

ALLEGHENY COUNTY
DEPARTMENT OF HUMAN SERVICES



CONTRACT SPECIFICATIONS MANUAL
FOR SERVICES PURCHASED FOR CONSUMERS OF
THE OFFICE OF INTELLECTUAL DISABILITY

(FORMERLY THE OFFICE OF MENTAL RETARDATION/
DEVELOPMENTAL DISABILITIES)

May 2015

TABLE OF CONTENTS

Introduction.....	3
Chapter 1 Service Provider Conditions	4
Chapter 2 ODP Rate Setting Methodology	10
Chapter 3 Budget Instructions	11
Chapter 4 Procurement and Property Rights (Fixed Assets).....	12
Chapter 5 Forms	
Required	16
Miscellaneous	16
Appendix A: HCSIS Service Names and Codes	17
Appendix B: Cost Center Definitions.....	18

INTRODUCTION

The Contract Specifications Manual provides the special terms and conditions which are applicable to the service or services being provided through an agreement between the Allegheny County Department of Human Services and a contracted Service Provider. By reference in the agreement, the applicable chapters or provisions of the Contract Specifications Manual are incorporated therein.

Further, the manual identifies:

- A. Any particular forms or procedures that the SERVICE PROVIDER must comply with in order to assure the COUNTY's compliance with the requirements of the funding source(s).
- B. Service Category Names and Codes
- C. Cost Centers and their relationship to the Service Names/Codes

The terms, conditions, forms, and procedures in this manual are subject to change from time to time as required by law and shall be amended or modified by written notification from the COUNTY/Administrative Entity to the SERVICE PROVIDER.

In addition, SERVICE PROVIDER is required to comply with the Terms and Conditions of additional contract specifications manuals, including but not limited to:

- DHS General Contract Requirements
- DHS Contract Specifications Manual on Payment Provisions, Budget and Invoices
- Minority/Women/Disadvantaged Enterprises (M/W/DBE)
- Instructions for Completing Work statement and Facilities Worksheet

CHAPTER 1: SERVICE PROVIDER CONDITIONS

SERVICE PROVIDER shall adhere to the following terms and conditions as put forth in the “Mental Health and Mental Retardation Act of 1966” Special Session No. 3, October 20, 1966 P.L. 96, No. 6, 50 P.S. (4101-4704) 301 (d), the “Mental Health Procedures Act”, Act 143 of 1976; 50 P.S. §7101 et seq. which specifies the services which are to be made available under the Allegheny County Department of Human Services by the local authorities; and, for which the County contracts with SERVICE PROVIDERS.

A. Definitions: The following definitions shall apply throughout this Manual.

- 1 “Act” refers, as applicable, to the “Mental Health/Mental Retardation Act of 1966”, or the “Mental Health Procedures Act of 1976”.
- 2 “Regulations” refers, as applicable, to Regulations promulgated under the Act by the OMHSAS and Office of Developmental Programs (ODP), Pennsylvania Department of Public Welfare, and Allegheny County’s Department of Human Services.
- 3 “Resident”, “Consumer”, “Participant” and “Subject” refer to persons counseled, treated or rehabilitated; including all persons formerly counseled, treated or rehabilitated.
- 4 Administrative Entity “AE” refers to the COUNTY Program.
- 5 The Individual Support Plan or “ISP” is a plan for each ID Participant developed with the Participant with an Intellectual Disability (ID) and the Participant’s team. The team includes the Participant and Supports Coordinator and may also include family members, surrogates, advocates, Providers of services, and others as the Participant chooses. The ISP must include at minimum the estimated duration and frequency of each eligible service and the type of Provider to furnish each service necessary to meet the assessed needs of the ID Participant.
- 6 SSD refers to Services and Supports Directory. A component of HCSIS, the directory reflects all agency specific services with corresponding unit type and rates.
- 7 HCSIS: The Home and Community Services Information System is a web-enabled information system that serves as the information system for the Department of Public Welfare Program Offices that supports individuals registered in the Intellectual Disability system (ID).
- 8 MPER: Master Provider Enterprise Repository Index refers to Allegheny County’s (the Administrative Entity for the ID Programs in Allegheny County) on-line provider information system.

CHAPTER 1: SERVICE PROVIDER CONDITIONS

- B. SERVICE PROVIDER will file a report of any unusual incident utilizing the HCSIS Incident Management system and in accordance with all applicable Department of Public Welfare/Office of Developmental Disabilities Bulletins and/or County Policies and Procedures. SERVICE PROVIDER agrees to cooperate with the County/AE regarding any follow-up investigation including review of consumer records and the SERVICE PROVIDER's actions. SERVICE PROVIDER will submit a quarterly report by calendar year to the COUNTY/AE including summary and analysis of all unusual incidents filed.
- C. The COUNTY/AE shall prepare and submit the required Work statement(s) for the agreement. Any change in services identified in the work statement through the term of the agreement must have prior approval from the program office. Submission of a new or revised work statement must be made to the program office to obtain approval. The COUNTY/AE shall authorize services to be rendered and available for reimbursement through the agreement; services not contained in the work statement will not be authorized for reimbursement.
- D. Services for each consumer shall be authorized through the consumer's ISP and shall be identified using the HCSIS service names and codes, which are contained in the agreement's work statement (Exhibit A). SERVICE PROVIDER through the supports coordination unit is responsible for assuring all ISPs include the service names and codes along with other pertinent information.
- E. Any changes to the services under the AGREEMENT that result in changes in the approved activities or the location of activities or the addition, reduction or deletion of services to be purchased by the COUNTY/AE from SERVICE PROVIDER under the AGREEMENT must receive prior written approval from the Allegheny County Department of Human Services' (DHS) Director and/or designee. SERVICE PROVIDER requesting a change must insure through the supports coordinator that the ISP team is appraised of, meets and approves of the proposed changes. The supports coordinator will perform a critical revision to the ISP and submit to the DHS Office of Intellectual Disability at least thirty (30) days prior to the

anticipated change.

F. Performance Conditions

1 SERVICE PROVIDER shall be bound to comply with the State Office of Developmental Programs Provider Qualification Process. The qualification process will be implemented by the AE initially and then as indicated by current ODP processes/regulations.

2 SERVICE PROVIDER shall be bound to comply with such review of all aspects of their respective programs as are required by all appropriate Federal, State, and County authorities. Such reviews and evaluations shall be made at reasonable times during the term of the agreement and may be subject to unannounced monitoring at various times based upon need, and may also include but are not limited to Programmatic/Individual Record reviews, Health and Safety Assessment, On-site Inspection and Consumer Satisfaction interviews/observation by the Director (or Director's designee).

3 SERVICE PROVIDER shall permit an authorized designee of COUNTY/AE to attend that portion of any and all such meetings affecting the services funded by the AGREEMENT, and shall provide COUNTY/AE at SERVICE PROVIDER'S expense, with an accurate copy of that portion of the minutes of any such meeting within a reasonable time after its adjournment. SERVICE PROVIDER shall provide COUNTY/AE with reasonable advance notice of the date, time and place of its Citizen Advisory Council meetings and Board meetings when appropriate;

4 SERVICE PROVIDER does hereby agree to provide promptly on the execution of the AGREEMENT, a full and complete copy of the by-laws of the Provider Corporation, certified to be a true and correct copy of the same by the Secretary or Assistant Secretary. SERVICE PROVIDER further agrees to promptly provide a certified copy of any changes in the by-laws which may be adopted by the corporation during the term of the AGREEMENT;

5 SERVICE PROVIDER shall supply COUNTY/AE with such consumer and service information as shall be duly required by COUNTY/AE for the purposes of management, accountability, and compliance with State and Federal reporting mandates, provided that COUNTY'S/AE's requests are in conformity with applicable laws on consumer confidentiality and that they include appropriate technical specifications as to the manner(s) and mode(s) in which information will be accepted. Said information shall include, but not be limited to, that

required by the COUNTY/AE of the SERVICE PROVIDER for entry and maintenance of the MPER, eCAPS, Individualized Service Plan, Services and Supports Directory, Rate setting, Cost reports and other HCSIS/Promise requirements. SERVICE PROVIDER may utilize outside consultants and vendors in designing and/or operating its management information system, but SERVICE PROVIDER'S obligation to COUNTY/AE is not transferable to any other party. Significant and/or persistent failure to supply and/or update requested information shall result in financial penalties or other sanctions unless waived by the Director (or Director's designee).

G. Collection of Liability and Other Revenue Collections of SERVICE PROVIDER shall be based on the appropriate Department of Public Welfare Regulations, which indicates the various forms of liability for services.

1. SERVICE PROVIDER shall have an affirmative duty to pursue all reasonable sources of collection, both from consumers and from an obligated third party, where appropriate, within a reasonable time after rendering of the services, and with due diligence.
2. The assessment of consumer liability and fee collections from consumers or their legally responsible relatives, where applicable, is the responsibility of the SERVICE PROVIDER and must be performed in accordance with the Chapter 4305 Liability for Community Mental Health and Mental Retardation Services Regulations and 55 Pennsylvania Code Chapter 51, ODP Home and Community-Based Services.
. The abatement of consumer liability shall be initiated by the SERVICE PROVIDER with the final resolution of the abatement process being the responsibility of the Director (or Director's designee) of the Department of Human Services.
3. All Mental Retardation Residential providers that directly provide rent, utilities and/or food to consumers shall comply with the provisions of the Chapter 6200 Regulations regarding collections of room and board payments per the standard room and board contract.

H. Personnel Action Plan: _The SERVICE PROVIDER shall employ all positions as required to fulfill the AGREEMENT and in conformity with the Allegheny County Personnel Action Plan, subject to available funding for all program funded cost centers. SERVICE PROVIDER must submit to COUNTY/AE annually, with the AGREEMENT, a copy of their

salary and fringe benefit package in conformance with the DPW maximum reimbursement of salaries and fringe benefits. This paragraph is applicable to SERVICE PROVIDERS whose positions are funded through a program-funded agreement.

- I. Consumer Right to Appeal SERVICE PROVIDER must implement the consumer right-to-appeal as policy regarding treatment or payment decisions. This policy shall be given to consumers at intake, posted in conspicuous places throughout the agency, and reviewed on a regular basis with the consumer during the course of the year. The consumer appeal mechanism shall also comply with DPW's fair hearing and the County Conference requirements as further defined in the DPW ODP regulations and County Policy and procedures.
- J. Citizen Participation SERVICE PROVIDER agrees to develop and implement a Citizen Participation Policy in compliance with the "Citizen Participation Policy" adopted by the Allegheny County Mental Health/Mental Retardation Board in January 1987. By means of the plan so developed and implemented, SERVICE PROVIDER shall actively seek citizen input and participation in planning, governance, policy formulation and such other appropriate activities as shall provide meaningful citizen/community participation in the provider organization. SERVICE PROVIDER shall make available to COUNTY/AE upon request all such plans for citizen participation and input.
- K. Consumer Satisfaction SERVICE PROVIDER will engage in and cooperate with the Independent Monitoring for Quality (IM4Q), consumer and family survey process. SERVICE PROVIDER agrees to allow access to and provide interview space for COUNTY/AE approved IM4Q activities. SERVICE PROVIDER will make available information for completion of the IM4Q Pre-Survey forms and Core Indicators Project (CIP) Pre-Survey Addendums. SERVICE PROVIDER will submit documentation upon request by the COUNTY/AE regarding actions taken to address individual Consumer Considerations as identified during the IM4Q surveys.
- L. Health Care Quality Unit (HCQU) SERVICE PROVIDER will engage in and cooperate with the Health Care Quality Unit (HCQU). SERVICE PROVIDER agrees to allow access to and provide interview space for COUNTY/AE approved HCQU activities.
- M. Human Experimentation All experimentation with human subjects involving any physical or mental risk to those subjects shall be prohibited without all of the following:

1. Prior written approval of the Department of Public Welfare, Office of Developmental Programs, subject to all applicable laws, statutes, and regulations;
 2. Prior informed and voluntary written consent of the subject;
 3. Prior informed and voluntary written consent of his/her parents or legal guardian, if the consumer is deemed to be a minor or incompetent.
 4. Each potential subject shall be informed prior to his/her consent that refusal of consent will not result in the loss of any benefits to which the subject is otherwise entitled to from the Federal Government, Commonwealth, COUNTY, SERVICE PROVIDER, or any third party insurer.
- N. A policy and procedure has been established whereby SERVICE PROVIDERS may request a hearing before the County Mental Health/Mental Retardation Board regarding contract dispute arising out of the AGREEMENT upon compliance with the policy's requirement.

CHAPTER 2: ODP'S RATE SETTING METHODOLOGY

SERVICE PROVIDERS will comply with ODP's rate setting/Cost reporting methodology as defined in 55 Pennsylvania Code Chapter 51, Office of Developmental Programs Home and Community-Based Services and/or other ODP bulletins relating to the development of fees or cost based rates.

CHAPTER 3: INSTRUCTIONS FOR COMPLETING MR CONTRACT BUDGET

An initial budget is required for each contract year. In addition, SERVICE PROVIDER is required to prepare and submit a revised budget with each modification and/or amendment to the agreement that is executed throughout the term of the agreement.

Budgeting forms and instructions can be found in the DHS Contract Specifications Manual on Payment Provisions, Budgets and Invoicing. SERVICE PROVIDER is required to obtain a copy of said manual from the DHS Website or request a hard copy in writing.

Chapter 4: PROCUREMENT AND PROPERTY RIGHTS (Revised 8/13/07)

A. Definition: As used in this Article, the term “fixed assets” shall mean furnishings, furniture, equipment and computers that have a useful life of more than one year and an initial purchase price of \$5000 or more per item. All vehicles, regardless of purchase price, shall also be defined as a fixed asset. Pursuant to 55 Pa. Code § 4300.87a, real estate shall not be considered to be a fixed asset.

B. Procurement of Fixed Assets – Title to all fixed assets, and materials, plans and procedures purchased in part or in whole with funds from this **AGREEMENT**, shall be identified in accordance with applicable state regulations governing the **SCOPE OF SERVICES**. Fixed assets for which the **SERVICE PROVIDER** will hold the title must be obtained at the lowest practicable cost, using a system of competitive bidding, written estimates, sole source purchases and/or required justifications in accordance with applicable state regulations.

C. Annual Inventory – **SERVICE PROVIDER** shall conduct an annual physical inventory and maintain an up-to-date inventory of fixed assets purchased in whole or in part with funds from this **AGREEMENT** which shall vest during the term of this **AGREEMENT** with the **SERVICE PROVIDER** and shall automatically divest upon the termination or cancellation of the **AGREEMENT** and vest with **COUNTY/Administrative Entity**. **COUNTY/AE** may, in its discretion, in whole or in part according to the percentage of contribution, and within one hundred and twenty (120) days after the expiration of this **AGREEMENT**:

1. Take possession of said fixed assets and reimburse any other funding sources according to their percentage of contribution based upon fair market value as determined by an independent appraisal;

2. Direct that said fixed assets be sold pursuant to an independent appraisal reflecting an acceptable fair market value with the proceeds of the sale retained by **COUNTY/AE**.

3. Allow retention by the **SERVICE PROVIDER** upon proportionate payment to **COUNTY/AE** of the share contributed by **COUNTY/AE** as determined by the fair market value in accordance with an independent appraisal. Said independent appraiser shall be selected by **COUNTY/AE** and the **SERVICE PROVIDER**.

4. At all times during the performance of this **AGREEMENT** and within one and twenty (120) days after termination or cancellation, the **SERVICE PROVIDER** shall not sell, lease, donate, or otherwise dispose of any fixed assets purchased with funds obtained pursuant to this **AGREEMENT** without prior written permission of **COUNTY/AE**.

D. Depreciation of Fixed Assets – **SERVICE PROVIDER** may budget and claim depreciation in its budget on such fixed assets, to which it holds title, as may be acquired through funds other than revenue pursuant to **COUNTY/AE** contracts and service dollars reflected in the gross contract amount with **COUNTY/AE**. Any depreciation allowance must be placed in a reserve account in accordance with generally accepted accounting practices and attested to by their auditor of record. Replacement of any fixed asset that has been previously expensed to **COUNTY** must have **COUNTY** prior approval. The depreciation allowance must also be in compliance with applicable state regulations.

E. Recordable Interest –

1. **SERVICE PROVIDER** agrees to provide a recordable interest to the **COUNTY/AE** in an amount equal to the **COUNTY'S/AE's** participation pursuant to this contract in down payments, and amortization of the principal of any newly purchased fixed asset, previously purchased fixed asset which has not been paid off, and any fixed asset in which the **COUNTY/AE** funds improvements and renovations. At the County's/AE's request, **SERVICE PROVIDER** shall execute and deliver any documents necessary for securing and recording the **COUNTY'S/AE's** interest either as a judgment or a mortgage as the **SERVICE PROVIDER** may select, so long as the **COUNTY'S/AE's** interest is adequately protected.

2. **COUNTY/AE** shall not execute on the recordable interest unless the subject fixed asset is sold or **SERVICE PROVIDER** no longer contracts with **COUNTY/AE**. **COUNTY/AE** recognizes that it may be necessary for **SERVICE PROVIDER** to sell existing fixed assets to acquire new fixed assets, and **COUNTY/AE** agrees to transfer its recordable interest to the new fixed asset provided **COUNTY'S/AE's** equity is adequately protected and the new fixed asset is used for purposes authorized by the DEPARTMENT. If a single fixed asset is sold, only the amount of participation attributable to that fixed asset shall be at issue. Should the fixed asset be sold for less than the original

purchase price and subsequent improvements, **COUNTY/AE** shall decrease its participation amount in proportion.

3. **COUNTY/AE** also recognizes the need for **SERVICE PROVIDER'S** to borrow funds and shall waive its position, if its interest is adequately protected, to facilitate borrowing. SSI rental payments shall not be considered **COUNTY/AE** participation since such payments do not involve funds provided through the **COUNTY/AE**.

4. The **COUNTY'S/AE's** interest in property owned or being purchased by **SERVICE PROVIDER** or related parties under prior contracts shall be the subject of future negotiations.

F. Renovations and Improvements

Minor renovations, improvements, repairs, or maintenance, cost of which is less than \$10,000, may be expensed or amortized. Major renovations, improvements, repairs and maintenance may only be expensed with **COUNTY/AE** prior approval. If these are not used in the **DEPARTMENT** for five years, that unamortized portion of major renovations, improvements, repairs or maintenance funded by **COUNTY/AE** shall be reimbursed by **SERVICE PROVIDER** according to **COUNTY'S/AE** percentage of contribution.

G. Preservation of Fixed Assets - **SERVICE PROVIDER** shall maintain and administer in accordance with sound business practices a program for the maintenance, repair, protection, preservation and insurance of all fixed assets so as to assure its full availability and usefulness.

H. Exclusive Use of Fixed Assets - Any fixed assets purchased under this **AGREEMENT** shall, unless otherwise provided herein, or approved in writing by the **DEPARTMENT**, be used only for the performance of this **AGREEMENT**.

I. Loss Proceeds - In the event that **SERVICE PROVIDER** is indemnified, reimbursed or otherwise compensated for any loss or destruction of or damage to the fixed asset(s), **SERVICE PROVIDER** shall use the proceeds to repair, renovate or replace the fixed asset involved, or shall credit such proceeds against the cost of the work covered by the **AGREEMENT** or shall otherwise reimburse the **DEPARTMENT** as directed by the **DEPARTMENT**.

J. Forms and Additional Instructions – Forms and instructions for compliance with this Article can be found in the DHS Contract Specifications Manual Section on Payment

Provisions, Budgets and Invoicing. The Manual is available on the Service Provider Information Page on the DHS Website.

K. Real Estate – Title to any real property purchased by SERVICE PROVIDER, regardless whether the real property was purchased in whole or in part with funds provided by DEPARTMENT, shall remain at all times with the SERVICE PROVIDER. The termination of the AGREEMENT with SERVICE PROVIDER shall not affect SERVICE PROVIDER's title to the real property.

CHAPTER 5: FORMS REQUIRED:

The following forms can be found within the DHS General Requirements/Contract Specifications Manual and MUST BE completed by the SERVICE PROVIDER and submitted with the signed contract package. Failure to submit these required forms may result in delays in executing the AGREEMENT, which may result in payment delays.

- 1 Environmental Tobacco Smoke
- 2 Drug Free Workplace
- 3 Service Provider Responsibility
- 4 Tax Certification
- 5 Lobbying Certification
- 6 Disclosure of Lobbying Activities
- 7 Board Membership List
- 8 List of Subcontractors
- 9 Anti-Terrorism Certification

MISCELLANEOUS:

The following forms, which SERVICE PROVIDER may need to complete from time-to-time, are also available in the DHS General Requirements/Contract Specifications Manual.

- 1) Vendor Creation Form (for organizations/individuals who have never done business with Allegheny County in the past)
- 2) Taxpayer Identification/IRS W-9 (for organizations/individuals who have never done business with Allegheny County in the past)
- 3) Service Provider Corporate Name Change
- 4) Service Provider Address Change

Appendix A

HCSIS Service names, descriptions and codes can be accessed via ODP Bulletin #00-12-05 Attachment 1.

APPENDIX B OID COST CENTERS

ADMINISTRATOR'S OFFICE (previously coded as 0100):

This includes activities and services provided by the Administrator's Office of the County MH/MR Program. The activities include:

- The general administrative, programmatic, and fiscal responsibility for the County MH/MR Program;
- Development of planning documents addressing the county program needs, local planning efforts, and other information pertinent to planning for and providing a more adequate service delivery system;
- Continuing relationships with the County MH/MR Board, regional and central offices, contracted service providers, and family and consumer groups;
- The initiation of guardianship proceedings for a base funded individual with an intellectual disability, where required;
- The activities of the County MH/MR Board related to the community base program.

CASE MANAGEMENT (formerly coded 1200):

This cost center includes activities involved in planning, locating, coordinating and monitoring supports and services for an individual. It includes Targeted Service Management (TSM), non-TSM supports.

COMMUNITY RESIDENTIAL SERVICES (CR) (formerly coded 0300):

This cost center (the old 0300) includes the care, habilitation, and social and personal development services provided to Base-funded individuals in a licensed or unlicensed community residential program. Residential Habilitation services are provided to protect the health and welfare of individuals who reside at the residential setting by assisting them in acquiring, retaining, and improving self-help, socialization, and adaptive skills necessary to reside successfully in home and community-based settings. Services consist of support in the

general areas of self-care, communication, fine and gross motor skills, mobility, therapeutic activities, personal adjustment, relationship development, socialization, and use of community resources. Residential Habilitation is provided for 24 hours a day based on the need of the individual receiving services.

Child Residential Services (3800)

- Procedure Codes: W7011, W7013, W7015, W7017, W7019

Community Residential Rehabilitation for the Mentally III (5310)

- Procedure Codes: W7021, W7023, W7025, W7027, W7029

Family Living Homes (6500)

- Procedure Codes: W7292, W7294, W7296, W7298

Community Homes (6400)

- Procedure Codes: W6091, W6093, W6095, W6097, W6099
 - Codes could also contain UA modifier

Community Homes, Unlicensed

- Procedure Codes: W7079, W7081, W7083

Family Living Homes, Unlicensed

- Procedure Codes: W7038, W7040

Supplemental Habilitation

- Procedure Codes: W7070, W7084

Additional Individualized Staffing

- Procedure Codes: W7085, W7086

Child Residential Services 9+ Home

- Procedure Code: W7098

Community Residential Rehabilitation for the Mentally III 9+ Home

- Procedure Code: W7203

Community 9+ Home

- Procedure Code: W7221

Community Based Services

This cost center (the old 0200, 0500, 0700, 0900, 1000, 1100 and 1300)

Activities include:

Community Habilitation services are direct services (face-to-face) that meet the regulatory requirements of either 55 Pa. Code Chapter 2380 (Adult Training Facilities) or 6 Pa. Code Chapter 11 (Older Adult Daily Living Centers). Services consist of supervision, training, and support in general areas of self-care, communication, community participation, and socialization. Areas of emphasis include: therapeutic activities, fine and gross motor development, mobility, personal adjustment, use of community resources, and relationship development for base-funded individuals.

Community Habilitation (2380 - Adult Training Facilities)

Procedure Codes: W7072, W7073, W7074, W7075, W7076, W7076 TD, W7076 TE, W7035, W7036, W7036 TD, W7036 TE

Licensed Day Habilitation – Older Adult Living Centers

Procedure Code: W7094

Employment services support base-funded individuals in obtaining and maintaining competitive employment. Competitive employment refers to paid employment in the public or private sector in integrated settings where individuals receive at least minimum wage, but generally receive the prevailing wage, benefits, and training of coworkers performing comparable work.

Supported Employment

Procedure Code: W7235

Transitional Work Services

Procedure Code: W7237, W7239, W7241, W7245

Family Driven/Family Support Services cost center is used for indirect services to the individual or family and allows cash or voucher payments to the family for rendered family support services. This cost center does not include services where a provider is contracted directly with and paid by the County Program.

Family Support Services (FSS)/Individual Payment

Procedure Code: W7320

Home and Community Services are provided in home and community settings to assist in acquiring, retaining, and improving self-help, socialization, and adaptive skills. This cost center also includes services that provide supervision or care and assistance to the individual where there is no habilitation outcome.

Home & Community Habilitation (Unlicensed)

Procedure Codes: W7057, W7058, W7059, W7060, W7061, W7061 TD, W7061 TE, W7068, W7069, W7069 TD, W7069 TE

Companion Services

Procedure Codes: W1726, W1727

Supports Broker Services

Procedure Code: W7096

Home Accessibility Adaptations

Procedure Code: W7279

Vehicle Accessibility Adaptations

Procedure Code: W7278

Homemaker/Chore Service

Procedure Codes: W7283, W7283 UA

Educational Support Services

Procedure Code: W7284

Specialized Supplies

Procedure Code: W6089

Support (Medical Environment)

Procedure Codes: W7305, W7306, W7307, W7309, W7321, W7321 TD, W7321 TE, W7322, W7323, W7323 TD, W7323 TE

Family Aide

Procedure Codes: W7310, W7311, W7312, W7314, W7324, W7324 TD, W7324 TE, W7325, W7326, W7326 TD, W7326 TE

Recreation/Leisure Time Activities

Procedure Code: W7316

Home Rehabilitation

Procedure Code: W7317

Base Service Not Otherwise Specified

Procedure Code: W7219

Pre-Vocational Services is provided to assist individuals in developing skills necessary for placement in a higher level vocational program and ultimately into competitive employment. The service may be provided as facility-based employment, occupational training, vocational evaluation, a vocational facility, or a work activities center. These services are rendered through facilities licensed under 55 Pa. Code Chapter 2390.

Prevocational Services (2390)

Procedure Codes: W7087, W7088, W7089, W7090, W7091, W7091 TD, W7091 TE, W7092, W7093, W7093 TD, W7093 TE

Respite services are direct services that are provided to supervise and support individuals on a short-term basis due to the absence or need for relief of those persons normally providing care.

In-Home Respite – 24 Hours

Procedure Code: W7247, W7248, W7250, W7251, W7252, W7253

In-Home Respite – 15 Minutes

Procedure Code: W7255, W7256, W7258, W7264, W7265, W7266

Respite - Unlicensed Out of Home – 24 Hour

Procedure Code: W8000, W8001, W8002, W8003, W8004, W8005

Respite - Unlicensed Out of Home – 15 Minutes

Procedure Code: W8010, W8011, W8012, W8013, W8014, W8015

Respite - Licensed Out of Home – 24 Hour

Procedure Code: W7259, W7260, W7262, W7263, W7299, W7300

Respite - Licensed Out of Home –15 Minutes

Procedure Code: W7267, W7268, W7270, W7400, W7401, W7402

Respite Base, Out of Home, 24 Hours

Procedure Codes: W7287, W7288, W7290, W7099, W7099 TD, W7099 TE, W7100, W7101, W7101 TD, W7101 TE

Specialized Supports Services includes therapies and other supportive services that enable a person to live in the community.

Nursing Services

Procedure Codes: T2025 TD, T2025 TE

Physical Therapy

Procedure Code: T2025 GP

Occupational Therapy

Procedure Code: T2025 GO

Speech and Language Therapy

Procedure Code: T2025 GN

Behavior Therapy

Procedure Codes: T2025 HE, T2025 HE HQ

Visual/Mobility Therapy

Procedure Code: W7246

Behavioral Support

Procedure Code: W7095

Assistive Technology

Procedure Codes: T2028 SE, T2029 SE

Special Diet Preparation

Procedure Code: W7315

Transportation Service is the provision of transportation for individuals to enable them to access community services and resources as specified in their approved individual support plans. It is not transportation that is an integral part of the provision of activities within Habilitation Service settings nor is it transportation associated with Residential Habilitation Services, as transportation in these situations is built into the rate for the habilitation service.

Transportation Mile

Procedure Code: W7271

Public Transportation

Procedure Code: W7272

Transportation Trip

Procedure Code: W7274, W7275, W7276

OTHER

The Other cost center (the old 0800) includes those activities and miscellaneous programs that are not included in other cost centers. Expenditures and associated functions performed by Vendor Fiscal/Employer Agent Financial Management Services (FMS) or Agency with Choice FMS, are to be reported in the Other Cost Center. FMS's fees for administrative functions are to be viewed as administrative costs. Base dollars are to be used for Base-funded clients for FMS expenditures,

which must be reported in the Other Cost Center. The 'Other' Cost Center requires prior authorization from ODP with the exception of the entries regarding costs of FMS Vendor Fiscal/Employer Agents or Agencies with Choice FMS organizations.

Vender Fiscal/Employer Agent Monthly Administrative Fee

Procedure Code: W7318

Agency With Choice Monthly Administrative Fee

Procedure Code: W7319

Administrative Fee for OHCDs One-Time Other Vendor Payments

Procedure Code: W0027, W0027 U2

Administrative Fee for OHCDs, Transportation Services

Procedure Code: W0026, W0026 U2

Base-Funded Categorical Administrative Fee

Procedure Code: W0025

Public Partnerships, LLC

Procedure Code W0191, W0190