and HASCI Waiver services. This contract will not have a spending requirement. HASCI will be removed from the non-capitated contract effective January 1, 2021.

21. All residential bands are being adjusted effective July 1, 2020 for the day program component of the band – all except Band T (ICF/ID slots). Band T is being adjusted effective July 1, 2020 to pass-through DDSN's full rate to providers ($295.17 from $291.19).

22. Day program attendance requirements for at-home Adult Day were eliminated effective July 1, 2020.

23. Day program attendance requirements related to residential bands will remain and will likely increase to somewhere in the range of 92% to 95%. This will be based on baseline expectation determined by reviewing statewide historical averages over the last several years – pre-COVID.

24. Band B outliers no longer exist.

25. Band B outliers will be reconciled in the fourth quarter of FY 2021 and will reflect funding and services from July 1, 2020 to December 31, 2020.

26. A review of funding for residential consumers is underway. Providers are to remit documents per the request of Mary Poole.

27. Any approved funding changes for residential consumers will be approved and funded retro-actively to July 1, 2020.

Cash Flow Concerns by Providers

28. A loan program is being developed and providers will be given guidance on how to get cash assistance during the initial six month period of the conversion – January 1 to June 30, 2021. More details will be coming soon.

29. Simple application process will be developed and shared as soon as possible.

30. Those that know they have concerns at this time, please email chris.clark@ddsn.sc.gov to alert of your concerns so we can actively begin working with you.

31. Operational reviews will be required of some providers. This will be a requirement of the loan program as well.

Accounting Considerations

32. DDSN will need to be able to split Capitated activities from fee for service activities
33. Revenue recognition practices needed by each Provider
34. Credit reports and Medicare Part D still need to be reported in each Waiver as before

Questions?

Contact the following with questions:

a. Access to Portal/reports, issues with invoices, issues with portal – helpdesk@ddsn.sc.gov or 803-898-9767
b. Questions related to contracts and amendments – Debra Leopard at contracts@ddsn.sc.gov or 803-898-9674
c. Questions related to payments or payment schedules – Debbie Wilson at financial.techsupport@ddsn.sc.gov or 803-898-9720
d. Questions related to other fee-for-service needs – financial.techsupport@ddsn.sc.gov

SOUTH CAROLINA DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS
FY 2021 STATEWIDE INDIVIDUAL FUNDING LEVELS - EFFECTIVE JULY 1, 2020
ADJUSTED RATES FOR INCREASE TO ICF PASS-THROUGH RATES AND RESIDENTIAL RATES FOR HHS PASS-THROUGH RATE OF $31.29 PER UNIT

DRAFT

		Initial FY 21 Funding	ICF Rate Increase	Pass-through Day Program Rate Increase	Revised Funding Bands eff. 7/1/20	
Band C	Supported Residential - SLP II	$ 38,578	$ -	$ 1,358	$ 39,936	Band C
Band D	Supported Residential - SLP I	$ 22,594	$ -	$ 1,127	$ 23,721	Band D
Band E	Supported Residential - CTH I	$ 26,780	$ -	$ 1,601	$ 28,381	Band E
Band F	Supported Residential - Enhanced CTH I	$ 40,589	$ -	$ 1,412	$ 42,001	Band F
Band G	Residential Low Needs	$ 80,409	$ -	$ 1,644	$ 82,053	Band G
Band H	Residential High Needs	$ 99,069	$ -	$ 1,545	$ 100,614	Band H
Band R	Residential Placement from Regional Centers	$ 105,511	$ -	$ 1,006	$ 106,517	Band R
Band T	ICF Residential	$ 106,283	$ 1,453	$ -	$ 107,736	Band T

Residential Band H - Outlier Cost Threshold	$ 127,347
Residential Band R does not qualify for outlier status	N/A

SFCS Cap - 7/1/2020 Original	$ 15,742
HHS Pass-through Rate Increase	$ 488
SFCS Cap - 7/1/2020 Revised	$ 16,230

DRAFT

SOUTH CAROLINA DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS
QPL RATE CHANGE EFFECTIVE JULY 1, 2020
ADJUSTED RATES FOR INCREASE TO ICF PASS-THROUGH RATES AND RESIDENTIAL RATES FOR HHS PASS-THROUGH RATE OF $31.29 PER UNIT

Issue Date
01/25/21

	Unit	Initial FY 20 Funding	ICF Rate Increase	Pass-through Day Program Rate Increase	Pass-through Rate Adjustment	Revised Rates eff. 7/1/20	Rate Change	Unit
Residential High Needs - CRCF/CTH II	Daily	$ 265.58	$ -	$ 4.23	$ -	$ 269.81	$ 4.23	Daily
Residential Low Needs - CRCF/CTH II	Daily	$ 214.47	$ -	$ 4.50	$ -	$ 218.97	$ 4.50	Daily
Residential - HASCI CTH II	Daily	$ 264.30	$ -	$ 4.23	$ -	$ 268.53	$ 4.23	Daily
Supported Residential - SLP II	Daily	$ 98.63	$ -	$ 3.72	$ -	$ 102.35	$ 3.72	Daily
Supported Residential - SLP I	Monthly	$ 1,530.54	$ -	$ 93.92	$ -	$ 1,624.46	$ 93.92	Monthly
Supported Residential - Enhanced CTH I	Monthly	$ 2,525.73	$ -	$ 117.67	$ -	$ 2,643.40	$ 117.67	Monthly
Day Supports - pass-through rate	Half Day	$ 27.50	$ -	$ 3.79	$ -	$ 31.29	$ 3.79	Half Day
Supported Employment - Individual - IDRD	15 Mins	$ 17.90	$ -	$ -	$ (1.42)	$ 16.48	$ (1.42)	15 Mins
Supported Employment - Individual - CS	15 Mins	$ 17.90	$ -	$ -	$ 4.05	$ 21.95	$ 4.05	15 Mins
Supported Employment - Individual - HASCI	15 Mins	$ 17.90	$ -	$ -	$ (1.42)	$ 16.48	$ (1.42)	15 Mins
Respite	15 Mins	$ 2.83	$ -	$ -	$ 0.34	$ 3.17	$ 0.34	15 Mins
Adult Companion	15 Mins	$ 2.82	$ -	$ -	$ 0.47	$ 3.29	$ 0.47	15 Mins
INTERNAL ONLY								
Residential R Band	Daily	$ 283.36	$ -	$ 2.76	$ -	$ 286.12	$ 2.76	Daily
SLP III	Daily	$ 123.55	$ -	$ 5.13	$ -	$ 128.68	$ 5.13	Daily

Logistical Training Details

1) Residential Rates
   a) All rate increases will be paid retroactive to July 1, 2020.
   b) ICF Rates – Band T – rates were increased to $295.17 per day from $291.19 per day. ICF rates are inclusive of day services so this rate was not increased for the day rate pass-through.
   c) Non-ICF rates – rates were increased for Day Program by $3.79 per unit based on historical day program participation within each band. Actual number of units attended was not factored in. Each band was fully funded based on each person attending the day program at least 95% of the time.
   d) The outlier threshold was incremented accordingly.

2) Band B Outliers
   a) Effective January 1, 2021, funding for these consumers was discontinued and was removed pro-rata for FY 2021.
   b) A reconciliation will be completed sometime late during the fiscal year to reconcile these similar to the past two fiscal years.
   c) This year we will utilize actual credit reports and board billed services reported for the expenses vs. paid claims to properly match funding (what we actually paid) with what expenses were incurred (amounts actually incurred by the Financial Manager).

3) Board Billed Services
   a) Any incurred service will be paid based on documentation submitted to DDSN SURB for billing Medicaid for the service. In other words, provider revenues will be tied to DDSN billings/revenues generated. Currently, these are detached processes.
   b) Services can only be billed based on the underlying date of service.
   c) Any respite payroll billed will need to be split based on dates of services pre and post January 1, 2021.
   d) Any amounts paid through accounts payable will be reimbursed based on the underlying dates of service.
   e) Ultimately, DDSN will seek to setup your vendors as our vendors and pay these direct. We are not quite there yet – baby steps please.
   f) Administrative costs will be billed similar to current processes in place to pay for administrative costs.

4) Direct Billed Credit Reports
   a) ID/RD Waiver
      i) Credit reports are split into two parts – at home and residential.
      ii) Only residential is recouped from Financial Managers effective January 1, 2021 (October 2020 report date).
      iii) These amounts should continue to be reported on your financials in the ID/RD Waiver department as a contra revenue.
      iv) Reporting exists to permit you to run these or for all consumers, just residential, or just at home consumers.
      v) Amounts are so small that we will begin taking the direct billed credit reports in a single payment schedule like we do from CS Waiver and Medicare Part D.

      vi) Credit reports for at home consumers can be run still and should be for reviews of services by the case manager.

   b) CS Waiver
- i) These credit reports are not split since none are residential – all Band I.
- ii) Amounts are no longer being recouped at all effective January 1, 2021 (October 2020 report date).
- iii) Credit reports can still be run and should be for reviews of services by the case manager.

   c) HASCI Waiver
- i) These credit reports are not taken from Financial Managers since there were no at-home HASCI Waiver funded slots.
- ii) This program has been funded fee for service since inception.
- iii) Credit reports can still be run and should be for reviews of services by the case manager.

5) Medicare Part D
   a) Medicare Part D is split into two parts – at home and residential.
   b) Only residential is recouped from Financial Managers effective January 1, 2021 (November 2020 report date).
   c) These amounts should continue to be reported on your financials in the IDRD Waiver department as a contra revenue.
   d) Reporting exists to permit you to run reports for all consumers, just residential, or just at home consumers.
   e) Amounts are not required to be reviewed by case managers since not an authorized service.

6) Community Supports Waiver
   a) Case Managers will still be required to ensure that services are authorized and not provided in excess of the CS Waiver cap ($16,704).

7) District Respite/In-home Supports
   a) Jasper and CLC have split the payrolls for the pay period crossing the calendar year.
   b) Payroll for December 31, 2020 and earlier will be recouped from the Financial Manager holding the Band B or I.
   c) Payroll for January 1, 2021 and later will not be recouped from the Financial Manager.
   d) Reports can be run that will permit you to review this split.
   e) Reports should still be run and reviewed by the case managers.

8) State Funded Community Supports (SFCS) and State Funded Follow-Along (SFFA)
   a) The cap for SFCS was increased based on average participation in the day program by persons in this service.
   b) The cap for SFFA was not increased since underlying pass-through rates increased and decreased. Cap was not adjusted due to immateriality. We can revisit if it becomes a problem. Contract will be revised to reflect the different rates vs the one shown at this time.
   c) SFCS is entirely state funded and there is not a day rate to pass-through, but we incremented it anyways to be consistent and fair.
   d) Units will be paid from the DSAL report and will not require a separate report be submitted.

9) Day Activity Billing
   a) Effective January 1, 2021, we will pay $31.29 for each unit of service delivered to non-residential consumers based on DSAL reports.
   b) Summary invoices will be run at Central Office and payments will be initiated based on these invoices.
   c) Accounting for the revenues by program/funding type is required. ID/RD, CS, HASCI, SFCS, SFFA, Over-enrolled.
      i) Record in Adult Day Program Department – ID/RD, CS, HASCI, over-enrolled
      ii) Record in SFCS – SFCS with allocated day program expense
      iii) Record in SFFA – SFFA with allocated supported employment expense

10) Employment - Individual Billing – three rates for three Waivers
   a) We have three rates per 15 min unit with HHS - $5.11 for HASCI, $16.48 for ID/RD, and $21.95 for CS.
   b) HASCI and ID/RD will be paid at the ID/RD rate.
   c) CS will be paid at the CS rate.
   d) Services will be paid based off of DSAL reported units for non-residential consumers.

11) DSAL Funding Totals Recap Updated
   a) New funding totals were established. They are as follows:

	Funding Totals	
Abbr	Name	Units
IC	ICF/ID Community	59
IR	ICF/ID Regional	59
SF	State Funded	59
WC	Community Supports Waiver	59
WH	HASCI Waiver	59
WI	ID/RD Waiver/Not Rcving Residential Srv	59
WR	ID/RD Waiver/Rcving Residential Srv	59

12) Third-Party Day Program Arrangements
   a) Financial Manager (DSN Board) with Service Provider (DSN Board or Private Provider) – For At-Home Consumers – formerly B and I
      i) Effective January 1, 2021, entities should discontinue any existing contractual arrangements with one another. The Financial Manager no longer has the band funding to pay for these services.
      ii) July 2020 to December 2020 – The service provider should bill the Financial Manager for any day units provided through December 31, 2020 plus a maximum of 20% pro-rated absences for each consumer served. The rate billed should be the old $27.50 rate instead of the $31.29 rate.
      iii) January 1, 2021 and later – the service provider will be paid for actual units delivered per the DSAL at $31.29 per half-day unit. Absences are no longer billed or paid.
   b) Financial Manager (DSN Board) with Service Provider (DSN Board or Private Provider) – For Residential Consumers
      i) Contracts will need to be modified:
         (1) The rate billed by the service provider should be $31.29 effective January 1, 2021.
         (2) Absences can no longer be billed to the Financial Manager effective January 1, 2021.

      ii)   Financial Managers will still need to pay the service provider out of their band funding.

      iii) Financial Managers must require a copy of the DSAL to support any units being billed.

13) Over-enrolled Consumers
   a) DDSN will be completing a survey of service providers requesting identification of unfunded persons being served.
   b) DDSN intends to grandfather these persons and fund them at the Medicaid pass-through rate of $31.29 even though they are not Medicaid funded.
   c) These persons should be shown in CDSS/STS as receiving day services so that they populate on the DSAL documents.

14) Loan Program Parameters
   a) Loan will be interest free.
   b) Loan amount will be based on projected cash shortfall to cover period through June 30, 2021.
   c) Will require evidence of the need for the funds.
   d) Will require evidence that a line of credit with a bank does not exist or is/will be fully utilized.
   e) Will require a cash flow projection to show anticipated cash flow improvement in FY 2022.
   f) Will require evidence of ability to repay the funds over a reasonable period of time (terms not yet established).
   g) Will require evidence of operational adjustments being made to eliminate future cash shortfalls.

Band increase Amendment FY 21

1) Residential Band individual totals from FY 21 Amendment One will be used to start the calculation. Number of individuals in each band will be multiplied by band increase amount. These will be effective 7/1/20. 365 days of funding.

   Band C + $1,358 x # of Band C on Amendment 1 Appendix
   Band D +$1,127 x # of Band D on Amendment 1 Appendix
   Band E +$1,601 x # of Band E on Amendment 1 Appendix
   Band F +$1,412 x # of Band F on Amendment 1 Appendix
   Band G +$1,644 x # of Band G on Amendment 1 Appendix
   Band H +$1,545 x # of Band H on Amendment 1 Appendix
   Band R +$1,006 x # of Band R on Amendment 1 Appendix
   Band T +$1,453 x # of Band T on Amendment 1 Appendix

2) Any residential movements that happened after July 1 will be noted and increase/decrease will be prorated according to date of admission or discharge. Most providers will see these changes in their Amendment Two. Some may not have had any residential changes. If changes happened, these numbers will be added to total calculation shown above based on format examples below:

   Examples:

   Less 1 Band C on 7/15/20 -$1,358/365*351

   Plus 1 Band H on 10/13/20 +$1,545/365*261

3) The total of #1 and #2 above will be the total net change for the amendment. Payments will show up under Adult Day and ICF on payment schedules. We are planning for payments for this amendment will be on the February 16th payment schedule. March 1st at the absolute latest. Payments will be made as follows: catch up payment from July 1 on first payment, then spread through rest of fiscal year like all other Capitated amendments.

4) Attachments will include payment summary, calculation breakdown and new Capitated Appendix. (See sample amendment – attached)

5) All subsequent Capitated amendments this Fiscal year will be calculated based on new band amounts.

Other Contract notes related to Band B and I conversion:

New contract for FFS Band B/I change and updated Capitated contract with wording changes will come out in the near future. (Once these Band increases are processed).

Approved consumers for at-home waiver services will still be updated in CDSS with Band B or I designation. These changes will be updated monthly. Providers can run a report of approved consumers that fall under the Band B/I categories in R2D2. See attached with highlighted report "Official Cost Analysis Funding Band Report by Financial Manager." Please email me at Contracts@ddsn.sc.gov if you do not have access to this report.

Questions? Contact Debra Leopard, Director of Contracts at (803) 898-9674 Contracts@ddsn.sc.gov or dleopard@ddsn.gov.

South Carolina Department of Disabilities and Special Needs

User: **dleopard1**

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List of Budget Changes Between Given Dates

Medicaid State Plan Hospital Services Utilization Details

Medicaid State Plan Hospital Services Utilization Reports

Missing Dollars Report

Official Cost Analysis Funding Band Report by Financial Manager

Official Cost Analysis Funding Band Report by SCEI Provider

Pending Waiver Budgets

Pending-Awaiting by Board and Caseworker

Pending-Awaiting by Region

Primary Contacts of Individuals Added to the CS Waiting List

Procedure Codes and Modifiers

Proposed Budgets Awaiting Approval for SCEI

Proposed Budgets Awaiting Approval

Provider Services Summary by Consumer

Amendment Summary

AMENDMENT # 2021-05

Any Provider

PGM	Band	SLOTS	EFFECTIVE DATE	BAND	ANNUALIZED	FY AMOUNT	Units	DESCRIPTION
				C	$ 1,358	$ 1,358		Amount for each Band C
				D	$ 1,127	$ 1,127		Amount for each Band D
				G	$ 1,644	$ 1,644		Amount for Each Band G
				H	$ 1,545	$ 1,545		Amount for each Band H
				T	$ 1,453	$ 1,453		Amount for each Band T
SLP II	Band C	3	7/1/2020	C	4,074	4,074	365	Band C on 7/1/20
SLP I	Band D	7	7/1/2020	D	$ 7,889	$ 7,889	365	Band D on 7/1/20
CTH II	Band G	29	7/1/2020	G	$ 47,676	$ 47,676	365	Band G on 7/1/20
And	Band H	16	7/1/2020	H	$ 24,720	$ 24,720	365	Band H on 7/1/20
CRCF	Band H	(1)	7/15/2020	H	$ (1,545)	$ (1,486)	(351)	Termination of Band H Amend 2
ICF	Band T	23	7/1/2020	T	$ 33,418	$ 33,418	365	Band T on 7/1/20
		1	11/1/2020	T	$ 1,453	$ 963	242	Addition of Band T on Amend 2
CRCF	Band H		7/1/2020	H	$ 1,545	$ 1,545	365	Vacant Band H on Amend 1
		75			119,230	118,800		

Provider	Service	Amount	Contract
Any Provider	Capitated- Day	$ 84,418	*20210155 #05*
Any Provider	Capitated- ICF	$ 34,382	*20210155 #05*
Total Payment Any Provider		$ 118,800	

Capitated 2021	**FY 21 Amendment 5**						
Provider	**Any Provider**						
Effective Date	7/1/2020						
I. Band Allocation:	Amend Four	Amend Five	Difference	Description	Effective Date		
Band B Allocation	$ 246,908	$ 246,908	$ -	Band increases	7/1/2020		
Band B Outlier Award	$ -	$ -		per attached			
Band B Award	**$ 246,908**	**$ 246,908**	**$ -**				
Band C Allocation	$ 115,734	$ 119,808	$ 4,074				
Band C Award	**$ 115,734**	**$ 119,808**	**$ 4,074**				
Band D Allocation	$ 112,970	$ 120,859	$ 7,889				
Band D Award	**$ 112,970**	**$ 120,859**	**$ 7,889**				
Band G Allocation	$ 2,331,861	$ 2,379,537	$ 47,676				
Band G Award	**$ 2,331,861**	**$ 2,379,537**	**$ 47,676**				
Band H Allocation	$ 1,495,263	$ 1,518,497	$ 23,234				
Band H Outlier Allocation	$ -	$ -					
Band H Award	**$ 1,495,263**	**$ 1,518,497**	**$ 23,234**				
Band T Allocation	$ 2,432,279	$ 2,466,661	$ 34,382				
Band T Award	**$ 2,432,279**	**$ 2,466,661**	**$ 34,382**				
Band I Allocation	$ 299,457	$ 299,457	$ -				
Band I Award	**$ 299,457**	**$ 299,457**					
Total Band Allocation	$ 7,034,472	$ 7,151,727	$ 117,255				
Vacant Beds	$ 99,069	$ 100,614	$ 1,545				
Total Band Award	**$ 7,133,541**	**$ 7,252,341**	**$ 118,800**				

Total Band Individuals	Amend Four	Amend Five	Difference		FUNDING BANDS	7/1/2020	Outlier Cap
Band B Individuals	-	-	-		Band B	$ -	
Band C Individuals	3	3			Band C	$ 39,936	
Band D Individuals	5	5	-		Band D	$ 23,721	
Band G Individuals	29	29	-		Band E	$ 28,381	
Band H Individuals	15	15	-		Band F	$ 42,001	
Band T Individuals	24	24	-		Band G	$ 82,053	
Band I Individuals	-	-	-		Band H	$ 100,614	$ 127,347
Total Band Individuals	76	76	-		Band I	$ -	
					Band T	$ 107,736	
					Band R	$ 106,517	

II. Authorized Slots and Minimum Units	Amend Four	Amend Five	Difference		Day unit rate	$ 31.29	
Adult Develop At Home Individuals	0	-	-
Adult Develop At Home Minimum Units	-	-	-
Adult Develop Residential Individuals	45	45	-
Adult Develop Residential Minimum Units	18,758	18,758	-
CRCF Individual	6	6	-
CRCF Minimum Units	1,779	1,779	-
CTH II Individuals	39	39	-
CTH II Minimum Units	11,388	11,388	-
SLP I Individuals	5	5	-
ICF Individuals	24	24	-
ICF Minimum Units	7,814	7,814	

III. Community Residential Authorized Slots	Amend Four	Amend Five	Difference
CRCF			
Star Fleet Drive	6	6	-
CTH II			
Apollo Drive	4	4	-
Betazoid Street	4	4	-
Enterprise Way	4	4	-
Galileo Hwy	4	4	-
Klingon Rd	4	4	-
Orion Place	4	4	-
Romulan Ave	4	4	-
Saturn Rd	3	3	-
Telerite	4	4	-
Vulcan Street	4	4	-
Total CTH II	**39**	**39**	**-**
ICF			
Ferengi Way	8	8	-
Gorn Park	8	8	-
Pluto	8	8	-
Total ICF	**24**	**24**	
Bed Fees	$ 78,540	$ 78,540	$ -
Client Fees	$ 164,000	$ 164,000	$ -
SLP II			
Voyager Apts	3	3	-
Total ICF	**3**	**3**	

Medicare Part D Reporting

1) Access the DDSN Portal at app.ddsn.sc.gov.
2) Select R2D2 from the Application Listing.

3) Click the "Click Here to View Reports" on the Welcome Screen.
4) Navigate to the following report DDSN Reports>Medicare>Medicare Part D – Credit Report.
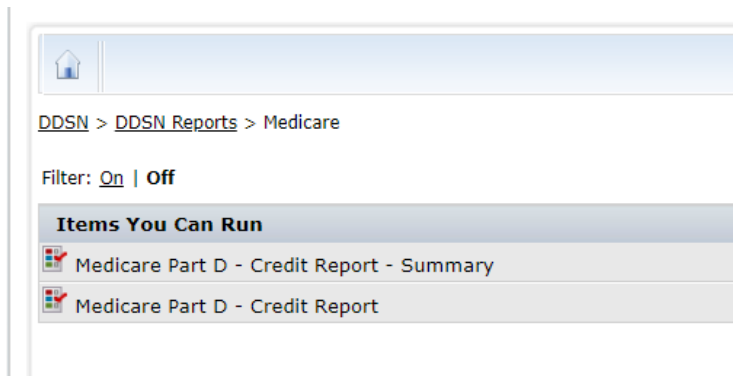
5) Within the parameters offered, select the "Residential Status for ID/RD Only" option. From the drop down menu, you can select to run for all consumers, at home consumers, or residential consumers.

6) You can then print or download this file for your records.

New Day Program Service Log Reports/Invoices

1) Access the DDSN Portal at app.ddsn.sc.gov.
2) Select R2D2 from the Application Listing.

3) Click the "Click Here to View Reports" on the Welcome Screen.
4) Navigate to the following report DDSN Reports>Logs>DSAL and RESLOG>DSAL.
5) From this folder you will be able to (with the correct access established in R2D2) run a variety of reports. The following is a sampling of the different reports you will have access to.

6) Invoice for DSAL

    a. This Fee for Service invoice is for cycles 1/2021 and after.
    b. This report generates a variety of versions of the same data. Screen shots of these reports are shown below.
    c. Whenever a Provider requests this invoice, the Provider parameter is prefilled with the DDSN Provider number.
    d. If a user tries to run this invoice for cycles before 1/2021 no data will be displayed.
    e. The user selects the type invoice and also whether to print the details or totals only.
    f. The parameters for *Invoice for DSAL*:
      i. Log month
      ii. Log year
      iii. Type Report
        1. Details (shows consumer info and provider totals)
        2. Totals Only (shows provider totals only)

LogMonth	
LogYear	
Type Report	Details
Type Invoice	Details
	Totals Only
Provider	

      iv. Type Invoice

LogMonth	
LogYear	
Type Report	Details
Type Invoice	CSW
Provider	CSW
	HASCI
	ID/RD No residential srv
	SF Community Support
	SF Follow Along
	SF Exc CommSupp & Fol Along
	All Waiver (valid only for totals)

7) DSAL Service Invoice for CSW Consumers

DSAL Service Invoice for CSW Consumers
Cycle: 2/2021   Payment Date: 2/5/2021
DSN Provider
SCEIS# 12345678901234

Consumer Name	SSN	Log MM/YYYY	Service	Service Name	Rate	HD Units	Hrly Units	15-min units	Total
John	XXX-XX-9262	1/2021	S06	Employment Serv-Ind	$ 21.95			1	$ 21.95
					Total for 1/2021			1	$ 21.95
James	XXX-XX-8928	2/2021	S06	Employment Serv-Ind	$ 21.95			25	$ 548.75
Sally	XXX-XX-4994	2/2021	S06	Employment Serv-Ind	$ 21.95			5	$ 109.75
Billy	XXX-XX-4945	2/2021	S06	Employment Serv-Ind	$ 21.95			7	$ 153.65
Sarah	XXX-XX-3972	2/2021	S06	Employment Serv-Ind	$ 21.95			8	$ 175.60
Phillip	XXX-XX-8105	2/2021	S06	Employment Serv-Ind	$ 21.95			12	$ 263.40
Jasmine	XXX-XX-6320	2/2021	S06	Employment Serv-Ind	$ 21.95			3	$ 65.85
Jacob	XXX-XX-5787	2/2021	S06	Employment Serv-Ind	$ 21.95			4	$ 87.80
Tyrone	XXX-XX-1453	2/2021	S06	Employment Serv-Ind	$ 21.95			66	$ 1,448.70
Joyce	XXX-XX-6905	2/2021	S06	Employment Serv-Ind	$ 21.95			34	$ 746.30
					Total for 2/2021			164	$ 3,599.80
				Total for S06 - Employment Serv-Ind				165	$ 3,621.75
Dabo	XXX-XX-1461	2/2021	S11	Employment Serv-Grp	$ 31.29	20			$ 625.80
					Total for 2/2021	20			$ 625.80
				Total for S11 - Employment Serv-Grp		20			$ 625.80
Kathleen	XXX-XX-6776	2/2021	S96	Day Activity	$ 31.29	20			$ 625.80
Tom	XXX-XX-3457	2/2021	S96	Day Activity	$ 31.29	20			$ 625.80
					Total for 2/2021	40			$ 1,251.60
				Total for S96 - Day Activity		40			$ 1,251.60
John	XXX-XX-9262	2/2021	S97	Career Preparation	$ 31.29	5			$ 156.45
					Total for 2/2021	5			$ 156.45
				Total for S97 - Career Preparation		5			$ 156.45
John	XXX-XX-9262	2/2021	S98	Community Serv – GRP	$ 31.29	5			$ 156.45
					Total for 2/2021	5			$ 156.45
				Total for S98-Community Serv – GRP		5			$ 156.45
				Invoice Total for: DSN Provider		**70**		**165**	**$ 5,812.05**

8) DSAL Service Invoice for IDRD Consumers not Receiving Residential Services

DSAL Service Invoice for ID/RD Consumers not Receiving Residential Services
Cycle: 2/2021   Payment Date: 2/5/2021
DSN Provider
SCEIS# 12345678901234

Consumer Name	SSN	Log MM/YYYY	Service	Service Name	Rate	HD Units	Hrly Units	15-min units	Total
John	XXX-XX-9262	1/2021	S06	Employment Serv-Ind	$ 16.48			1.00	$ 16.48
					Total for 1/2021			1.00	$ 16.48
James	XXX-XX-8928	2/2021	S06	Employment Serv-Ind	$ 16.48			25	$ 412.00
Sally	XXX-XX-4994	2/2021	S06	Employment Serv-Ind	$ 16.48			5	$ 82.40
Billy	XXX-XX-4945	2/2021	S06	Employment Serv-Ind	$ 16.48			7	$ 115.36
Sarah	XXX-XX-3972	2/2021	S06	Employment Serv-Ind	$ 16.48			8	$ 131.84
Phillip	XXX-XX-8105	2/2021	S06	Employment Serv-Ind	$ 16.48			12	$ 197.76
Jasmine	XXX-XX-6320	2/2021	S06	Employment Serv-Ind	$ 16.48			3	$ 49.44
Jacob	XXX-XX-5787	2/2021	S06	Employment Serv-Ind	$ 16.48			4	$ 65.92
Tyrone	XXX-XX-1453	2/2021	S06	Employment Serv-Ind	$ 16.48			66	$ 1,087.68
Joyce	XXX-XX-6905	2/2021	S06	Employment Serv-Ind	$ 16.48			34	$ 560.32
					Total for 2/2021			164	$ 2,702.72
				Total for S06 - Employment Serv-Ind				165	$ 2,719.20
Dabo	XXX-XX-1461	2/2021	S11	Employment Serv-Grp	$ 31.29	20			$ 625.80
					Total for 2/2021	20			$ 625.80
				Total for S11 - Employment Serv-Grp		20			$ 625.80
Kathleen	XXX-XX-6776	2/2021	S96	Day Activity	$ 31.29	20			$ 625.80
Tom	XXX-XX-3457	2/2021	S96	Day Activity	$ 31.29	20			$ 625.80
					Total for 2/2021	40			$ 1,251.60
				Total for S96 - Day Activity		40			$ 1,251.60
John	XXX-XX-9262	2/2021	S97	Career Preparation	$ 31.29	5			$ 156.45
					Total for 2/2021	5			$ 156.45
				Total for S97 - Career Preparation		5			$ 156.45
John	XXX-XX-9262	2/2021	S98	Community Serv – GRP	$ 31.29	5			$ 156.45
					Total for 2/2021	5			$ 156.45
				Total for S98-Community Serv – GRP		5			$ 156.45
				Invoice Total for: DSN Provider		**70**		**165**	**$ 4,909.50**

9) DSAL Service Invoice for HASCI Consumers

DSAL Service Invoice for HASCI Consumers
Cycle: 2/2021   Payment Date: 2/5/2021
DSN Provider
SCEIS# 12345678901234

Consumer Name	SSN	Log MM/YYYY	Service	Service Name	Rate	HD Units	Hrly Units	15-min units	Total
John	XXX-XX-9262	1/2021	S06	Employment Serv-Ind	$ 16.48			1.00	$ 16.48
					Total for 1/2021			1.00	$ 16.48
James	XXX-XX-8928	2/2021	S06	Employment Serv-Ind	$ 16.48			25	$ 412.00
Sally	XXX-XX-4994	2/2021	S06	Employment Serv-Ind	$ 16.48			5	$ 82.40
Billy	XXX-XX-4945	2/2021	S06	Employment Serv-Ind	$ 16.48			7	$ 115.36
Sarah	XXX-XX-3972	2/2021	S06	Employment Serv-Ind	$ 16.48			8	$ 131.84
Phillip	XXX-XX-8105	2/2021	S06	Employment Serv-Ind	$ 16.48			12	$ 197.76
Jasmine	XXX-XX-6320	2/2021	S06	Employment Serv-Ind	$ 16.48			3	$ 49.44
Jacob	XXX-XX-5787	2/2021	S06	Employment Serv-Ind	$ 16.48			4	$ 65.92
Tyrone	XXX-XX-1453	2/2021	S06	Employment Serv-Ind	$ 16.48			66	$ 1,087.68
Joyce	XXX-XX-6905	2/2021	S06	Employment Serv-Ind	$ 16.48			34	$ 560.32
					Total for 2/2021			164	$ 2,702.72
				Total for S06 - Employment Serv-Ind				165	$ 2,719.20
Dabo	XXX-XX-1461	2/2021	S11	Employment Serv-Grp	$ 31.29	20			$ 625.80
					Total for 2/2021	20			$ 625.80
				Total for S11 - Employment Serv-Grp		20			$ 625.80
Kathleen	XXX-XX-6776	2/2021	S96	Day Activity	$ 31.29	20			$ 625.80
Tom	XXX-XX-3457	2/2021	S96	Day Activity	$ 31.29	20			$ 625.80
					Total for 2/2021	40			$ 1,251.60
				Total for S96 - Day Activity		40			$ 1,251.60
John	XXX-XX-9262	2/2021	S97	Career Preparation	$ 31.29	5			$ 156.45
					Total for 2/2021	5			$ 156.45
				Total for S97 - Career Preparation		5			$ 156.45
John	XXX-XX-9262	2/2021	S98	Community Serv – GRP	$ 31.29	5			$ 156.45
					Total for 2/2021	5			$ 156.45
				Total for S98-Community Serv – GRP		5			$ 156.45
				Invoice Total for: DSN Provider		**70**		**165**	**$ 4,909.50**

10) DSAL Service Invoice for State Funded Follow Along Consumers

DSAL Service Invoice for State Funded Follow Along Consumers
Cycle: 2/2021   Payment Date: 2/5/2021
DSN Provider
SCEIS# 12345678901234

Consumer Name	SSN	Log MM/YYYY	Service	Service Name	Rate	HD Units	Hrly Units	15-min units	Total
John	XXX-XX-9262	1/2021	S06	Employment Serv-Ind	$ 16.48			1.00	$ 16.48
					Total for 1/2021			1.00	$ 16.48
James	XXX-XX-8928	2/2021	S06	Employment Serv-Ind	$ 16.48			25	$ 412.00
Sally	XXX-XX-4994	2/2021	S06	Employment Serv-Ind	$ 16.48			5	$ 82.40
Billy	XXX-XX-4945	2/2021	S06	Employment Serv-Ind	$ 16.48			7	$ 115.36
Sarah	XXX-XX-3972	2/2021	S06	Employment Serv-Ind	$ 16.48			8	$ 131.84
Phillip	XXX-XX-8105	2/2021	S06	Employment Serv-Ind	$ 16.48			12	$ 197.76
Jasmine	XXX-XX-6320	2/2021	S06	Employment Serv-Ind	$ 16.48			3	$ 49.44
Jacob	XXX-XX-5787	2/2021	S06	Employment Serv-Ind	$ 16.48			4	$ 65.92
Tyrone	XXX-XX-1453	2/2021	S06	Employment Serv-Ind	$ 16.48			66	$ 1,087.68
Joyce	XXX-XX-6905	2/2021	S06	Employment Serv-Ind	$ 16.48			34	$ 560.32
					Total for 2/2021			164	$ 2,702.72
				Total for S06 - Employment Serv-Ind				165	$ 2,719.20
				Invoice Total for: DSN Provider				**165**	**$ 2,719.20**

11) DSAL Service Invoice for State Funded Community Supports Consumers

DSAL Service Invoice for State Funded Community Supports Consumers
Cycle: 2/2021   Payment Date: 2/5/2021
DSN Provider
SCEIS# 12345678901234

Consumer Name	SSN	Log MM/YYYY	Service	Service Name	Rate	HD Units	Hrly Units	15-min units	Total
John	XXX-XX-9262	1/2021	S06	Employment Serv-Ind	$ 16.48			1.00	$ 16.48
					Total for 1/2021			1.00	$ 16.48
James	XXX-XX-8928	2/2021	S06	Employment Serv-Ind	$ 16.48			25	$ 412.00
Sally	XXX-XX-4994	2/2021	S06	Employment Serv-Ind	$ 16.48			5	$ 82.40
Billy	XXX-XX-4945	2/2021	S06	Employment Serv-Ind	$ 16.48			7	$ 115.36
Sarah	XXX-XX-3972	2/2021	S06	Employment Serv-Ind	$ 16.48			8	$ 131.84
Phillip	XXX-XX-8105	2/2021	S06	Employment Serv-Ind	$ 16.48			12	$ 197.76
Jasmine	XXX-XX-6320	2/2021	S06	Employment Serv-Ind	$ 16.48			3	$ 49.44
Jacob	XXX-XX-5787	2/2021	S06	Employment Serv-Ind	$ 16.48			4	$ 65.92
Tyrone	XXX-XX-1453	2/2021	S06	Employment Serv-Ind	$ 16.48			66	$ 1,087.68
Joyce	XXX-XX-6905	2/2021	S06	Employment Serv-Ind	$ 16.48			34	$ 560.32
					Total for 2/2021			164	$ 2,702.72
				Total for S06 - Employment Serv-Ind				165	$ 2,719.20
Dabo	XXX-XX-1461	2/2021	S11	Employment Serv-Grp	$ 31.29	20			$ 625.80
					Total for 2/2021	20			$ 625.80
				Total for S11 - Employment Serv-Grp		20			$ 625.80
Kathleen	XXX-XX-6776	2/2021	S96	Day Activity	$ 31.29	20			$ 625.80
Tom	XXX-XX-3457	2/2021	S96	Day Activity	$ 31.29	20			$ 625.80
					Total for 2/2021	40			$ 1,251.60
				Total for S96 - Day Activity		40			$ 1,251.60
John	XXX-XX-9262	2/2021	S97	Career Preparation	$ 31.29	5			$ 156.45
					Total for 2/2021	5			$ 156.45
				Total for S97 - Career Preparation		5			$ 156.45
John	XXX-XX-9262	2/2021	S98	Community Serv – GRP	$ 31.29	5			$ 156.45
					Total for 2/2021	5			$ 156.45
				Total for S98-Community Serv – GRP		5			$ 156.45
				Invoice Total for: DSN Provider		**70**		**165**	**$ 4,909.50**

12) DSAL Service Invoice for State Funded Excluding Community Supports & Follow Along Consumers

DSAL Service Invoice for State Funded Excluding Community Supports & Follow Along Consumers
Cycle: 2/2021   Payment Date: 2/5/2021
DSN Provider
SCEIS# 12345678901234

Consumer Name	SSN	Log MM/YYYY	Service	Service Name	Rate	HD Units	Hrly Units	15-min units	Total
John	XXX-XX-9262	1/2021	S06	Employment Serv-Ind	$ 16.48			1.00	$ 16.48
					Total for 1/2021			1.00	$ 16.48
James	XXX-XX-8928	2/2021	S06	Employment Serv-Ind	$ 16.48			25	$ 412.00
Sally	XXX-XX-4994	2/2021	S06	Employment Serv-Ind	$ 16.48			5	$ 82.40
Billy	XXX-XX-4945	2/2021	S06	Employment Serv-Ind	$ 16.48			7	$ 115.36
Sarah	XXX-XX-3972	2/2021	S06	Employment Serv-Ind	$ 16.48			8	$ 131.84
Phillip	XXX-XX-8105	2/2021	S06	Employment Serv-Ind	$ 16.48			12	$ 197.76
Jasmine	XXX-XX-6320	2/2021	S06	Employment Serv-Ind	$ 16.48			3	$ 49.44
Jacob	XXX-XX-5787	2/2021	S06	Employment Serv-Ind	$ 16.48			4	$ 65.92
Tyrone	XXX-XX-1453	2/2021	S06	Employment Serv-Ind	$ 16.48			66	$ 1,087.68
Joyce	XXX-XX-6905	2/2021	S06	Employment Serv-Ind	$ 16.48			34	$ 560.32
					Total for 2/2021			164	$ 2,702.72
				Total for S06 - Employment Serv-Ind				165	$ 2,719.20
Dabo	XXX-XX-1461	2/2021	S11	Employment Serv-Grp	$ 31.29	20			$ 625.80
					Total for 2/2021	20			$ 625.80
				Total for S11 - Employment Serv-Grp		20			$ 625.80
Kathleen	XXX-XX-6776	2/2021	S96	Day Activity	$ 31.29	20			$ 625.80
Tom	XXX-XX-3457	2/2021	S96	Day Activity	$ 31.29	20			$ 625.80
					Total for 2/2021	40			$ 1,251.60
				Total for S96 - Day Activity		40			$ 1,251.60
John	XXX-XX-9262	2/2021	S97	Career Preparation	$ 31.29	5			$ 156.45
					Total for 2/2021	5			$ 156.45
				Total for S97 - Career Preparation		5			$ 156.45
John	XXX-XX-9262	2/2021	S98	Community Serv – GRP	$ 31.29	5			$ 156.45
					Total for 2/2021	5			$ 156.45
				Total for S98-Community Serv – GRP		5			$ 156.45
				Invoice Total for: DSN Provider		**70**		**165**	**$ 4,909.50**

13) Summary of Day Support Services Remittance Advice for Waiver Services

Summary of Day Support Services Remittance Advice for Waiver Services

Cycle: 1/2021   Payment Date: 2/5/2021
251-DSN Provider
SCEIS# 12345678901234

	Rate	HD Units	Hrly Units	15-min units	Total
Service Provider Amount					
S06 Employment Serv-Ind				165	$3,621.75
S09 Support Center Servs		115			$3,598.35
S11 Employment Serv-Grp		254			$7,947.66
S86 Community Serv-Ind		84			$2,628.36
S96 Day Activity		1556			$48,687.24
S97 Career Preparation		798			$24,969.42
S98 Community Serv - GRP		512			$16,020.48
Total for: CSW		3,319.00	0.00	165	$107,473.26
S06 Employment Serv-Ind				150	$2,472.00
S09 Support Center Servs		115			$3,598.35
S11 Employment Serv-Grp		254			$7,947.66
S86 Community Serv-Ind		84			$2,628.36
S96 Day Activity		1556			$48,687.24
S97 Career Preparation		798			$24,969.42
S98 Community Serv - GRP		512			$16,020.48
Total for: ID/RD		3319	0.00	150	$106,323.51
S06 Employment Serv-Ind				150	$2,472.00
S09 Support Center Servs		115			$3,598.35
S11 Employment Serv-Grp		254			$7,947.66
S86 Community Serv-Ind		84			$2,628.36
S96 Day Activity		1556			$48,687.24
S97 Career Preparation		798			$24,969.42
S98 Community Serv - GRP		512			$16,020.48
Total for: HASCI		3319	0.00	150	$106,323.51
Grand Total for Waiver Services					
S06 Employment Serv-Ind		0	0	465	$8,565.75
S09 Support Center Servs		345	0	0	$10,795.05
S11 Employment Serv-Grp		762	0	0	$23,842.98
S86 Community Serv-Ind		252	0	0	$7,885.08
S96 Day Activity		4668	0	0	$146,061.72
S97 Career Preparation		2394	0	0	$74,908.26
S98 Community Serv - GRP		1536	0	0	$48,061.44
Service Provider Grand Total		9,957	0	465	$320,120.28

SCDDSN/SURB Only

Fund_____   Cost Center_____   FR# / PO#_____
F/C Area_____   G/L Account_____   Signature/Date_____

14) Summary of Day Support Services Remittance Advice for CSW

Summary of Day Support Services Remittance Advice for CSW

Cycle: 2/2021   Payment Date: 2/5/2021
251-DSN Provider
SCEIS# 12345678901234

	Rate	HD Units	Hrly Units	15-min units	Total
Service Provider Amount					
S06 Employment Serv-Ind				165	$3,621.75
S09 Support Center Servs		115			$3,598.35
S11 Employment Serv-Grp		254			$7,947.66
S86 Community Serv-Ind		84			$2,628.36
S96 Day Activity		1556			$48,687.24
S97 Career Preparation		798			$24,969.42
S98 Community Serv - GRP		512			$16,020.48
Grand Total					
Total for: CSW		3,319.00	0.00	165	$107,473.26

SCDDSN/SURB Only		
Fund_____	Cost Center_____	FR# / PO#_____
F/C Area_____	G/L Account_____	Signature/Date_____

15) Summary of Day Support Services Remittance Advice for ID/RD Consumers not Receiving Residential Service

Summary of Day Support Services Remittance Advice for ID/RD Consumers not Receiving Residential Service

Cycle: 2/2021   Payment Date: 2/5/2021
251-DSN Provider
SCEIS# 12345678901234

	Rate	HD Units	Hrly Units	15-min units	Total
S06 Employment Serv-Ind				150	$2,472.00
S09 Support Center Servs		115			$3,598.35
S11 Employment Serv-Grp		254			$7,947.66
S86 Community Serv-Ind		84			$2,628.36
S96 Day Activity		1556			$48,687.24
S97 Career Preparation		798			$24,969.42
S98 Community Serv - GRP		512			$16,020.48
Grand Total					
Total for: ID/RD		3319	0.00	150	$106,323.51

SCDDSN/SURB Only		
Fund_____	Cost Center_____	FR# / PO#_____
F/C Area_____	G/L Account_____	Signature/Date_____

16) Summary of Day Support Services Remittance Advice for HASCI

Summary of Day Support Services Remittance Advice for HASCI
Cycle: 2/2021   Payment Date: 2/5/2021
251-DSN Provider
SCEIS# 12345678901234

	Rate	HD Units	Hrly Units	15-min units	Total
S06 Employment Serv-Ind				900	$14,832.00
S09 Support Center Servs		690			$21,590.10
S11 Employment Serv-Grp		1524			$47,685.96
S86 Community Serv-Ind		504			$15,770.16
S96 Day Activity		9336			$292,123.44
S97 Career Preparation		4788			$149,816.52
S98 Community Serv - GRP		2560			$80,102.40
	Grand Total				
Total for: HASCI		19402	0.00	900	$621,920.58

SCDDSN/SURB Only		
Fund_____	Cost Center_____	FR# / PO#_____
F/C Area_____	G/L Account_____	Signature/Date_____

17) Summary of Day Support Services Remittance Advice for State Funded Follow Along

Summary of Day Support Services Remittance Advice for State Funded Follow Along
Cycle: 2/2021   Payment Date: 2/5/2021
251-DSN Provider
SCEIS# 12345678901234

	Rate	HD Units	Hrly Units	15-min units	Total
S06 Employment Serv-Ind				150	$2,472.00
	Grand Total				
Total for:State Funded Follow Along		0	0.00	150	$2,472.00

SCDDSN/SURB Only		
Fund_____	Cost Center_____	FR# / PO#_____
F/C Area_____	G/L Account_____	Signature/Date_____

18) Summary of Day Support Services Remittance Advice for State Funded Community Supports

Summary of Day Support Services Remittance Advice for State Funded Community Supports
Cycle: 2/2021   Payment Date: 2/5/2021
251-DSN Provider
SCEIS# 12345678901234

	Rate	HD Units	Hrly Units	15-min units	Total
S06 Employment Serv-Ind				150	$2,472.00
S09 Support Center Servs		115			$3,598.35
S11 Employment Serv-Grp		254			$7,566.22
S86 Community Serv-Ind		84			$901.54
S96 Day Activity		1556			$15,765.25
S97 Career Preparation		798			$7,501.24
S98 Community Serv - GRP		512			$8,654.32
Grand Total					
Total for:State Funded Community Supports		3319	0.00	150	$46,458.92

SCDDSN/SURB Only		
Fund_____	Cost Center_____	FR# / PO#_____
F/C Area_____	G/L Account_____	Signature/Date_____

19) Summary of Day Support Services Remittance Advice for State Funded Excluding Community Supports & Follow Along

Summary of Day Support Services Remittance Advice for State Funded Excluding Community Supports & Follow Along
Cycle: 2/2021   Payment Date: 2/5/2021
251-DSN Provider
SCEIS# 12345678901234

	Rate	HD Units	Hrly Units	15-min units	Total
S06 Employment Serv-Ind				150	$2,472.00
S09 Support Center Servs		115			$3,598.35
S11 Employment Serv-Grp		254			$7,947.66
S86 Community Serv-Ind		84			$2,628.36
S96 Day Activity		1556			$48,687.24
S97 Career Preparation		798			$24,969.42
S98 Community Serv - GRP		512			$16,020.48
Grand Total					
Total for: State Funded Excluding Community Supports & Follow Along		3319	0.00	150	$106,323.51

SCDDSN/SURB Only		
Fund_____	Cost Center_____	FR# / PO#_____
F/C Area_____	G/L Account_____	Signature/Date_____

20) DSAL Service Totals Invoice for State Funded Consumers Before Jan 2021

    (a) This invoice is for cycles before 1/2021.

    (b) Whenever a provider requests this report, the provider parameter is prefilled with the DDSN provider number.

    (c) The providers have been running this invoice, but we have appended *Before Jan 2021* to the report name for clarity.

    (d) If a user tries to run this invoice for cycles 1/2021 and after, no data will be displayed.

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Section 10.2:   Day Services Reporting and Billing Procedures for DSAL

Providers of day services for DDSN are required to report those services through an automated system called the Day Supports Attendance Logs Reporting System or "DSAL". DSAL is accessed through the DDSN application portal. In order to access DSAL, users must have a valid portal ID and password. Central Office Information Technology (IT) Division assigns user IDs for the application portal. Contact the IT Helpdesk at 803-898-9767 or email Helpdesk@ddsn.sc.gov to request security authorization.

1.   Adult Day Services and Service Codes

   1. Career Preparation (S97)
   2. Community Services – Group (S98)
   3. Community Services – Individual (S86)
   4. Day Activity Services (S96)
   5. Support Center Service (S09)
   6. Employment Services-Individual (S06)
   7. Employment Services-Group (S11)

   For more information on Day Services, please refer to the Day Services Standards or the Waiver Manuals on the DDSN website (www.ddsn.sc.gov).

2.   Funding Sources

   Program funding sources are determined by DDSN before the onset of services. After a system log has been completed and submitted electronically, one of the following funding sources will appear next to each consumer's name and category totals will appear at the bottom of the log:

   - ICF/IID Community (IC)
   - ICF/IID Regional (IR)
   - ID/RD Waiver – Not Receiving Residential (WI)
   - ID/RD Waiver – Receiving Residential (WR)
   - HASCI Waiver (WH)
   - CS Waiver (WC)
   - State-Funded (SF)

3.   Instructions for On-Line Reporting

   DSAL instructional videos are available on the application portal under DDSN > Business Tools > Videos > Application Training > DSAL. These videos are helpful for learning tasks such as how to create, unlock, or reject a system log and how to add a consumer's name to a log.

   A.   Production of Service Logs (Roll Books)

      Day Service logs are created in DSAL on the first calendar day of each month based on where the Service Tracking System (STS) shows a consumer as receiving services. When the logs are generated, information such as consumer names, identifying information, and service

provider location are drawn from STS data. If a system log shows incorrect information, STS needs to be updated. Until STS is updated, a system log will continue to print incorrect information. Contact should be made with the consumer's Case Manager to ensure that STS is updated promptly.

B. <u>Reporting Attendance</u>

All program attendance must be tracked throughout the month. Reporting must be done for each consumer on each day of the month by marking under the appropriate indicator whether they were present or absent for the AM unit and/or the PM unit.

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Exception: Employment Services-IND logs (Service Code S06) are reported in 15 minute units. You must enter the actual time of service instead of selecting present or absent.

Consumers are automatically recorded as absent on weekend days only. This attendance may be overridden if a consumer should happen to receive day services on a weekend day.

DDSN's contract with SCDHHS requires that a consumer be present in a day service activity for a minimum of 2 – 3 hours per half day, exclusive of transportation, in order to count the time as a unit of service. Exceptions to the 2 – 3 hours rule may be made for consumers who arrive late or leave early if it is necessary for them to receive other services already identified as part of their program plan. (Examples: doctor's appointment, therapy, etc.)

If a service log did not generate for a new service location and the provider is certain that a consumer is receiving service there, a log may be created by clicking on "Create Log" from the DSAL menu. Based on STS, eligible consumer names will populate a new log. If no consumers show up on STS as receiving day services at the new service location, a log will not generate and users will see a screen message stating that a log could not be created. To be clear, the condition for creating a new log is that there must be at least one consumer on STS receiving services from the new location.

If a consumer's name is omitted from a log, the name may be added to the current month's log by clicking on the "Add Consumer" button at the bottom of the log summary screen. The information in STS determines who appears on the monthly logs. Therefore, information on STS must be correct in order for the logs to generate correctly.

C. <u>Submission of the Logs (Roll Books)</u>

System logs must be both "Submitted" and "Approved" on DSAL <u>by 6 pm of the 5th business day of the following month</u>. A "Submitter" is defined as the employee who enters attendance data during the month. The Submitter provides the Approver completed logs for final approval and closure. The submitter and approver cannot be the same person.

Attendance must be recorded on an ongoing basis throughout the month. At the end of the month after all attendance for the month has been entered, system logs should be "Submitted" for approval. Corrections may continue to be made to a log after it has been submitted up until it has been "Approved." After approval, no changes may be made.

D. <u>On-Line History</u>

Approved roll books are maintained on-line for inquiry for eighteen (18) months. These finalized reports may be reviewed, but information may not be changed.

4. <u>Submission of Day Services for consumers that are community based</u>

Effective January 1, 2021, the submission of day services attendance for consumers that are living at home are processed as a fee for service through DSAL versus funding through a band payment. The responsibility lies with the Day Services staff to record attendance in compliance with the regulations of the program. At the end of the month when the logs are submitted and approved, an invoice will generate in DDSN's application portal under Logs > DSAL and

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RESLOG > DSAL. This invoice will be printed by DDSN and a fee for service payment will be issued to the respective provider of service based on the units of service provided. If the DSAL logs are not submitted and approved timely, no invoice will be generated and the service provider will be required to wait until the next month for payment.

It is the responsibility of the service provider to ensure that the billing of all services is complete, accurately reported, and properly authorized.

5. Confidentiality

Title II of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), known as the Administrative Simplification (AS) provisions of HIPAA; Pub.L. 104–191, required the establishment of national standards for electronic health care transactions and national identifiers for providers, health insurance plans and employers. All DDSN providers are required to comply with all applicable standards, orders and regulations pursuant to HIPAA concerning the confidentiality of information shown on all reporting documents.

6. Special Notes

- Case Managers are responsible for updating STS to reflect the appropriate service and activity for each consumer. Directors of Day Service and Case Management must ensure updates are current to within two (2) working days of any changes.
- Day Program staff are responsible for accurately reporting attendance for each activity and the service in which the activity was provided.
- Weekends are automatically filled in as "Absent" for each consumer listed. This data may be overridden if a consumer were to receive day services on a weekend day.
- If a consumer's name is missing from a log in DSAL, click on "Add Consumer" at the bottom of the summary screen. If STS has been updated with the service for that consumer, his or her name will appear on the next screen and may be added to the current month's log. If the correct name does not appear, contact should be made with the consumer's Case Manager to ensure that STS is updated.
- The actual hours and minutes of Employment Services-IND (S06) rendered to a consumer must be filled in on the appropriate date. A unit of service for this code is 15 minute units.
- If a consumer has been discharged, STS must be updated immediately by the consumer's Case Manager, and the Admission/Discharge/Transfer process must be completed as soon as possible.
- If it is discovered that an approved service has been delivered, but was not reported and the service occurred during a prior month, a blank roll book must be used to submit the service for billing. **A Service Error Correction Form should never be used to report a previously un-reported service**. A blank Adult Day roll book may be used to report the service. A blank roll book form may be found on the DDSN application portal under Business Tools > Forms > Finance Manual Chapter 10.

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Case Notes Reporting and Billing Procedures for Case Management   Supersedes 7/01/17
  and Early Intervention Services 10.8

Section 10.8: Case Notes Reporting and Billing Procedures for Case Management and Early Intervention Services

Providers of Case Management and Early Intervention services are required to document such activity provided to DDSN consumers as "Case Notes." Case Notes is a module of Therap . In order to access Case Notes, users must have a valid Therap User Account and password with the appropriate security levels. For questions concerning access, contact the IT Helpdesk at 803-898-9767 or Helpdesk@ddsn.sc.gov.

1. Procedures for Case Note Entries

    User credentials serve as a unique electronic signature for Case Note entries. Entries must be completed within the timeframe stated in the DDSN Program Standards.

2. Production of Invoices

    On the evening of the 5th business day of the month following the month of service, invoices are generated from data pulled from the Case Notes System in Therap. The following morning, invoices may be accessed and printed using R2D2 (the Actuate Reporting System) on the DDSN Portal.

3. Submission of Invoices

    Signed invoices are not required to be submitted to DDSN for payment. It is still the responsibility of each service provider to print and review their invoices for accuracy. This will serve as backup for the payments made. DDSN will process Early Intervention and Case Management invoices within 10 business days after they are made available. Payments for these invoices will appear by electronic transfer similar to the bimonthly payment schedules.

4. Confidentiality of Reporting Documents

    Title II of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), known as the Administrative Simplification (AS) provisions of HIPAA; Pub.L. 104–191, required the establishment of national standards for electronic health care transactions and national identifiers for providers, health insurance plans and employers. All DDSN providers are required to comply with all applicable standards, orders and regulations pursuant to HIPAA concerning the confidentiality of information shown on all on-line reporting documents.

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Waiver Credit Report Procedures 10.18   **Supersedes 7/01/17**

Section 10.18: Waiver Credit Report Procedures

Payments to providers are based on capitated funding for residential consumers and payments for non-residential consumers are paid through fee for service. Full waiver budgets, including direct-billed and board-billed services, are used to calculate funding levels. Because funding bands are calculated using full services, DDSN avoids paying for the same services twice (once to the Providers and again to DHHS) by recovering from the Providers the amount processed through the Medicaid Management Information System (MMIS) for enhanced Waiver services. MMIS is the system used to process South Carolina Medicaid payments.

1. The Waiver Credit Report Process

    DDSN receives a file each month from the South Carolina Department of Health and Human Services (DHHS) containing all services paid by Medicaid during the prior month for consumers enrolled in the ID/RD, CS, and HASCI Waivers. From this file, direct-billed Waiver services for residential consumers are extracted. This information is segregated by Financial Manager reflecting the calculated total amount for each Provider. A credit adjustment is processed through DDSN Accounts Payable for the amount calculated.

    Providers have access to the DDSN application portal and may run Waiver Credit Reports using the Actuate Reporting Application (R2D2). Instructions for running a Waiver Credit Report for your Organization follow on pages 10.18 p.2 through 10.18 p.5.

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2. <u>Running a Waiver Credit Report</u>:

Access the DDSN application portal at <u>https://app.ddsn.sc.gov/ddsnportal/ddsn_login.jsp</u> and select the R2D2 Actuate Reporting Application. When the welcome screen appears (like the one below), click on "<u>Click here to view reports</u>" near the top of the page. (If you are unable to see R2D2 on the Application Portal, please contact the DDSN Help Desk at 803-898-9767 or email them at <u>helpdesk@ddsn.sc.gov</u>).

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After clicking to expand the DDSN Reports folder on the left side of the screen, click on the WVR folder and a list of available reports will appear on the right side of your screen. (Users will need to scroll down to see all available reports.)

There are two main reports Providers need for Waiver Credit purposes. They are 1) the "Credit Report by Financial Manager" and 2) the "Credit Report by SC-EI Provider".

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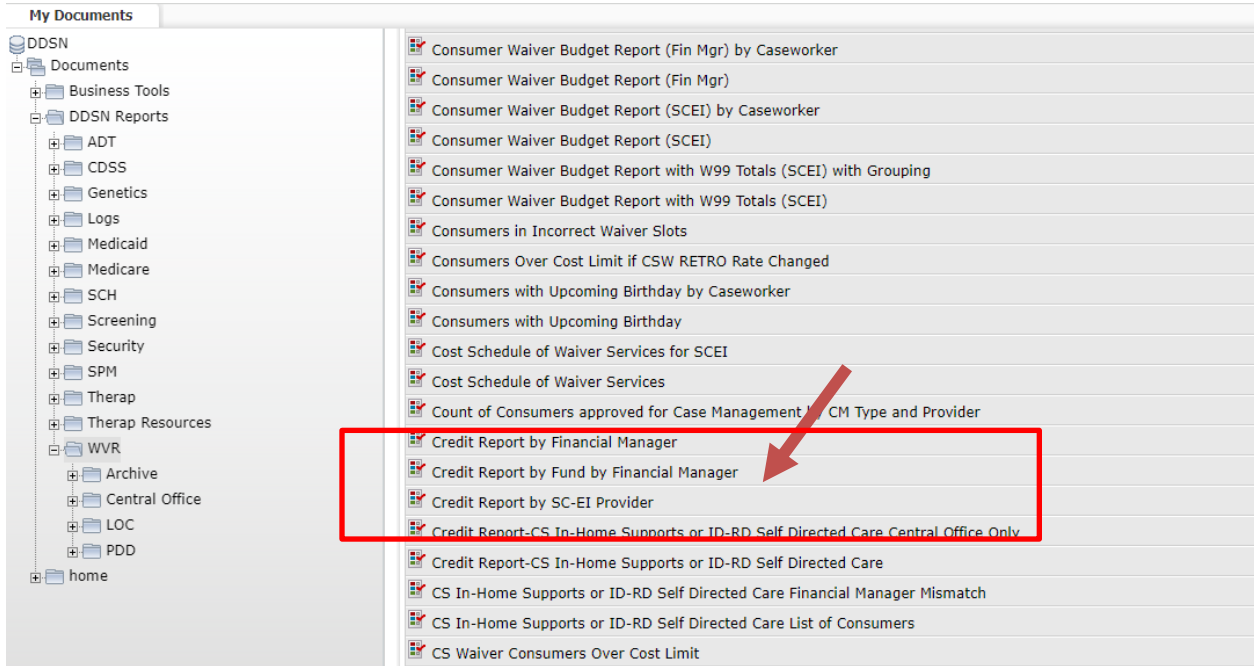
After clicking on report, you want to run, a fill-in box like the one shown below will open. Enter the required parameters. The following selections should be chosen for each parameter:

1) Assistive Technology > $1,000
   a. Choose "Exclude" if running a report of charges recouped for residential consumers.
   b. Choose "Include" if you are running a report of all charges to complete a quality review of services authorized.
2) Consumer Type
   a. "Excl PCA for under 21 & All Nursing Srv" if running a report of charges recouped for residential consumers.
   b. "Excl PCA for under 21" if running a report of all charges to complete a quality review of services authorized.
3) Type Report
   a. "Detail and Summary Report" if needing a detailed report of each service billed for each consumer.
   b. "Summary Only" if needing just a total amount of services billed.
4) Report Month – enter the month of the credit report. See 10.18 p. 6 for details to determine month needed.
5) Report Year – enter the year coinciding with the month entered. Note this is not the fiscal year date, but rather the year of the actual month the report is run for.
6) Type of Waiver – select which Waiver you would like a report for.
7) Residential Status for ID/RD only – select the consumers you want reflected in your report.

Click "finish" to generate the report.

Parameters	
1-Required Parameters	
Assistive Technology > $1000	Exclude
Consumer Type	Excl PCA for under 21 & All Nursing Srv
Type Report	Detail & Summary Report
Report Month	December
Report Year	2020
Type Waiver	ID/RD
2-Optional Parameters	
Fund Type	
Medicaid#	
Procedure Code	
Financial Manager	
Residential Status for ID/RD only	ID/RD Consumers (Residential)

Cancel   Back   Next   Finish

The requested report will open on your screen. You can print or download the report in a variety of formats. Below is an example of the "Credit Report by Financial Manager".

The data shown in these reports are amounts paid by Medicaid for each consumer in the Waiver program selected.

Special Notes:

✦ Fund Codes are two-digit alphanumeric numbers that identify a collective group of similar services provided to consumers.

    Examples: Durable Medical Equipment, Physician or Hospital Services, etc.

✦ Procedure Codes are 5-digit alpha-numeric numbers that represent a systematic listing of services and procedures performed by a provider of service. These codes are based on national standards.

    Examples: Respite, PCA 2, Adult Day Health Care, Etc.

✦ Other codes such as dental (prefix D) or vision (prefix V) may also appear on the Waiver Credit Reports. All the codes are not listed in this section due to the extremely large number of codes. These codes are part of the Healthcare Common Procedure Coding System, called "HCPCS" for short. You can run the report called "WVR Procedure Codes and Modifiers by Type Fund" in the WVR folder on R2D2. For more information contact the SURB Division by calling (803) 898-9742.

3.   Medicaid Payments

Medicaid pays for services as a provider bills for them. Medicaid will not pay for services that were provided 365 prior to the date billed. The timing of payment for services is dependent on the service provider's billing process, which can vary greatly from one provider to another.

Special Notes:

✦ Service providers have only 365 days from date of service to bill Medicaid.
✦ The Waiver Credit Report lists services that are <u>paid in a given month</u> by Medicaid regardless of the date of service.
✦ Services may be paid in a 12-month period that could, possibly, represent services over a 24-month period.

4.   Processing Credits

Due to the time lag between payment by MMIS and DDSN's receipt of the monthly report, and due to the timing of Provider payments, credits to the Providers are processed during the third month, after the MMIS payment.

The following is an example of what this schedule looks like:

Contract Payment Number	Contract Payment due to Provider on or before	Credit Reflects Payments made by MMIS during the month of
1	1-Jul	April
2	1-Aug	May
3	1-Sep	June
4	1-Oct	July
5	1-Nov	August
6	1-Dec	September
7	1-Jan	October
8	1-Feb	November
9	1-Mar	December
10	1-Apr	January
11	1-May	February
12	1-Jun	March

Special Note:

✦ The <u>last month</u> for any given fiscal year is <u>March</u>, which is credited against June payments.

5. <u>Review Process and Submission of Reimbursement Request</u>

Monitorship is important for many reasons, but part of the purpose of monitorship is to prevent a service provider from delivering services in excess of the units authorized or providing services that are not authorized. Occasionally, these types of errors do occur. They may be the result of a variety of circumstances, but regardless, action must be taken by the Case Manager to communicate with the service provider and determine the source of the problem and initiate the necessary corrective action.

A. After running a Waiver Credit Report, **please review it carefully for errors. Requests for corrective action must be made directly to the service provider.** <u>Service providers must reimburse Medicaid for overpayments, use of wrong procedure codes, duplicate payments, etc</u>. For instructions on how to refund Medicaid, please refer to the SCDHHS website: https://www.scdhhs.gov/provider.

Once the original claim has been reversed, the service provider should issue a new replacement claim, if applicable. For claims that have been reversed, the amount of the claim will appear on the Waiver Credit Report as a negative number.

If necessary, DDSN can assist Providers with unresolved issues involving service providers and DHHS. However, before this step is taken – all efforts must be made with the service provider to correct the billing error(s) before asking DDSN for assistance. A written record of the attempts to resolve the issue will be required before DDSN contacts DHHS on a DDSN Provider's behalf.

Special Note:

<u>Before</u> contacting the service provider regarding an error, ask yourself the following questions:

- Is the authorization correct? Does the authorization need to be modified to reflect any added or deleted services?

- Is the budget correct? Does the budget need to be modified to reflect any added or deleted services?

B. For consumers charged to your Waiver Credit Report that are not your responsibility:

1. Provide a copy of the page from the Waiver Credit Report pertaining to the consumer in question.
2. Document that the consumer belongs to another provider along with the correct Provider name, if known, and supply effective dates for any transfers or terminations.
3. Forward the copy to SURB with a cover memo explaining the details. You should submit this documentation through the Reporting and Billing Center (RBC).

C. Environmental Modifications charged to Waiver Credit Reports for a residential consumer may be reimbursed after review and verification by DDSN. To facilitate your request, follow the procedures outlined in the Finance Manual Chapter 10.5.

D. If a service provider is not cooperative or you suspect Medicaid Fraud, please contact SURB immediately by calling (803) 898-9742.

6.　Submission of Correspondence

Please direct all correspondence pertaining to adjustment requests (along with any attachments) by uploading the data through the Reporting and Billing Center (RBC). For those that do not have access to RBC, contact I.T. by putting in a helpdesk ticket at helpdesk@ddsn.sc.gov. RBC is a secure system on DDSN's application portal for uploading confidential billing documents that go to the SURB area. **If you choose to upload documents through RBC, please do not mail the originals.** For those that choose to mail the forms, send them to: **DDSN, ATTN: SURB, 3440 Harden St. Ext., Columbia, SC 29203**.

7.　DDSN Response to Reviews/Questions

DDSN will review all reimbursement requests along with any attachments. If in agreement with a submitter's assessment, a "Waiver Credit Report Reimbursement Memo" will be completed and emailed to you and you will see a payment adjustment on a future payment schedule referencing the Memo you received. For each reimbursement request submitted, you will receive an approval memo or a phone call requesting additional information, if needed. If DDSN disagrees with the request, contact will be made directly either by phone or email to explain the denial.

8.　Time Limits on Reviews and Adjustments

DSN Providers have three (3) months to report possible errors discovered in Waiver Credit Reports. For example, a November 2020 report processed against payments on February 2021 would have to be reviewed and errors reported back to DDSN by May 1, 2021. Once a possible error is reported, there is no time limit placed on a resolution.

9.　Confidentiality of On-Line Documentation

Title II of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), known as the Administrative Simplification (AS) provisions of HIPAA; Pub.L. 104–191, required the establishment of national standards for electronic health care transactions and national identifiers for providers, health insurance plans, and employers. All DDSN providers are required to comply with all applicable standards, orders, and regulations pursuant to HIPAA concerning the confidentiality of information shown on all on-line reporting documents.