

NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES

# GUIDANCE DOCUMENT

“This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Nebraska Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.”

Pursuant to  
Neb. Rev. Stat. § 84-901.03

## Appendix K (COVID-19) Service Authorization and Billing Process

### Changes on September 3, 2020 update:

- Included rate schedules for services subject to 10% increase (9/7/2020 to 10/31/2020) and 5% increase (11/1/2020 to 12/31/2020).
- Removed guidance from section 'Service authorizations for "soft" reopenings' that allowed for concurrent authorizations, as this causes issues with Electronic Visit Verification (EVV) implementation.

DHHS-DD submitted Appendix K documents to CMS for approval on March 30, 2020 and extensions on August 31, 2020. These documents included several temporary changes to service delivery requirements and service rates to provide providers with additional flexibility and insure continuity of services for waiver participants. Some of these changes will require a different service authorization and billing process. Specifically, this document describes these processes for the following items in Appendix K:

- Temporary increase in service rates
- Services authorized in alternative settings or remote delivery
- Retainer payments
- Service authorizationsAuthorizations for 'soft' re-openings"soft" reopenings

### Temporary increases in service rates for existing services authorizations:

Appendix K included increases in service rates for the following services:

- Continuous Residential (3992)
- Shared Living (1472)
- Host Home (9293)
- Independent Living (2693)
- Supported Family Living (7494)
- Habilitative Community Inclusion (6845)
- Habilitative Workshop (5416)

For dates of service between March 6, 2020, and April 15, 2020, **where an authorization is already in place**, providers will complete billing on existing authorizations. Post payment, DHHS-DD will calculate the amount due to providers for rate increases for these dates of service and make one-time lump sum payments to providers. These one-time payments will not be authorized or paid through Therap but an "Explanation of Payments" file can be provided in order to properly post the payment in providers' accounting systems. DHHS-DD plans to make these payments by May 15, 2020. Therefore, in order to be included for consideration of the rate increase payment, providers will need to ensure that all services have been billed for this time period by April 30, 2020.

New service authorizations with the increased rates will be created for services provided on or after April 16, 2020, through the period that Appendix K is effective. All service authorizations with rate increases will contain “Appendix K (COVID-19)” in the description. Providers are requested to NOT submit billing for services until new authorizations can be issued by DHHS-DD. **NOTE:** *If a provider enters attendance on OLD authorizations, the attendance will need to be removed or marked non-billable in order to bill on the increased rate service authorization. Remember to complete attendance adjustments BEFORE acknowledging the OLD authorization’s adjusted end date.*

## Services authorized in alternative settings:

There are provisions in Appendix K that allow for the delivery of specified services in alternative settings or delivery of habilitation via Telehealth (remote delivery) when deemed appropriate. Authorizations for these services will be issued with the appropriate rate increase, if applicable, and also contain “Appendix K (COVID-19)” in the description. Authorizations for services in alternative settings may have retroactive start dates as early as March 6, 2020.

## Retainer payments:

A provider may request retainer payment from DHHS-DD by completing the Appendix K Billing form and submitting the completed form electronically to [DHHS.DDBillingDocs@nebraska.gov](mailto:DHHS.DDBillingDocs@nebraska.gov). Providers will not be compensated for days or times in which the services were not historically provided. The amount paid in retainer payments cannot exceed the difference between 1) the average monthly payments to the provider for the waiver service provided to the participant in the six-month period from September 1, 2019, to February 29, 2020, and 2) the amount paid to the provider for comparable services authorized for delivery in alternative settings for the participant. DHHS-DD will process retainer payments on a monthly cycle. Authorizations for retainer payments will be completed and billed in Therap.

## Service authorizations for “soft” reopenings:

A waiver participant may choose to receive services delivered at both an alternative setting and a “normal” setting. This service delivery plan is referred to as a ‘soft’ re-opening. “soft” reopening. To bill for these services, the provider can continue to use the alternative setting authorization in the program site it was assigned to when the provider first acknowledged it. The provider should report to the ISP team the estimated proportions of each setting to be documented in the ISP, and. The provider should also document the setting on the individual attendance records record as a comment describing which setting was used.

Agency Rate Table - Increase of in current rates of certain services found at:

<http://dhhs.ne.gov/Guidance%20Docs/DD%20PB%2019-05%202019%20Rate%20Schedule.pdf>

Service	Service Code	Level	Unit	Rate (3/6/2020 – 9/6/2020)	Rate (9/7/2020 – 10/31/2020)	Rate (11/1/2020 – 12/31/2020)
<i>Day Services</i>						
Habilitative Workshop	5416	Basic	Hour	\$ 8.86	\$ 8.47	\$ 8.09
Habilitative Workshop	5416	Intermediate	Hour	\$ 13.56	\$ 12.97	\$ 12.38
Habilitative Workshop	5416	High	Hour	\$ 25.17	\$ 24.08	\$ 22.98
Habilitative Workshop	5416	Advanced	Hour	\$ 38.69	\$ 37.01	\$ 35.33
Habilitative Workshop	5416	Risk	Hour	\$ 41.46	\$ 39.66	\$ 37.85
Habilitative Workshop	5416	Basic	Day	\$ 61.99	\$ 59.29	\$ 56.60
Habilitative Workshop	5416	Intermediate	Day	\$ 94.89	\$ 90.76	\$ 86.64
Habilitative Workshop	5416	High	Day	\$ 176.25	\$ 168.59	\$ 160.92
Habilitative Workshop	5416	Advanced	Day	\$ 270.80	\$ 259.03	\$ 247.25
Habilitative Workshop	5416	Risk	Day	\$ 290.21	\$ 277.59	\$ 264.97
Habilitative Community Inclusion	6845	Basic	Hour	\$ 11.28	\$ 10.79	\$ 10.30
Habilitative Community Inclusion	6845	Intermediate	Hour	\$ 15.72	\$ 15.04	\$ 14.35
Habilitative Community Inclusion	6845	High	Hour	\$ 27.53	\$ 26.33	\$ 25.14
Habilitative Community Inclusion	6845	Advanced	Hour	\$ 46.40	\$ 44.38	\$ 42.37
Habilitative Community Inclusion	6845	Risk	Hour	\$ 51.20	\$ 48.97	\$ 46.75
Habilitative Community Inclusion	6845	Basic	Day	\$ 78.94	\$ 75.51	\$ 72.08
Habilitative Community Inclusion	6845	Intermediate	Day	\$ 110.08	\$ 105.29	\$ 100.51
Habilitative Community Inclusion	6845	High	Day	\$ 192.74	\$ 184.36	\$ 175.98
Habilitative Community Inclusion	6845	Advanced	Day	\$ 324.85	\$ 310.73	\$ 296.60
Habilitative Community Inclusion	6845	Risk	Day	\$ 358.40	\$ 342.82	\$ 327.23
<i>Residential Habilitation Services</i>						
Independent Living	2639	Individual	Hour	\$ 37.25	\$ 35.63	\$ 34.01
Independent Living	2639	Group (2)	Hour	\$ 18.63	\$ 17.82	\$ 17.01
Independent Living	2639	Group (3)	Hour	\$ 12.42	\$ 11.88	\$ 11.34
Supported Family Living	7494	Individual	Hour	\$ 34.17	\$ 32.68	\$ 31.20
Supported Family Living	7494	Group (2)	Hour	\$ 17.09	\$ 16.35	\$ 15.60
Supported Family Living	7494	Group (3)	Hour	\$ 11.40	\$ 10.90	\$ 10.41
Continuous Residential Habilitation	3992	Basic	Day	\$ 166.64	\$ 179.50	\$ 171.34
Continuous Residential Habilitation	3992	Intermediate	Day	\$ 199.02	\$ 207.26	\$ 197.84
Continuous Residential Habilitation	3992	High	Day	\$ 297.08	\$ 302.53	\$ 288.78
Continuous Residential Habilitation	3992	Advanced	Day	\$ 484.50	\$ 463.43	\$ 442.37
Continuous Residential Habilitation	3992	Risk	Day	\$ 734.45	\$ 702.52	\$ 670.58
Continuous Residential Habilitation	3992	Basic	Half Day	\$ 83.32	\$ 89.75	\$ 85.67
Continuous Residential Habilitation	3992	Intermediate	Half Day	\$ 99.51	\$ 103.63	\$ 98.92
Continuous Residential Habilitation	3992	High	Half Day	\$ 148.53	\$ 151.27	\$ 144.40
Continuous Residential Habilitation	3992	Advanced	Half Day	\$ 242.25	\$ 231.72	\$ 221.18
Continuous Residential Habilitation	3992	Risk	Half Day	\$ 367.22	\$ 351.25	\$ 335.29
Host Home Residential (Employee)	9293	Basic	Day	\$ 142.97	\$ 145.79	\$ 139.17
Host Home Residential (Employee)	9293	Intermediate	Day	\$ 177.74	\$ 175.84	\$ 167.84
Host Home Residential (Employee)	9293	High	Day	\$ 280.12	\$ 274.36	\$ 261.89
Host Home Residential (Employee)	9293	Advanced	Day	\$ 435.22	\$ 416.30	\$ 397.37
Host Home Residential (Employee)	9293	Risk	Day	\$ 602.81	\$ 576.50	\$ 550.39
Host Home Residential (Employee)	9293	Basic	Half Day	\$ 71.48	\$ 72.90	\$ 69.58
Host Home Residential (Employee)	9293	Intermediate	Half Day	\$ 88.87	\$ 87.91	\$ 83.92
Host Home Residential (Employee)	9293	High	Half Day	\$ 140.06	\$ 137.18	\$ 130.95
Host Home Residential (Employee)	9293	Advanced	Half Day	\$ 217.60	\$ 208.14	\$ 198.68
Host Home Residential (Employee)	9293	Risk	Half Day	\$ 301.40	\$ 288.30	\$ 275.19
Shared Living (Independent Contractor)	1472	Basic	Day	\$ 134.52	\$ 137.18	\$ 130.95
Shared Living (Independent Contractor)	1472	Intermediate	Day	\$ 167.38	\$ 165.59	\$ 158.07
Shared Living (Independent Contractor)	1472	High	Day	\$ 262.87	\$ 257.47	\$ 245.76
Shared Living (Independent Contractor)	1472	Advanced	Day	\$ 409.09	\$ 391.30	\$ 373.52
Shared Living (Independent Contractor)	1472	Risk	Day	\$ 577.36	\$ 552.26	\$ 527.15
Shared Living (Independent Contractor)	1472	Basic	Half Day	\$ 67.26	\$ 68.59	\$ 65.47
Shared Living (Independent Contractor)	1472	Intermediate	Half Day	\$ 83.70	\$ 82.80	\$ 79.03
Shared Living (Independent Contractor)	1472	High	Half Day	\$ 131.43	\$ 128.73	\$ 122.88
Shared Living (Independent Contractor)	1472	Advanced	Half Day	\$ 204.55	\$ 195.66	\$ 186.76
Shared Living (Independent Contractor)	1472	Risk	Half Day	\$ 288.68	\$ 276.13	\$ 263.58

Independent Provider Rate Table - Increase in current rates of certain services found at:

<http://dhhs.ne.gov/Guidance%20Docs/DD%20PB%2019-05%202019%20Rate%20Schedule.pdf>

Service	Service Code	Level	Unit	Rate (3/6/2020 – 9/6/2020)	Rate (9/7/2020 – 10/31/2020)	Rate (11/1/2020 – 12/31/2020)
<i>Day Services</i>						
Habilitative Community Inclusion - Independent	6845	Basic	Hour	\$ 17.92	\$ 17.14	\$ 16.36
Habilitative Community Inclusion - Independent	6845	Intermediate	Hour	\$ 17.92	\$ 17.14	\$ 16.36
Habilitative Community Inclusion - Independent	6845	High	Hour	\$ 20.91	\$ 20.00	\$ 19.09
Habilitative Community Inclusion - Independent	6845	Advanced	Hour	\$ 30.76	\$ 29.42	\$ 28.09
Habilitative Community Inclusion - Independent	6845	Basic	Day	\$ 125.42	\$ 119.97	\$ 114.51
Habilitative Community Inclusion - Independent	6845	Intermediate	Day	\$ 125.42	\$ 119.97	\$ 114.51
Habilitative Community Inclusion - Independent	6845	High	Day	\$ 146.35	\$ 139.99	\$ 133.62
Habilitative Community Inclusion - Independent	6845	Advanced	Day	\$ 215.34	\$ 205.98	\$ 196.61
<i>Residential Habilitation Services</i>						
Independent Living - Independent	2639	Individual	Hour	\$ 23.49	\$ 22.47	\$ 21.45
Independent Living - Independent	2639	Group (2)	Hour	\$ 11.74	\$ 11.23	\$ 10.72
Independent Living - Independent	2639	Group (3)	Hour	\$ 7.83	\$ 7.49	\$ 7.15
Supported Family Living - Independent	7494	Individual	Hour	\$ 22.89	\$ 21.89	\$ 20.90
Supported Family Living - Independent	7494	Group (2)	Hour	\$ 11.44	\$ 10.94	\$ 10.45
Supported Family Living - Independent	7494	Group (3)	Hour	\$ 7.64	\$ 7.31	\$ 6.98

Retainer Payments – One daily unit per day for a maximum of 30 days

Retainer Payments	Service Code	Unit	Rate
<i>Agency Providers</i>			
Day Services		Day	\$ 150.00
Adult Day	6221		
Habilitative Community Inclusion	6845		
Habilitative Workshop	5416		
Prevocational	8362		
Supported Employment - Individual	9695		
Supported Employment - Follow Along	2141		
Enclave	8264		
Residential Services		Day	\$ 215.00
Independent Living	2639		
Supported Family Living	7494		
Continuous Residential	3992		
Host Home	9293		
Shared Living	1472		
<i>Independent Providers</i>			
Day Services		Day	\$ 105.00
Habilitative Community Inclusion	6845		
Supported Employment - Individual	9695		
Supported Employment - Follow Along	2141		
Residential Services		Day	\$ 100.00
Independent Living	2639		
Supported Family Living	7494		