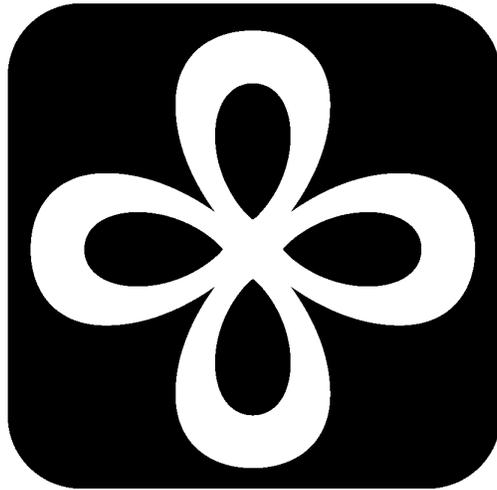


**STATE OF IOWA
DEPARTMENT OF HUMAN SERVICES**

MEDICAID



Provider Manual

HCBS Elderly Waiver Services



CHAPTER E. COVERAGE AND LIMITATIONS

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I. THE ELDERLY WAIVER

The elderly waiver program is a Medicaid program to provide additional services to persons who require a level of care provided in a medical institution but who can remain at home with additional services to assist them. The elderly waiver program assists people aged 65 and older whose income does not exceed 300% of the maximum monthly payment for one person under SSI and who are resource-eligible.

Persons who are residents of the state of Iowa may qualify for this program. The services offered under the elderly waiver program are:

- ◆ Adult day care service
- ◆ Assistive devices
- ◆ Chore service
- ◆ Consumer-directed attendant care
- ◆ Home and vehicle modification
- ◆ Home-delivered meals
- ◆ Home health aide service
- ◆ Homemaker service
- ◆ Mental health outreach
- ◆ Nursing care service
- ◆ Nutritional counseling
- ◆ Personal emergency response service
- ◆ Respite care service
- ◆ Senior companion
- ◆ Transportation service

Waiver services are available under Medicaid only to waiver eligibles. Waiver services are payable only when consumers need the services in order to remain at home, and social workers from the Department include the services in the case plan.

Services cannot be considered waiver services if Medicaid covers them for other Medicaid recipients. Medicare and regular Medicaid services must be used before waiver services can be reimbursed. The waiver service providers must abide by all Medicaid policies.

The total cost of elderly waiver services cannot exceed the following:

- ◆ Nursing level of care - \$1,052 per month
- ◆ Skilled level of care - \$2,480 per month



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A. Provider Enrollment

To apply for certification as a waiver service provider, contact the fiscal agent for the Bureau of Long-Term Care by phone at 800-338-7909 or in writing at:

ACS
Provider Relations
PO Box 14422
Des Moines, IA 50306-3422

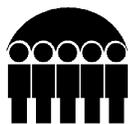
You will receive an application packet containing:

- ◆ Form 470-2917, *Medicaid HCBS Waiver Provider Application*, and instructions for its completion,
- ◆ Form 470-2965, *Agreement Between Provider of Medical and Health Services and Iowa Department of Human Services Regarding Participation in Medical Assistance Program*, and
- ◆ Form W-9, *Request for Taxpayer Identification Number and Certification*.

Submit the completed application to the **same office**. The fiscal agent must receive your application for certification at least 90 days before your planned implementation date.

HCBS specialists will review the submitted application. They will contact you if they require additional information or clarification. This may include:

- ◆ Your current accreditations, evaluations, inspections and reviews by regulatory and licensing agencies and associations.
- ◆ Your fiscal capacity to initiate and operate the specified programs on an ongoing basis.
- ◆ Your written agreement to work cooperatively with the state and the central point of coordination in the counties you will serve.



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HCBS specialists have 60 days from the receipt of your application to determine whether you meet the applicable standards for providing waiver services. (This deadline may be extended by mutual consent.)

When your application is approved, HCBS specialists will recommend enrollment to the Bureau of Long-Term Care.

ACS will provide verification of approval of services, the provider manual and claim forms.

Review of a provider may occur at any time that it is determined to be necessary.

B. Facsimile of Form 470-2917

See the following pages for a sample of form 470-2917, *Medicaid HCBS Waiver Provider Application*, and instructions for its completion.

Page 4 was intentionally left blank.

INSTRUCTIONS FOR COMPLETING THE IOWA MEDICAID HCBS WAIVER PROVIDER APPLICATION FORM

I. GENERAL SECTION

- 1-7 Enter the current provider number, name, and the address of the provider of service. If the billing address is different than the street address, attach the “pay to” address to the form.
- 8-9 **County Name and Number.** Enter the name and number of the county of residence (if out of state – enter the name and number of the county served).
- 10 **Phone.** Enter area code and phone number.
- 11 **Fax.** Enter area code and fax number, if available.
- 12 **E-mail address.** Enter email address, if available. By providing us with your email address, you agree that we may communicate with you by electronic mail.
- 13 **Desired Effective Date for Enrollment.** Cannot be retroactive before the first of the month in which the application was signed. Providers cannot bill or be paid for service provided prior to DHS agreement to the service.
- 14 **HCBS Waiver.** Indicate the HCBS waiver program(s) for which application is being made.

II. INDIVIDUAL APPLICANTS APPLYING FOR CONSUMER-DIRECTED ATTENDANT CARE

If you are applying on behalf of an agency, proceed to section III.

If you are an individual applying for services other than Consumer-Directed Attendant Care, proceed to Section III (**this is not common!**).

- 15 **Social Security Number.** Enter your social security number here.
- 16 Indicate that you are applying for Consumer-Directed Attendant Care. Indicate whether you are going to provide the service on the daily or hourly basis (or both).
- Individuals who apply to provide Consumer-Directed Attendant Care are required to submit proof of age and must send in a copy of either a birth certificate **OR** a driver’s license. The date of birth must be clearly visible or it will not be accepted.
 - All of the forms must be completed. Individuals must fill out the W-9 form. All taxes on income earned from providing CDAC services are the responsibility of the individual providing the service.

Note: The CDAC provider cannot bill or be paid for service provided prior to Department of Human Service written approval of this service. That is indicated by the DHS service worker attaching the HCBS Consumer Directed Attendant Care Agreement, form 470-3372, to the service plan in the Ill and Handicapped, AIDS/HIV, and Elderly and Physical Disability waivers. In the Brain Injury and Mental Retardation waivers, the CDAC Agreement is attached to the service plan and sign off is obtained by sending a form 470-0379 to the Division of Long Term Care in DHS central office. Any payments made prior to the DHS written approval of this service are fraud, and referrals for recovery and prosecution of this federal offense will be made.

- 17 **Signature.** Original signature required. Applications not properly signed will be returned.
- 18 **Date.** Enter date application is signed.

III. AGENCIES APPLYING FOR WAIVER SERVICES

- 15 **Tax ID Number.** Enter your IRS Tax ID number.
- 16 **Contact Person.** Enter the name of the person who should be contacted for questions in regards to the application.
- 17-21 Self-explanatory.
- 22 **Claims in Process Information.** Paid and denied claims will automatically be reported to you. You have three choices regarding suspended claims, i.e. claims currently in process pending resolution of one or more issues. Those choices are:
- Y = Print suspended claims only once. You will be notified only once that we have received your claim and that it is in process. You will not be notified about the claim again until it either pays or denies.
- A = Print all suspended claims until paid or denied. You will be notified every week about all claims that are in process.
- N = Do not print suspended claims. You will receive no notice concerning claims in process until they either pay or deny.
- 23 **Remittance Sequence.** Choose which sequence your claims will be reported to you. The choices are:
- By Recipient Name.* Claims will be reported in alphabetic order by recipient's last name.
- By Recipient ID.* Claims will be reported in numeric order by recipient's Medicaid ID number.
- 24 Indicate which services under which waivers you are applying for, and which standards you meet. Include with the application the documentation that the specific requirement is met.
- 25 **Signature.** Original signature required. Applications not properly signed will be returned.
- 26 **Date.** Enter date application is signed.

Iowa Department of Human Services

Medicaid HCBS Waiver Provider Application

When completed send to: ACS, Inc. Provider Enrollment P.O. Box 14422 Des Moines, IA 50306-3422 Tel. (800) 338-7909	Make sure you have read the instructions before completing this form!	For questions, contact: HCBS Waiver Program Tel: (515) 281-8061 email: akryuch@dhs.state.ia.us
--	--	---

Individual applicants applying for Consumer-Directed Attendant Care (CDAC), please, complete sections I and II.
Agencies applying for services, please, complete sections I and III.

I. GENERAL SECTION

1. Current Provider Number (if already an HCBS provider)										0											
2. Provider Name																					
3. Street Address															4. Suite or Apt. #						
5. City															6. State						
7. Zip Code (9-digit if known)																					
8. County Name																				9. County Number	
10. Telephone Number										()	
11. Fax Number										(
12. E-mail Address (please, print)																					
13. Desired Effective Date for Enrollment (MM/DD/YYYY) (THIS DATE CANNOT BE RETROACTIVE BEFORE THE FIRST OF THE MONTH IN WHICH THE APPLICATION IS SIGNED!)												/				/					
14. Indicate the HCBS waiver program(s) for which application is being made																					
<input type="checkbox"/> Ill & Handicapped (IH) <input type="checkbox"/> AIDS/HIV (AH) <input type="checkbox"/> Elderly (E)					<input type="checkbox"/> Mentally Retarded (MR) <input type="checkbox"/> Brain Injury (BI)* <input type="checkbox"/> Physical Disability (PD)					* – Those wishing to provide services under the Brain Injury waiver need to submit documentation indicating training or experience with persons with brain injury. Training classes are available through DHS. To receive training call (515) 281-8061.											

If you are an individual applicant applying for Consumer-Directed Attendant Care (CDAC), please, proceed to section II. Otherwise, proceed to section III.

II. INDIVIDUAL APPLICANTS APPLYING FOR CONSUMER-DIRECTED ATTENDANT CARE

15. Social Security Number				-			-			
----------------------------	--	--	--	---	--	--	---	--	--	--

16. Indicate that you are applying for Consumer-Directed Attendant Care (CDAC)

Service and Requirements	Circle the waiver(s) for which you are applying
<input type="checkbox"/> 04 – Consumer Directed Attendant Care (CDAC)	
<input type="checkbox"/> 21 – Individual Applicant must submit a photocopy of birth certificate OR driver's license. Must show date of birth. →	IH AH E MR BI PD

Read and sign the following statement:

As a Medicaid provider of consumer-directed attendant care services:

- ◆ I understand that if I am the parent or stepparent of a consumer aged 17 or under, or the spouse of a consumer, that I may not provide services to those individuals.
- ◆ I understand that I may not provide consumer-directed attendant care services for a consumer for whom I am a caretaker and for whom I am the beneficiary of respite services that are funded by an HCBS waiver.
- ◆ I understand that all consumer-directed attendant care service activities are supportive. I must be qualified by prior training and/or experience and/or a certificate of formal training to carry out the consumer's plan of care pursuant to the department approved service plan.
- ◆ I understand that I must describe in detail my training and/or experience on form 470-3372, HCBS Consumer-Directed Attendant Care Agreement, and this will be reviewed and approved by the case manager or service worker for appropriateness of training and/or experience prior to provision of services. Form 470-3372 becomes an attachment to and a part of the service plan. I will receive direction and training from consumers for activities to maintain independence that are not medical in nature. I will receive from licensed nurses and therapists on-the-job training and supervision for skilled activities described on form 470-3372. All training and experience must be sufficient to protect the health, welfare, and safety of the consumer.
- ◆ I hereby confirm that all information provided by me on this form is true and correct to my best knowledge.

17. Signature

18. Date			/			/			
----------	--	--	---	--	--	---	--	--	--

Note: Once the application process has been completed, you will receive notification from ACS.

III. AGENCIES APPLYING FOR WAIVER SERVICES

15. Tax ID Number			-						
16. Contact Person <input type="checkbox"/> Mr <input type="checkbox"/> Ms									
17. Do you have any HCBS waiver-related provider numbers besides the one shown in question 1? If "yes", please, list them here								<input type="checkbox"/> Yes <input type="checkbox"/> No	
18. Has there been any disciplinary action against you by any licensing boards or certification body?								<input type="checkbox"/> Yes <input type="checkbox"/> No	
19. Have you ever been excluded from participation in the Medicare Program? If "yes," please explain on a separate piece of paper								<input type="checkbox"/> Yes <input type="checkbox"/> No	
20. Type of Practice Code (Please Check One)									
<input type="checkbox"/> 01 – Individual Applicant			<input type="checkbox"/> 05 – Government Owned			<input type="checkbox"/> 09 – Group			
<input type="checkbox"/> 02 – Partnership			<input type="checkbox"/> 06 – Not for Profit			<input type="checkbox"/> 10 – University Affiliated Clinic			
<input type="checkbox"/> 03 – Corporation/Profit Organization			<input type="checkbox"/> 07 – Private Owner						
<input type="checkbox"/> 04 – Hospital Based			<input type="checkbox"/> 08 – HMO						
21. Type of Ownership Code (Please Check One)									
<input type="checkbox"/> 01 – Individual Applicant			<input type="checkbox"/> 04 – Partner			<input type="checkbox"/> 07 – Nonprofit Organization			
<input type="checkbox"/> 02 – Board Member/Commissioner			<input type="checkbox"/> 05 – Corporation			<input type="checkbox"/> 08 – Trust			
<input type="checkbox"/> 03 – Sole Ownership			<input type="checkbox"/> 06 – Government Entity						

Remittance Statement Control – Please read instructions on first page before completing!

22. Claims in Process Information (Check one) <input type="checkbox"/> Y = Print suspended claims only once <input type="checkbox"/> A = Print all suspended claims (until paid or denied) <input type="checkbox"/> N = Do not print suspended claims	23. Remittance Sequence (Check one) <input type="checkbox"/> 1 = By recipient name <input type="checkbox"/> 2 = By recipient ID
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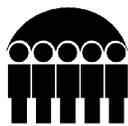
24. Indicate the service(s) for which you are applying and attach proof that the requirement is met.

Service and Requirements	Circle the waiver(s) for which you are applying
<input type="checkbox"/> 01 – Adult Day Care	
<input type="checkbox"/> 01 – CARF Accredited →	IH AH E BI
<input type="checkbox"/> 02 – Contract with Veterans Administration →	IH AH E BI
<input type="checkbox"/> 03 – JCAHCO Accredited →	IH AH E BI
<input type="checkbox"/> 57 – Contract with Department of Elder Affairs →	IH AH E BI
<input type="checkbox"/> 58 – Letter of certification from Department of Elder Affairs stating agency meets IDEA-IAC 321 Chapter 24 standards →	IH AH E BI
<input type="checkbox"/> 59 – Contract with Area Agency on Aging →	IH AH E BI
<input type="checkbox"/> 60 – Letter of certification from Area Agency on Aging stating agency meets IDEA-IAC 321 Chapter 24 standards →	IH AH E BI
<input type="checkbox"/> 02 – Assistive Devices	
<input type="checkbox"/> 61 – Area Agency on Aging as designated in IAC 321 4.4(231) →	E
<input type="checkbox"/> 59 – Contract with Area Agency on Aging →	E
<input type="checkbox"/> 62 – Letter from Area Agency on Aging stating the organization is qualified to provide the service →	E
<input type="checkbox"/> 06 – Medical equipment and supply dealers (Medicaid Provider # _____) →	E

Service and Requirements	Circle the waiver(s) for which you are applying
<input type="checkbox"/> Supported Community Living (SCL)	
<input type="checkbox"/> 53 – Daily	<input type="checkbox"/> 54 – Hourly
<input type="checkbox"/> 46 – Submit policies, procedures, and forms	→ MR BI
<input type="checkbox"/> 53 – Provider enrolled under HCBS MR Supported Community Living	→ BI
<input type="checkbox"/> 54 – Provider enrolled under HCBS BI Supported Community Living	→ MR
<input type="checkbox"/> Supported Community Living – 5 Persons (SCL-5)	
<input type="checkbox"/> 56 – Daily	<input type="checkbox"/> 57 – Hourly
<input type="checkbox"/> 51 – RCF/MR: a. Submit plan to come into compliance with IAC 441 77.37(14)“d”(1)	→ MR
b. Submit copy of 5 bed RCF/PMR licensure	
<input type="checkbox"/> Supported Community Living – 8 Persons (SCL-8)	
<input type="checkbox"/> 59 – Daily	<input type="checkbox"/> 60 – Hourly
<input type="checkbox"/> 52 – ICF/MR: a. Submit plan to come into compliance with IAC 441 77.37(14)“d”(1)	→ MR
b. Submit copy of 8 bed ICF/MR licensure	
<input type="checkbox"/> 61 – Supported Community Living – Residential-Based (SCL-RB)	
<input type="checkbox"/> 65 – Group Living Foster Care Facility: a. Submit copy of group living foster care licensure under IAC 441 Chapter 114	→ MR
b. Submit plan to come into compliance with IAC 441 77.37(23)“e”(3)	
<input type="checkbox"/> 66 – Residential Facility for Mentally Retarded Children a. Submit copy of Residential Facility for Mentally Retarded Children under IAC 441 Chapter 116 licensure:	→ MR
b. Submit plan to come into compliance with IAC 441 77.37(23)“e”(3)	
<input type="checkbox"/> 15 – Provider enrolled under HCBS MR or BI Supported Community Living	→ MR
<input type="checkbox"/> Supported Employment	
<input type="checkbox"/> 63 - Activities to Obtain a Job	<input type="checkbox"/> 64 - Job Coaching
<input type="checkbox"/> 65 - Personal Care	<input type="checkbox"/> 66 - Enclave
<input type="checkbox"/> 46 – Submit policies, procedures, and forms	→ MR BI
<input type="checkbox"/> 55 – Provider certified under HCBS MR Supported Employment	→ BI
<input type="checkbox"/> 56 – Provider certified under HCBS BI Supported Employment	→ MR
<input type="checkbox"/> Transportation	
<input type="checkbox"/> 67 – Regional Transit Authority	
<input type="checkbox"/> 38 – Regional Transit Agency recognized by Iowa Department of Transportation	→ E BI PD
<input type="checkbox"/> 68 – Area Agency on Aging	
<input type="checkbox"/> 61 – Area Agency on Aging as designated in IAC 321 4.4(231)	→ E BI PD
<input type="checkbox"/> 59 – Subcontract with Area Agency on Aging	→ E BI PD
<input type="checkbox"/> 62 – Letter from Area Agency on Aging stating the organization is qualified to provide the service	→ E BI PD
<input type="checkbox"/> 69 – Mile	
<input type="checkbox"/> 07 – Community Action Agency as designated in IAC 216A.93	→ E BI PD
<input type="checkbox"/> 10 – Nursing Facility Licensed under 135C Code of Iowa	→ E BI PD

24. Signature of authorized official									
25. Date			/			/			

Note: Once the application process has been completed, you will receive notification from ACS.



C. Changes

Notify the HCBS waiver office of a decision to:

- ◆ Not renew enrollment.
- ◆ Withdraw from the provision of any waiver service.

The notice must be in writing and must be received by the Bureau of Long-Term Care 30 days before the date of service or program termination.

D. Adding a New Service for Existing Provider

To add a new elderly waiver service when you are an existing elderly waiver provider, a new application is required. Request an application from the Medicaid fiscal agent as identified at **I. A. Provider Enrollment**.

Attach the data necessary to qualify as a provider of that service.

The Department of Human Services must approve the service before ACS adds that category of service to their file. No new provider number is issued. If you do not follow this process, your claims for this new service will be denied.

E. Change in Ownership, Agency Name, or Satellite Offices

If the ownership or name change does not involve the issuance of a new federal tax identification number, the agency is not required to complete a new *Medicaid HCBS Waiver Provider Application*, form 470-2917.

Adding a satellite office does not require the completion of a new waiver provider application if the satellite office uses the main office's provider number for billing purposes. If you choose to have a separate provider number for the satellite office, you must file another waiver application.



II. STANDARDS FOR PROVIDERS OF SERVICES

Providers are eligible to participate in the Medicaid program as approved elderly waiver service providers based on the standards pertaining to the individual service.

You must also have written policies and procedures and a staff-training program for the identification and reporting of child and dependent adult abuse to the Department.

Ensure the rights of persons applying for services. Consumers and their legal representatives have the right to appeal your application of policies or procedures, or any staff or contractual person's action that affects the consumer. Distribute the policies for consumer appeals and procedures to consumers.

A. Adult Day Care Providers

Adult day care providers shall meet one of the following conditions:

- ◆ Contract with the Veterans' Administration to provide adult day health care.
- ◆ Meet one of the following conditions individually or as an integral service provided by an organization:
 - Accreditation by the Joint Commission on Accreditation of Health Care Organizations.
 - Accreditation by the Commission on Accreditation of Rehabilitation Agencies.
 - Existence of a contract with or receipt of a point-in-time letter of certification from the Department of Elder Affairs or an area agency on aging pursuant to standards set forth in Department of Elder Affairs rules 321 Iowa Administrative Code 24.1(231) to 24.8(231).



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B. Assistive Devices Providers

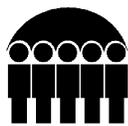
The following providers may provide assistive devices:

- ◆ Medicaid-eligible medical equipment and supply dealers.
- ◆ Area agencies on aging as designated according to Iowa Department of Elder Affairs rules 321 Iowa Administrative Code 4.3(249D) and 4.4(249D).
- ◆ Assistive devices providers with a contract with an area agency on aging or with a letter of approval from an area agency on aging stating that the organization is qualified to provide assistive devices.

C. Chore Service Providers

The following providers may provide chore service under the elderly waiver:

- ◆ Area agencies on aging, as designated in 321 Iowa Administrative Code 4.4(249D).
- ◆ Chore providers subcontracting with area agencies on aging or with letters of approval from the area agencies on aging stating the organization is qualified to provide chore service.
- ◆ Community action agencies, as designated in Iowa Code section 216A.93.
- ◆ Home health agencies certified by Medicare.
- ◆ Home health agencies with a contract with the Iowa Department of Public Health.
- ◆ Nursing facilities licensed under Iowa Code chapter 135C.
- ◆ Providers certified under the HCBS MR waiver.

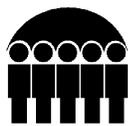


D. Consumer-Directed Attendant Care Providers

A public or private agency or an individual working independently as a provider of consumer-directed attendant care must be enrolled to provide waiver services.

The following providers may be enrolled to provide consumer-directed attendant care service:

- ◆ An individual who contracts with the consumer to provide attendant care service and who is:
 - At least 18 years of age.
 - Qualified by training or experience to carry out the consumer's plan of care pursuant to the Department-approved service plan.
 - Not the spouse of the consumer.
 - Not the recipient of respite services paid through HCBS on behalf of a consumer who receives HCBS.
- ◆ Home care providers that have a contract with the Iowa Department of Public Health or have written certification from the Department of Public Health stating they meet the home care standards and requirements set forth in Department of Public Health rules at 641 Iowa Administrative Code 80.5(135), 80.6(135), and 80.7(135).
- ◆ Home health agencies that are certified to participate in the Medicare program.
- ◆ Chore providers subcontracting with area agencies on aging or with letters of approval from the area agencies on aging stating that the organization is qualified to provide chore services.
- ◆ Community action agencies as designated in Iowa Code section 216A.93.
- ◆ Providers certified under an HCBS waiver for supported community living.
- ◆ Assisted living programs that are voluntarily accredited or certified by the Department of Elder Affairs.



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- ◆ Adult day service providers that:
 - Meet the conditions of participation for adult day care providers under the HCBS ill and handicapped waiver, elderly waiver, AIDS/HIV waiver, or brain injury waiver and
 - Have provided a point-in-time letter of notification from the Department of Elder Affairs or an area agency on aging stating the provider also meets the requirements of Department of Elder Affairs rules for non-facility-based respite care in 321 Iowa Administrative Code Chapter 25.

The consumer, guardian, or attorney-in-fact under a durable power of attorney shall be responsible for selecting the person or agency that will provide the components of the attendant care services to be provided.

The Department of Human Services as the single state Medicaid agency has the same responsibility for consumer-directed attendant care providers as it does for providers of any other home- and community-based waiver services.

Providers must demonstrate proficiency in delivery of the services included in a consumer's service plan. Proficiency must be demonstrated through documentation of prior training and experience or a certificate of formal training.

After the interdisciplinary team and consumer determine the adequacy of the training and experience, the consumer and provider shall complete form 470-3372, *HCBS Consumer-Directed Attendant Care Agreement*. The service worker designated by the county and the Department service worker must review and approve form 470-3372, *HCBS Consumer-Directed Attendant Care Agreement*, before the provision of services. Form 470-3372 becomes an attachment to and part of the service plan.

Consumers will give direction and training for activities to maintain independence, which are not medical in nature. Licensed nurses and therapists will provide on-the-job training and supervision for skilled activities described on form 470-3372. All training and experience must be sufficient to protect the health, welfare and safety of the consumer.



It is recommended that the provider receive certification of training for the following which are available from the area community colleges:

- ◆ Transferring
- ◆ Catheter assistance
- ◆ Medication aide

E. Home and Vehicle Modification Providers

A home and vehicle modification provider may be:

- ◆ Area agencies on aging as designated in 321 Iowa Administrative Code 4.4(231).
- ◆ Providers subcontracting with area agencies on aging or with letters of approval from the area agencies on aging stating the organization is qualified to provide home and vehicle modification.
- ◆ Community action agencies as designated in Iowa Code section 216A.93.
- ◆ Home and vehicle modification providers certified under the HCBS mental retardation waiver.
- ◆ Community businesses.

All providers of home and vehicle modifications must meet the following standards:

- ◆ The provider must obtain a binding contract with community businesses to perform the work at the reimbursement provided by the Department without additional charge.
- ◆ At a minimum, the contract must include:
 - The cost.
 - Time frame for work completion.
 - Employer's liability coverage.
 - Worker's compensation coverage.
- ◆ The business must provide physical or structural modifications to homes or vehicles according to service descriptions listed at **III. E. Consumer-Directed Attendant Care**.
- ◆ The business, or the business's parent company or corporation, must have the necessary legal authority to operate in conformity with federal, state and local laws and regulations.



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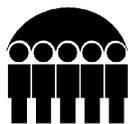
F. Home-Delivered Meals Providers

The following providers qualify to provide home-delivered meals under the elderly waiver:

- ◆ Area agencies on aging as designated in 321 Iowa Administrative Code 4.4(231).
- ◆ Providers subcontracting with area agencies on aging or with a letter of approval from the area agencies on aging stating the organization is qualified to provide home-delivered meal service.
- ◆ Community action agencies as designated in Iowa Code section 216A.93.
- ◆ Nursing facilities licensed under Iowa Code chapter 135C.
- ◆ Restaurants licensed and inspected under Iowa Code chapter 137B. When a restaurant provides the home-delivered meal, the recipient is required to have a nutritional consultation. See III-G, Home-Delivered Meals Service.
- ◆ Hospitals enrolled as Medicaid providers.
- ◆ Medical equipment and supply dealers certified to participate in the Medicaid program.
- ◆ Home health aide providers certified to participate in the Medicare program.
- ◆ Home care providers who meet the standards and requirements set forth in Department of Public Health rules 641 Iowa Administrative Code 80.5(135), 80.6(135) and 80.7(135).

G. Home Health Aide Providers

Home health aide providers shall be home health agencies that are certified to participate in the Medicare program.



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H. Homemaker Providers

Homemaker provider agencies under the elderly waiver shall either:

- ◆ Meet the requirements of the Department of Public Health rules set forth in 641 Iowa Administrative Code 80.5(135), 80.6(135), and 80.7(135), or
- ◆ Be certified as a home health agency under the Medicare program.

I. Mental Health Outreach Providers

Community mental health centers or other mental health providers accredited by the Mental Health and Developmental Disabilities Commission are the only eligible providers of mental health outreach under the elderly waiver.

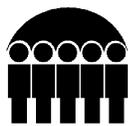
J. Nursing Care Providers

Nursing care providers shall be home health agencies that are certified to participate in the Medicare program.

K. Nutritional Counseling Providers

The following providers may provide nutritional counseling by a licensed dietitian:

- ◆ Licensed dietitians approved by an area agency on aging.
- ◆ Hospitals enrolled as Medicaid providers.
- ◆ Community action agencies as designated in Iowa Code section 216A.93.
- ◆ Nursing facilities licensed under Iowa Code chapter 135C.
- ◆ Home health agencies certified by Medicare.



L. Personal Emergency Response Services Providers

Emergency response system providers must meet the following standards:

- ◆ The agency shall provide an electronic component to transmit a coded signal via digital equipment over telephone lines to a central monitoring station.

The central monitoring station must operate receiving equipment and be fully staffed by trained attendants, 24 hours a day, seven days per week. The attendants must process emergency calls and ensure the timely notification of appropriate emergency resources to be dispatched to the person in need.
- ◆ The agency, parent agency, institution, or corporation shall have the necessary legal authority to operate in conformity with federal, state, and local laws and regulations.
- ◆ There shall be a governing authority that is responsible for establishing policy and ensuring effective control of services and finances. The governing authority shall employ or contract for an agency administrator to whom authority and responsibility for overall agency administration is delegated.
- ◆ The agency or institution shall be in compliance with all legislation relating to prohibition of discriminatory practices.
- ◆ There shall be written policies and procedures established to explain how the service operates, agency responsibilities, consumer responsibilities and cost information.

M. Respite Care Providers

The following providers may enroll as respite care providers:

- ◆ Home health agencies that are certified to participate in the Medicare program.
- ◆ Respite providers certified under the HCBS MR waiver.
- ◆ Nursing facilities and hospitals enrolled as providers in the Iowa Medicaid program.



- ◆ Camps certified by the American Camping Association.
- ◆ Home care agencies that meet the requirements of the Department of Public Health rules set forth in 641 Iowa Administrative Code 80.5(135), 80.6(135), and 80.7(135).
- ◆ Adult day care providers that meet one of the conditions of participation set forth in II-A, Adult Day Care Providers.

Providers shall maintain the following information that shall be updated at least annually:

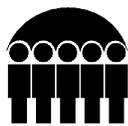
- ◆ The consumer's name, birth date, age, and address and the telephone number of the spouse, guardian or primary caregiver.
- ◆ An emergency medical care release.
- ◆ Emergency contact telephone numbers such as the number of the consumer's physician and the spouse, guardian, or primary caregiver.
- ◆ The consumer's medical issues, including allergies.
- ◆ The consumer's daily schedule which includes the consumer's preferences in activities, food preferences or any other special concerns.

Procedures shall be developed for the dispensing, storage, authorization, and recording of all prescription and nonprescription medications administered. Home health agencies must follow Medicare regulations for medication dispensing.

All medications shall be stored in their original containers, with the accompanying physician's or pharmacist's directions and label intact. Medications shall be stored so they are inaccessible to consumers and the public. Non-prescription medications shall be labeled with the consumer's name. In the case of medications that are administered on an ongoing, long-term basis, authorization shall be obtained for a period not to exceed the duration of the prescription.

Policies shall be developed for:

- ◆ Notifying the spouse, guardian, or primary caregiver of any injuries or illness that occur during respite provision. A spouse's, guardian's or primary caregiver's signature is required to verify receipt of notification.



- ◆ Requiring the spouse, guardian or primary caregiver to notify the respite provider of any injuries or illnesses that occurred prior to respite provision.
- ◆ Documenting activities and times of respite. This documentation shall be made available to the spouse, guardian or primary caregiver upon request.
- ◆ Ensuring the safety and privacy of the individual. Policies shall at a minimum address fire, tornado, flood and bomb threats.

Facilities providing respite shall not exceed the facility's licensed capacity and services shall be provided in locations consistent with licensure.

Respite provided outside the consumer's home or the facility covered by the licensure, certification, accreditation, or contract must be approved by the spouse, guardian or primary caregiver and the interdisciplinary team and must be consistent with the way the location is used by the general public. Respite in these locations may not exceed 72 continuous hours.

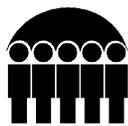
N. Senior Companion Providers

Senior companion programs designated by the Corporation for National and Community Service may enroll to provide senior companion services.

O. Transportation Providers

The following providers may provide transportation under the elderly waiver:

- ◆ Area agencies on aging, as designated in 321 Iowa Administrative Code 4.4(231).
- ◆ Providers subcontracting with area agencies on aging or with letters of approval from the area agencies on aging stating the organization is qualified to provide transportation services.
- ◆ Community action agencies, as designated in Iowa Code section 216A.93.
- ◆ Regional transit agencies, as recognized by the Iowa Department of Transportation.
- ◆ Nursing facilities licensed under Iowa Code chapter 135C.



III. COVERED SERVICES

All services are provided according to the individualized consumer need as identified in the service plan. Prior to service provision, the provider must obtain documentation of services, units, rates and time period authorized. The documentation should include one of the following:

- ◆ A copy of the Notice of Decision.
- ◆ A copy of the Service Plan.

The following sections list the general exclusion and limitations of waiver services, then detail the coverage requirements for each specific service.

A. Exclusions

1. Services Otherwise Available

Consumers may use services available under the regular State Medicaid Plan in addition to using the waiver services. When the same or similar service is available from an alternate source free of charge, the consumer must also use that service before using the waiver services.

Nursing and home health aide services may be reimbursed through the waiver only after the regular State Medicaid Plan or alternate-source reimbursement limits are met.

Consumers must obtain durable adaptive equipment available under the State Medicaid program, if applicable, before accessing the waiver's home and vehicle modifications or assistive devices services.

2. Duplicate Services

A person may be enrolled in only one waiver program at a time. For example, a person enrolled in the HCBS ill and handicapped waiver may not be enrolled in the HCBS elderly waiver at the same time.



Costs for waiver services are not reimbursable while the consumer is in a medical institution (hospital or nursing facility).

Services may not be simultaneously reimbursed for the same time period. For example, only one provider may be reimbursed for one service during a specified hour, even if two providers arrive at the consumer's home at the same time to provide different services.

3. Services Provided Before Eligibility Determination

Before HCBS elderly waiver services can be paid the following conditions must be met:

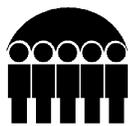
- ◆ The provider is an enrolled Medicaid provider, and
- ◆ The consumer has received both service and financial eligibility approval.

B. Adult Day Care

Adult day care services provide an organized program of supportive care in a group environment to persons who need a degree of supervision and assistance on a regular or intermittent basis in a day care center.

Components of this service are as follows or as indicated in the Iowa Department of Elder Affairs Annual Service and Fiscal Reporting Manual.

- ◆ Medical emergency services. Instructions for dealing with medical emergency situations shall be established in writing. The instructions shall include the name and telephone number of a physician on call, written arrangements with a nearby hospital for inpatient and emergency room service, and provisions for ambulance transportation.
- ◆ Rehabilitative services. Rehabilitative services shall include physical therapy, occupational therapy, recreational therapy, and speech therapy services which are provided by the day care center directly or indirectly through arrangements with qualified outside sources and which are designed to improve or maintain ability for the client's independent functioning.
- ◆ Personal care services. Personal care services shall include assistance with daily activities and training for independent daily living, such as walking, eating, toileting, grooming; and counseling in personal hygiene.



- ◆ Nutrition services. The day care center shall provide or make adequate arrangements for a minimum of one meal per day that is of suitable quality and quantity as to supply at least one-third of the daily nutritional requirement. Special diets and supplemental feeding shall be available if the client's needs so warrant.
- ◆ Social work services. The day care center shall provide or arrange for social services designed to promote preservation and restoration of the client's physical and mental health. A plan for the preservation and restoration is recorded in the client's record and is periodically evaluated in conjunction with the client's total plan of care. At a minimum, the following social services shall be available:
 - Completion of required social history information.
 - Information and referral services.
 - Individual and family counseling.
 - Assessment services in order to determine appropriateness of referrals for adult day care and to contribute to formulation of a plan of care.
 - Consistent participation with the day care team in the formulation, implementation, and evaluation of the client's overall plan at the day care center.
 - Participation in the discharge planning and follow-up of clients.
 - Provision of in-service training to day care staff.
- ◆ Patient activities services. A plan for independent and group activities shall be developed for each participant in accordance with needs and interests. The plan is incorporated in the overall plan of care and is reviewed, with the client participating, at least quarterly and altered as needed. Clients shall be encouraged, but not forced, to participate in planned activities appropriate to their individual needs. The facility shall provide adequate indoor and outdoor space and sufficient equipment and materials to support independent and group activities.
- ◆ Transportation services. The day care center shall provide or arrange for transportation for clients to and from their homes and to other community facilities utilized in implementing the client's plan of day care.

A unit of service is an extended day (8 to 12 hours), a full day (4 to 8 hours), or a half-day (1 to 4 hours).



C. Assistive Devices Services

Assistive devices means practical equipment to assist persons with activities of daily living and instrumental activities of daily living to allow the person more independence. They include, but are not limited to:

- ◆ Long-reach brush.
- ◆ Extra long shoe horn.
- ◆ Nonslip grippers to pick up and reach items.
- ◆ Dressing aids.
- ◆ Transfer boards.
- ◆ Shampoo rinse tray and inflatable shampoo tray.
- ◆ Double-handled cup and sipper lid.

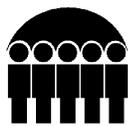
A unit is an item.

D. Chore Service

Chore services include the following services:

- ◆ Window and door maintenance, such as hanging screen windows and doors, replacing windowpanes, and washing windows.
- ◆ Minor repairs to walls, floors, stairs, railings, and handles.
- ◆ Heavy cleaning which includes cleaning attics or basements to remove fire hazards, moving heavy furniture, extensive wall washing, floor care or painting, and trash removal.
- ◆ Yard work, such as mowing lawns, raking leaves, and shoveling walks.

A unit of service is one-half hour.



E. Consumer-Directed Attendant Care

Consumer-directed attendant care services are service activities performed by a person to help a consumer with self-care tasks that the consumer would typically do independently if the consumer were otherwise able.

Consumers who request consumer-directed attendant care (CDAC) and for whom the interdisciplinary team agrees that consumer-directed attendant care is an appropriate service shall have consumer-directed attendant care included in their service plan.

Consumer-directed attendant care may not be simultaneously reimbursed with any other HCBS waiver services.

The consumer, parent, guardian or attorney-in-fact under a durable power of attorney for health care determines the components of the attendant care services to be provided with the person who is providing the services to the consumer.

If the consumer has a guardian or attorney-in-fact under a durable power of attorney for health care, the care plan shall address how consumer-directed attendant care services will be monitored to ensure the consumer's needs are being adequately met.

If the consumer has a guardian or attorney-in-fact under a durable power of attorney for health care, the guardian or attorney-in-fact shall sign the claim form in place of the consumer, indicating that the service has been provided as presented on the claim.

The consumer, parent, guardian, or the attorney-in-fact under a durable power of attorney for health care must complete and sign form 470-3372, *HCBS Consumer-Directed Attendant Care Agreement*, when consumer-directed attendant care is part of the consumer's individualized service plan. A copy of the completed agreement must be provided to the service worker or case manager before services begin.

The consumer, parent, guardian, or attorney in fact under a durable power of attorney for health care shall be responsible for selecting the person or agency that will provide the components of the attendant care services.



It is recommended that provisions be made for alternate attendant care service providers to supplement service provision for emergency situations that may arise. These alternate providers should be enrolled and designated in the service plan developed by the service worker or Medicaid case manager. This will allow the alternate service providers to immediately assume the attendant care service provision whenever necessary.

Each provider that is providing the consumer-directed attendant care service must complete and sign a separate *Consumer-Directed Attendant Care Agreement*, 470-3372.

A unit of service is 1 hour (up to 7 hours), or one 8- to 24-hour day provided by an individual or an agency. Bill each service in whole units.

1. Non-Skilled Services Covered

All consumer-directed attendant care services are supportive. The service activities may include helping the consumer with any of the following non-skilled service activities:

- ◆ Dressing.
- ◆ Bath, shampoo, hygiene and grooming.
- ◆ Access to and from bed or wheelchair, transferring, ambulation and mobility in general.
- ◆ Toilet assistance, including bowel, bladder and catheter assistance which includes emptying the catheter bag, collecting a specimen, and cleaning the external area around the catheter.
- ◆ Meal preparation, cooking, eating and feeding assistance, but not the actual cost of meals.
- ◆ Housekeeping services that are essential to the consumer's health care at home.
- ◆ Medications ordinarily self-administered, including those ordered by a physician or other qualified health care provider, except for antihypertensives, digitalis preparation, mood altering, or psychotropic drugs, or narcotics.



- ◆ Minor wound care that does not require skilled nursing care.
- ◆ Assistance needed to go to, or return from, a place of employment, and assistance with job-related tasks while the consumer is on the job-site. The cost of transportation for the consumer and assistance with understanding or performing the essential job functions are not included.
- ◆ Cognitive assistance with tasks such as handling money and scheduling.
- ◆ Fostering communication through interpreting and reading services, as well as assistance in the use of assistive devices for communication.
- ◆ Assisting or accompanying a consumer in using transportation essential to the health and welfare of the consumer, but not the cost of transportation for the consumer or the provider.

The service activities may not include parenting or child care for or on behalf of the consumer. The consumer-directed attendant care payment does not include the costs of room and board or the cost of transportation.

When a consumer has a consumer-directed attendant care service, the consumer-directed attendant care provider cannot receive respite services. An alternative consumer-directed attendant care provider may be used to provide the consumer-directed attendant care services.

2. Skilled Services Covered

The service activities may include helping the consumer with any of the following skilled services under the supervision of a licensed nurse or licensed therapist working under the direction of a physician. The licensed nurse or therapist shall retain accountability for actions that are delegated:

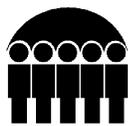
- ◆ Tube feedings of consumers unable to eat solid foods.
- ◆ Assistance with intravenous therapy which is administered by a registered nurse.
- ◆ Parenteral injections required more than once a week.
- ◆ Catheterizations, continuing care of indwelling catheters with supervision of irrigations, and changing of Foley catheters when required.



- ◆ Respiratory care, including inhalation therapy and tracheotomy care or tracheotomy care and ventilator.
- ◆ Care of decubiti and other ulcerated areas, noting and reporting to the nurse or therapist.
- ◆ Rehabilitation services, including, but not limited to, bowel and bladder training, range-of-motion exercises, ambulation training, restorative nursing services, reteaching the activities of daily living, respiratory care and breathing programs, reality orientation, reminiscing therapy, remotivation, and behavior modification.
- ◆ Colostomy care.
- ◆ Care of medical conditions such as brittle diabetes and comfort care of terminal conditions.
- ◆ Post-surgical nurse-delegated activities under the supervision of the licensed nurse.
- ◆ Monitoring reactions to medications requiring close supervision because of fluctuating physical or psychological conditions, e.g., antihypertensives, digitalis preparations, mood-altering or psychotropic drugs, or narcotics.
- ◆ Preparing and monitoring response to therapeutic diets.
- ◆ Recording and reporting of changes in vital signs to the nurse or therapist.

The licensed nurse or therapist must ensure appropriate assessment, planning implementation and evaluation. The licensed nurse or therapist must make on-site supervisory visits every two weeks with the provider present.

The cost of the supervision provided by the licensed nurse or therapist must be paid from private insurance and other third-party payment sources, Medicare, the regular Medicaid program, or the Care for Kids program before accessing the HCBS waiver.



3. Services Provided by Assisted Living Program

When consumer-directed attendant care is provided by an assisted living program, please note the following:

- ◆ The service worker or case manager should be aware of and have knowledge of the specific services included in the assisted living program contract to ensure that:
 - Assisted living program services are not duplicative of consumer-directed attendant care services.
 - Consumer's needs are being addressed.
 - Consumer's unmet needs are included in the care plan.
- ◆ Consumer-directed attendant care payment does not include cost of room and board.
- ◆ Each consumer must be determined by IFMC to meet NF or SNF level of care.
- ◆ The consumer-directed attendant care fee is calculated based on the needs of the consumer and may differ from individual to individual.
- ◆ A consumer has the right to choose another provider of waiver services when living in an assisted living facility.

When an assisted living program provides consumer-directed attendant care services, a unit of service is one full calendar month. The client's needs may not exceed the 1.052 a month. If an assisted living program provides services for less than one full calendar month, the monthly reimbursement rate shall be prorated based on the number of days services are provided.

4. Fascimile of Form 470-3372

See the following pages for a fascimile of form 470-3372, *HCBS Consumer-Directed Attendant Care Agreement*.

HCBS CONSUMER-DIRECTED ATTENDANT CARE AGREEMENT

This is an agreement between a consumer of services under a Medicaid home- and community-based services waiver and the provider of consumer-directed attendant care.

Name of Consumer	Name of Provider
------------------	------------------

The Iowa Medicaid Program will reimburse services provided under this agreement when consumer-directed attendant care is part of the consumer's case plan and the social worker or case manager has determined that the prior training and experience of the provider are sufficient to meet the consumer's needs noted in this agreement. However, the consumer agrees not to hold the social worker or case manager responsible for any problems resulting from any deficiency in the provider's training or experience. The Medicaid agency is responsible to insure the health and welfare of the consumer.

Instructions:

The consumer or the consumer's guardian completes this form by entering information about how the provider will meet the standards and responsibilities and the agreed-upon rate of payment. The agreement must be completed and the copies distributed **before** the provider begins providing the service. Both the consumer and the provider must sign the form to signify that they agree to its provisions.

Photocopy of the completed form is given to the consumer, to the provider, and to the nurse or therapist supervising the provision of skilled services, if any.

The original is kept by the service worker or case manager and attached to the care plan.

Agreement:

The consumer and the provider agree that:

1. The provider, as an agency or self-employed contractor, is not an agent, employee, or servant of the state of Iowa, the Department of Human Services, or any of its employees. It is the provider's responsibility to determine employment status in regards to income tax and social security. Providers of service have no recourse to the Department of Human Services to collect payments due as a result of the agreement between the consumer and the provider of consumer-directed attendant care.
2. This agreement will be reviewed at least annually and whenever there are significant changes in the consumer's situation.
3. This agreement will be renegotiated whenever there is a change: (a) of provider, (b) in the service components to be provided, or (c) in the description of provider activity.

RESPONSIBILITY:	HOW RESPONSIBILITY IS MET
Describe the plan for emergencies, including instruction in calling 911 first in all life-threatening situations.	
Describe in detail all of the provider's prior training and experience and how you evaluated it.	
Describe your provisions for managing the provider's services.	
Describe the performance standards for the provider.	
STANDARDS FOR THE PROVIDER:	CONFIRMATION OF STANDARD
1. Age (must be at least 18 years old)	
2. Social Security number:	
3. Evidence of basic math, reading, and writing skills (e.g. high school diploma, GED, etc.):	
4. Skills possessed as necessary to perform the attendant care components specified in this agreement:	
5. Evidence of the capability to perform the health maintenance activities specified in this agreement (experience, training, or statement of willingness to receive training before providing care)	
6. Insurance or bond for the activities provided upon consumer request.	<input type="checkbox"/> Insurance or bonding company: _____ Policy limit: \$ _____ Policy number: _____ <input type="checkbox"/> Requirement is waived:

Describe the components of care to be provided. Enter “Not Applicable” (NA) for components that will not be provided. You may use the letters S (Satisfactory), NI (Needs Improvement) and U (Unsatisfactory) in the column on the right when reviewing the quality of the care provided.

NON-SKILLED SERVICE COMPONENTS	DESCRIPTION OF PROVIDER ACTIVITY	EVALUATION		
		S	NI	U
Dressing.				
Bath, shampoo, hygiene, and grooming.				
Access to and from bed or a wheelchair, transferring, ambulation, and mobility in general. (Certification of training which includes demonstration of competence for transferring is available. See Note below.)				
Toilet assistance, including bowel, bladder, and catheter assistance which includes emptying the catheter bag, collecting a specimen, and cleaning the external area around the catheter. (Certification of training which includes demonstration of competence for catheter assistance is available. See Note below.)				
Meal preparation, cooking, eating and feeding assistance (but not the cost of meals themselves).				
Housekeeping services which are essential to the consumer’s health care at home.				

Note: Certification is available through the community colleges. There is no funding available through the waivers to cover this training cost.

NON-SKILLED SERVICE COMPONENTS (continued)	DESCRIPTION OF PROVIDER ACTIVITY	EVALUATION		
		S	NI	U
Medications ordinarily self-administered, including those ordered by a physician or other qualified health care providers which are not antihypertensives, digitalis preparations, mood altering, or psychotropic drugs or narcotics. (A medication aide course is available through the area community colleges.)				
Minor wound care which does not require skilled nursing care.				
Assistance needed to go to or return from a place of employment but not assistance to the consumer while the consumer is on the job site.				
Cognitive assistance with money handling and scheduling tasks.				
Fostering communication through interpreting and reading services, as well as assistive devices for communication.				
Assisting or accompanying the consumer in using transportation essential to the health and welfare of the consumer, but not the cost of transportation.				

Service activities include helping the consumer with any of the following skilled services under the supervision of a licensed nurse or licensed therapist working under the direction of a physician. The cost of this supervision shall be paid from private insurance and other third party payment sources, Medicare, the regular Medicaid program, or the Care for Kids program. The nurse or therapist must retain accountability for actions that are delegated and ensure appropriate assessment, planning, implementation, and evaluation.

The nurse or therapist shall make on-site supervisory visits every two weeks, with the provider present and document to this record. This nurse or therapist agrees to supervise these service components delivered by this provider:

Name and telephone number of supervising nurse or therapist:
--

Describe the components of skilled care to be provided. Enter “Not Applicable” (NA) for components that will not be provided. You may use the letters S (Satisfactory), NI (Needs Improvement) and U (Unsatisfactory) in the column on the right when reviewing the quality of the care provided.

SKILLED SERVICE COMPONENTS	DESCRIPTION OF PROVIDER ACTIVITY	EVALUATION		
		S	NI	U
Tube feedings of consumers unable to eat solid foods.				
Assistance with intravenous therapy administered by a licensed nurse.				
Parenteral injections required more than once a week.				
Catheterizations, continuing care of indwelling catheters with supervision of irrigations, and changing of Foley catheters when required.				
Respiratory care, including inhalation therapy and tracheotomy care or tracheotomy care and ventilator.				

SKILLED SERVICE COMPONENTS (continued)	DESCRIPTION OF PROVIDER ACTIVITY	EVALUATION		
		S	NI	U
Care of decubiti and other ulcerated areas, noting and reporting to the nurse or therapist.				
Rehabilitation services includes bowel and bladder training, range of motion exercises, ambulation training, restorative nursing services, reteaching the activity of daily living, respiratory care and breathing programs, reality orientation, reminiscing therapy, remotivation, and behavior modification.				
Colostomy care.				
Care of medical conditions out of control (includes brittle diabetes and comfort care of terminal conditions).				
Postsurgical nurse delegated activities under the supervision of the licensed nurse.				

SKILLED SERVICE COMPONENTS (continued)	DESCRIPTION OF PROVIDER ACTIVITY	EVALUATION		
		S	NI	U
Monitoring reactions to medications requiring close supervision because of fluctuating physical or psychological conditions, e.g. hypertensives, digitalis preparations, mood-altering or psychotropic drugs, or narcotics. A medication aid course is available through the area community colleges.				
Preparing and monitoring response to therapeutic diets.				
Recording and reporting of changes in vital signs to the nurse or therapist.				

The basis of reimbursement is the fee agreed upon between the consumer and the provider, within the upper limits allowed in the program and as established in the case plan or individual comprehensive plan (ICP). The agreed upon reimbursement rate to the provider is as follows (*complete one line only*):

HCPCS Code	Provider Type	Fee per Unit	Maximum Units	Upper Limit
W1265	Agency provider not an assisted living provider	\$_____ per hour, up to	_____ hours	\$18.49 per hour (1-7 hrs)
W1266	Agency provider not an assisted living provider	\$_____ per day, up to	_____ days	\$106.82 per day (8-24 hrs)
W1267	Individual provider	\$_____ per hour, up to	_____ hours	\$12.33 per hour (1-7 hrs)
W1268	Individual provider	\$_____ per day, up to	_____ days	\$71.90 per day (8-24 hrs)
W2517	Assisted living provider	\$_____ per month	1 month	\$1,052 per month, not to exceed \$34.60 per day

Consumer Signature	Date
--------------------	------

I agree to the services written in this form and:

- ◆ To submit to a criminal records check.
- ◆ That my protective services records may be checked for reported or confirmed abuse.
- ◆ To hold the Department of Human Services harmless against all claims, damages, losses, costs, and expenses, including attorney fees, arising out of the performance of this agreement by any and all persons.

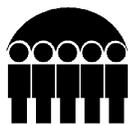
_____ Provider Signature

_____ Date

ADDITIONAL INFORMATION ON BILLING:

Each service must be billed in whole units. Submit billings for all consumer-directed attendant care to ACS (the Medicaid fiscal agent) on form 470-2486, *Claim for Targeted Medical Care*. Both the consumer and the provider must sign and date the *Claim for Targeted Medical Care*. Obtain copies of this form from ACS, Provider Relations, at 1-800-338-7909.

Submit claims to ACS on a monthly basis to facilitate payment in a timely manner. To receive payment monthly, submit the claim for an entire month's service by the tenth of the month following the month of service. **EXAMPLE:** Ten hours of consumer-directed attendant care service was provided during the month of June. The claim for June's service should be submitted by the tenth day of July.



F. Home and Vehicle Modification

Covered home and vehicle modifications are those physical modifications to the consumer's home or vehicle listed below that directly address the consumer's medical or remedial need. Covered modifications must be necessary to provide for the health, welfare, or safety of the consumer and enable the consumer to function with greater independence in the home or vehicle.

Modifications that are necessary or desirable without regard to the consumer's medical or remedial need and that would be expected to increase the fair market value of the home or vehicle, such as furnaces, fencing, roof repair, or adding square footage to the residence, are excluded except as specifically included below. Repairs are also excluded. Only the following modifications are covered:

- ◆ Kitchen counters, sink space, cabinets, special adaptations to refrigerators, stoves and ovens.
- ◆ Bathtubs and toilets to accommodate transfer, special handles and hoses for shower heads, water faucet controls, and accessible showers and sink areas.
- ◆ Grab bars and handrails.
- ◆ Turnaround space adaptations.
- ◆ Ramps, lifts, and door, hall and window widening.
- ◆ Fire safety alarm equipment specific for disability.
- ◆ Voice-activated, sound-activated, light-activated, motion-activated, and electronic devices directly related to the consumer's disability.
- ◆ Vehicle lifts, driver-specific adaptations, remote-start systems, including such modifications already installed in a vehicle.
- ◆ Keyless entry systems.
- ◆ Automatic opening device for home or vehicle door.
- ◆ Special door and window locks.
- ◆ Specialized doorknobs and handles.



- ◆ Plexiglas replacement for glass windows.
- ◆ Modification of existing stairs to widen, lower, raise or enclose open stairs.
- ◆ Motion detectors.
- ◆ Low-pile carpeting or slip-resistant flooring.
- ◆ Telecommunications device for the deaf.
- ◆ Exterior hard-surface pathways.
- ◆ New door opening.
- ◆ Pocket doors.
- ◆ Installation or relocation of controls, outlets, switches.
- ◆ Air conditioning and air filtering if medically necessary.
- ◆ Heightening of existing garage door opening to accommodate modified van.
- ◆ Bath chairs.

A unit of service is the completion of needed modifications or adaptations.

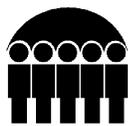
All modifications and adaptations shall be provided in accordance with applicable federal, state, and local building and vehicle codes.

Services shall be performed following Department approval of a binding contract between the enrolled home and vehicle modification provider and the consumer. The contract shall include, at a minimum:

- ◆ The work to be performed.
- ◆ Cost.
- ◆ Time frame for work completion.
- ◆ Assurance of liability and workers' compensation coverage.

Service payment shall be made to the enrolled home and vehicle modification provider. If applicable, payment will be forwarded to the subcontracting agency by the enrolled home and vehicle modification provider following completion of the approved modifications.

Services shall be included in the consumer's service plan and shall exceed the Medicaid state plan services.



G. Home-Delivered Meals Service

Home-delivered meals means meals prepared elsewhere and delivered to an HCBS elderly consumer at the consumer's residence.

Each meal shall ensure the consumer receives a minimum of one-third of the daily-recommended dietary allowance, as established by the Food and Nutrition Board of the National Research Council of the National Academy of Sciences. The meal may also be a liquid supplement that meets the minimum one-third standard.

A maximum of 14 meals is allowed per week. A unit of service is a meal.

H. Home Health Aide Service

Home health aide services are unskilled medical services that provide direct personal care. This service may include:

- ◆ Observation and reporting of physical or emotional needs.
- ◆ Assistance with bathing, shampoo, oral hygiene, hygiene.
- ◆ Assistance with toileting.
- ◆ Assistance with ambulation.
- ◆ Helping individuals in and out of bed.
- ◆ Reestablishing activities of daily living.
- ◆ Assisting with oral medications ordinarily self administered and ordered by a physician.
- ◆ Performing incidental household services that are essential to the individual's health care at home and are necessary to prevent or postpone institutionalization in order to complete a full unit of service.

Services are to be provided in the home. A unit of service is a visit.



Home health services do not include:

- ◆ Homemaker services such as cooking and cleaning.
- ◆ Services which meet the intermittent guidelines under Medicaid.

Services may not duplicate any regular Medicaid or waiver services provided under the state plan.

“Intermittent” home health aide services are available for up to 28 hours of service per week, when services are medically necessary.

I. Homemaker Service

Homemaker services are those services provided when the consumer lives alone or when the person who usually performs these functions for the consumer is incapacitated or occupied providing direct care to the consumer.

Components of the service are directly related to the care of the consumer and include:

- ◆ Essential shopping: Shopping for basic need items such as food, clothing or personal care items, or drugs.
- ◆ Limited housecleaning: Maintenance cleaning such as vacuuming, dusting, scrubbing floors, defrosting refrigerators, cleaning stoves, cleaning medical equipment, washing and mending clothes, washing personal items used by the consumer, and washing dishes.
- ◆ Accompaniment of the consumer to medical or psychiatric services.
- ◆ Meal preparation: Planning and preparing balanced meals.
- ◆ Bathing and dressing for self-directed recipients.

A unit of service is one hour.



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J. Mental Health Outreach

Mental health outreach services are services provided in a recipient's home to identify, evaluate, and provide treatment and psychosocial support. The services can be provided only on the basis of a referral from the Case Management Program for the Frail Elderly (CMPFE) interdisciplinary team. A maximum of 1,440 units per year is allowed.

A unit of service is 15 minutes.

K. Nursing Care

Nursing care services are services provided by licensed agency nurses to consumers in the home which are ordered by and included in the plan of treatment established by the physician. The services must be reasonable and necessary to the treatment of an illness or injury. Services should be based on medical necessity of the consumer and included in the Iowa Board of Nursing scope of practice guidelines.

Nursing care service can pay for a maximum of eight nursing visits per month for consumers at the intermediate level of care. There is no limit on the maximum visits for the skilled level of care persons.

A unit of service is one visit.

L. Nutritional Counseling

Nutritional counseling services may be provided for a nutritional problem or condition of such a degree of severity that nutritional counseling beyond that normally expected as part of the standard medical management is warranted.

A unit of service is 15 minutes.



M. Personal Emergency Response Services

The personal emergency response system allows a consumer experiencing a medical emergency at home to activate electronic components that transmit a coded signal via digital equipment over telephone lines to a central monitoring station. The necessary components of a system are:

- ◆ An in-home medical communications transceiver.
- ◆ A remote, portable activator.
- ◆ A central monitoring station with backup systems staffed by trained attendants 24 hours per day, seven days per week.
- ◆ Current data files at the central monitoring station containing response protocols and personal, medical and emergency information for each consumer.

The service shall be identified in the consumer's service plan.

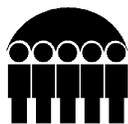
A unit is a one-time installation fee or one month of service. Maximum units per state fiscal year are the initial installation and 12 months of service.

N. Respite Care

Respite care services are services provided to the consumer that gives temporary relief to the usual caregivers and provides all the necessary care that the usual caregiver would provide during that time period. The purpose of respite care is to enable the consumer to remain in their current living situation.

Respite care is not to be provided to persons during the hours in which the usual caregiver is employed, except when the provider is a camp.

Respite services provided outside the consumer's home shall not be reimbursable if the living unit where respite is provided is reserved for another person on a temporary leave of absence.



Respite services provided by home health agencies, home care agencies, and other non-facility providers is divided into specialized respite, group respite, and basic individual respite, with separate rates of payment.

- ◆ Specialized respite means respite provided on a staff to consumer ratio of one to one or higher to individuals with specialized medical needs requiring the care, monitoring or supervision of a licensed registered nurse or licensed practical nurse.
- ◆ Group respite is respite provided on a staff to consumer ratio of less than one to one.
- ◆ Basic individual respite means respite provided on a staff to consumer ratio of one to one or higher to individuals without specialized needs requiring the care of a licensed registered nurse or licensed practical nurse.

Staff-to-consumer ratios shall be appropriate to the individual needs of the consumer as determined by the consumer's interdisciplinary team.

Respite services provided for a period exceeding 24 consecutive hours to three or more individuals who require nursing care because of a mental or physical condition must be provided by a health care facility licensed as described in Iowa Code chapter 135C.

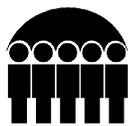
A maximum of 14 consecutive days of 24-hour respite may be reimbursed.

A unit of service is one hour for all respite services.

When respite care is provided, the provision of, or payment for, other duplicative services under the waiver is precluded.

O. Senior Companion Services

Senior companion services are nonmedical care supervision, oversight, and respite. Companions may assist with such tasks as meal preparation, laundry, shopping, and light housekeeping tasks. This service cannot provide hands-on nursing or medical care. A unit of service is one hour.



P. Transportation

Transportation services may be provided for recipients to conduct business errands, essential shopping to receive medical services not reimbursed through medical transportation, and to reduce social isolation.

A unit of service is either per mile, per trip, or rate established by area agency on aging. When paying the rate established by an area agency on aging, the monthly payment shall not exceed \$200.00 per month for wheelchair or other handicapped transportation or \$100.00 per month for nonhandicapped transportation.

IV. CLIENT PARTICIPATION

Consumers must contribute their predetermined financial participation to the cost of elderly waiver services.

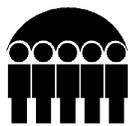
When determining eligibility, the income maintenance worker gives the consumer a maintenance needs allowance which is 300% of the maximum SSI grant for an consumer. If the consumer's income exceeds this amount, the consumer is not eligible for HCBS services.

A. Third-Party Payments

Payment will be approved only for those services or for that part of a given service for which no medical resources exist. You, the provider, must inform the Department by a notation on the claim form that other coverage exists but did not cover the service being billed, or that payment was denied.

If a consumer has insurance that covers all or part of a service, you must bill the insurance company before billing Medicaid for the service.

If a consumer has client participation (Veteran's Aid and Attendance or a Medicaid qualifying trust) which covers all or part of the cost of a service, you must collect from the consumer before billing Medicaid. The service worker makes an entry on the consumer's *Notice of Decision: Services*, form 470-0602, in the section entitled "Fees" when the consumer has client participation. In addition, the service worker should show the amount or source of client participation in the case plan.



B. Limit on Payment

If for any month, the sum of the third-party payment and client participation equals or exceeds the reimbursement established by the service worker, Medicaid will make no payments to elderly waiver service providers. However, Medicaid will make payments to other medical vendors as applicable.

V. BASIS OF PAYMENT

A Financial and Statistical Report for Purchase of Service Contracts is required for the following types of respite providers:

- ◆ Home health agencies providing group respite.
- ◆ Non-facility providers of specialized, basic individual and group respite.
- ◆ Camps.
- ◆ Home care agencies providing specialized, basic individual and group respite.

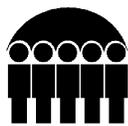
Providers reconciling respite services are not required to submit the following schedule and worksheet from form 470-3449: HCBS Supplemental Schedule D-4 and HCBS Supported Community Living Initial Hourly Rate Calculation Supportive Worksheet.

All financial and statistical reports must meet the specifications described in this section. The provider completes the form or has responsibility for its content, if it is prepared by someone outside the agency.

A. Maintenance and Retention of Financial and Statistical Records

The financial information included in forms SS-1703-0 and 470-3449 must be taken from your financial and statistical records and must be verifiable by qualified auditors. To provide the required cost data and not impair comparability, you must maintain financial and statistical records in a consistent manner from one period to another.

Maintain sufficient financial and statistical records to document the validity of reports you submit to the Department. This includes program and census data. Failure to maintain records to support your cost reports may result in termination of your HCBS certification.



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These records include, but are not limited to:

- ◆ All canceled checks, deposit slips, and invoices (paid and unpaid).
- ◆ Audit reports (if any).
- ◆ Board of director's minutes (if applicable).
- ◆ Capital asset schedules.
- ◆ Documentation of units of services provided to consumers.
- ◆ General ledger reconciliation to financial and statistical report.
- ◆ Loan agreements and other contracts.
- ◆ Payroll information.
- ◆ Reviewable, legible census reports.

Maintain these forms and all financial and statistical records to support them for a minimum of five years. Make these reports and records available to authorized representatives and agents of the Department and of the United States Department of Health and Human Services, upon request.

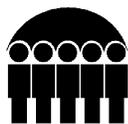
B. Submission of the Financial and Statistical Reports

Forms SS-1703-0 and 470-3449 are due in to the Department by September 30 of each year for reconciliation of respite rate reimbursement. You may obtain a 30-day extension for submitting the cost reports by submitting a letter to the Bureau of Long-Term Care by September 30. No extensions will be granted beyond 30 days.

Failure to submit a report by September 30 or an extended deadline granted shall **reduce payment** to 76 percent of the current rate. The reduced rate shall be paid for not longer than three months, after which time **no** further payments will be made.

If you have multiple-program agencies, you must also submit a cost allocation schedule, prepared in accordance with generally accepted accounting principles.

The Department may require that an opinion of a certified public accountant or public accountant accompany the report when adjustments made to prior reports indicate noncompliance with reporting instructions.



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Forward the original and one copy, both having original signatures of an officer of the facility, to:

Ryun, Givens, Wenthe & Co
1641 48th St, Suite 150
West Des Moines, Iowa 50266-6722

If you choose to leave the HCBS program or terminate a service, submit a final cost report within 60 days of termination for reconciliation of respite rates.

C. Facsimiles of Forms SS-1703-0 and 470-3449

See the following pages for samples of the *Financial and Statistical Report for Purchase of Service Contracts*, form SS-1703-0, and the *Supplemental Schedule*, form 470-3449.

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Iowa Department of Human Services

FINANCIAL AND STATISTICAL REPORT FOR PURCHASE OF SERVICE CONTRACTS
CERTIFICATION PAGE

Agency Name			IRS ID No.
Address			Contract No.
City	State		Zip Code
Period of Report:	From	To	Date of Fiscal Year End
Administrator Name			Telephone No.
Name of Person to Contact if Questions About the Report			Telephone No.

Does agency have an independent audit? Yes, for year ending _____ No

Has a copy of the latest independent audit been submitted? Yes No

A. Type of Control: Government Nonprofit Organization Proprietary

B. Accounting Basis: Accrual Modified Cash Cash

C. Statistical Data for Period of Report:

1. Service code.
2. If subject to licensure, number of clients licensed for.
3. Number of units of service (licensed or staffed)
 - a. Type of unit (hourly, daily, etc.)
4. Total number of units of service provided.
5. Total number of units of service provided for:
 - a. DHS clients
 - b. Other clients
6. Percent of units provided to unit capacity (divide line 4 by line 3)
7. Are the rates received from non-DHS clients the same as, or more than, POS rates for the same service: Circle yes or no, for each service. If no, explain:

Yes						
No						

D. Form of Certification by Officer or Administrator of Provider Agency:

I CERTIFY that I have examined the accompanying schedules of revenues and expenses and the calculation of cost of service prepared for this agency and that to the best of my knowledge and belief they are true and correct. I also certify that these schedules were prepared from the books and records of the facility in accordance with instructions contained in this report, and the allowable cost of care excludes expenses that were not necessary to provide this care.

Signature Officer or administrator of facility	
Title Officer or Administrator	Date

E. Statement of Preparer (if other than agency)

I have prepared this report and to the best of my knowledge and belief, it represents true and accurate data of the agency for the period stated above.

Signature of Preparer	Date
-----------------------	------

F. Statement of Project Manager

I have reviewed this report prior to submitting it to the State (Department of Human Services, Bureau of Purchased Services, Purchase of Service Unit).

Signature of Project Manager	Date
------------------------------	------

Provider Agency		
Period of Report	From	To

SCHEDULE A: REVENUE REPORT

Revenues:	Total Revenue	Revenue for Schedule D Expense Deduction*
Fee for Service:		
Iowa State Department of Human Services	\$ _____	
County Board of Supervisors	_____	
Private Clients	_____	
Department of Education (Voc Rehab) (service fees only)	_____	
United Way (service fees only)	_____	
Social Security, SSI, SSA	_____	
Other	_____	
Service, Reimbursement or Investment Income:		
Work Services Revenues	\$ _____	\$ _____
Food Reimbursement (DOE)	_____	_____
Investment Income	_____	_____
_____	_____	_____
_____	_____	_____
Other (attach schedule)	_____	_____
Contributions: (Schedule must be attached:)		
United Way: Contributions not restricted or appropriated** to a specific individual	\$ _____	
Restricted to specific individuals*	_____	\$ _____
Other: Contributions not restricted or appropriated** to a specific individual	_____	
Restricted to specific individuals*	_____	\$ _____
Government Grants:	_____	_____
Total Revenue	\$ _____	*\$ _____

* Income which must be deducted from total service expense on Schedule D.

** Agencies must have documentation or support which identifies purposes of contributions reported.

Provider Agency _____		
Period of Report	From _____	To _____

SCHEDULE B: STAFF NUMBERS AND WAGES

Job Classification and Title	Number of Staff			Gross Wages
	Full Time	Part Time	FTEs	
Administrative #2110 Job Title _____				
Administrative Total				
Professional #2120 Job Title _____				
Professional Total				
Direct Client Care #2130 Job Title _____				
Direct Client Care Total.....				
Clerical #2150 Job Title _____				
Clerical Total.....				
Other Staff Wages #2190 Job Title _____				
Other Staff Wages Total				
Total: ALL JOB CLASSIFICATIONS AND TITLES				

The maximum amount of wages chargeable to Purchase of Services for any one employee is \$40,000 annually. If an employee is paid in excess of \$40,000, the excess must be reported as "Other Nonreimbursable Costs" in column 3 of Schedule D or charged to Excluded Services (use column 5 of Schedule D).

Provider Agency		
Period of Report	From	To

SCHEDULE D: EXPENSE REPORT

Direct Service Cost

		1	2	3	4	5	6	7	8	9	10
Acc No.	Account Title	Total Expense	Fund-Raising Cost	Other Nonreim-burseable Costs	Adjusted Cost: Col 1 minus Cols 2 & 3						Indirect Service Cost
2110	Administrative Staff										
2120	Professional Direct Staff										
2130	Other Direct Staff										
2150	Clerical Staff										
2190	Other Staff										
2100	TOTAL WAGES										
2210	Health Benefits										
2220	Retirement Plan										
2290	Other Benefits										
2200	TOTAL BENEFITS										
2310	FICA Expense										
2320	Unemployment										
2350	Worker's Compensation Insurance										
2300	TOTAL PAYROLL TAXES										
2450	Medical and Psych. Serv. Purchased										
2470	Audit and Accounting										
2480	Attorney Fees										
2490	Other Nonmedical										
2400	TOTAL PROFESSIONAL FEES										
2510	Office Supplies										
2530	Medical Supplies										
2540	Recreation and Craft Supplies										
2550	Food										
2590	Other Supplies										
2500	TOTAL SUPPLIES										
2600	TELEPHONE AND TELEGRAPH										
2700	POSTAGE AND SHIPPING										
2810	Rent of Space										
2820	Buildings and Grounds Supplies										
2830	Utilities										
2840	Care of Buildings and Grounds										
2870	Interest										
2880	Insurance and Property Taxes										
2890	Other Occupancy Expense										
2800	TOTAL OCCUPANCY EXPENSE										

Provider Agency		
Period of Report	From	To

SCHEDULE D: EXPENSE REPORT

Direct Service Cost

		11	12	13	14	15	16	17	18	19	20
Acc No.	Account Title										
2110	Administrative Staff										
2120	Professional Direct Staff										
2130	Other Direct Staff										
2150	Clerical Staff										
2190	Other Staff										
2100	TOTAL WAGES										
2210	Health Benefits										
2220	Retirement Plan										
2290	Other Benefits										
2200	TOTAL BENEFITS										
2310	FICA Expense										
2320	Unemployment										
2350	Worker's Compensation Insurance										
2300	TOTAL PAYROLL TAXES										
2450	Medical and Psych. Serv. Purchased										
2470	Audit and Accounting										
2480	Attorney Fees										
2490	Other Nonmedical										
2400	TOTAL PROFESSIONAL FEES										
2510	Office Supplies										
2530	Medical Supplies										
2540	Recreation and Craft Supplies										
2550	Food										
2590	Other Supplies										
2500	TOTAL SUPPLIES										
2600	TELEPHONE AND TELEGRAPH										
2700	POSTAGE AND SHIPPING										
2810	Rent of Space										
2820	Buildings and Grounds Supplies										
2830	Utilities										
2840	Care of Buildings and Grounds										
2870	Interest										
2880	Insurance and Property Taxes										
2890	Other Occupancy Expense										
2800	TOTAL OCCUPANCY EXPENSE										

Provider Agency		
Period of Report	From	To

SCHEDULE D: EXPENSE REPORT

Acc No.	Account Title	Direct Service Cost									
		1	2	3	4	5	6	7	8	9	10
		Total Expense	Fund-Raising Costs	Other Nonreim-burseable Costs	Adjusted Cost: Col 1 minus Cols 2 & 3						Indirect Service Cost
3100	OUTSIDE PRINTING AND ART WORK										
3210	Mileage and Auto Rental										
3250	Agency Vehicles Expense										
3280	Automobile Insurance										
3290	Other Related Transportation										
3200	TOTAL TRANSPORTATION										
3310	Staff Development and Training										
3320	Annual Meeting and Business Conf.										
3300	TOTAL CONFERENCES AND CONVENTIONS										
3400	SUBSCRIPTIONS AND PUBLICATIONS										
3510	Clothing and Personal Needs										
3520	Other										
3500	TOTAL ASSISTANCE										
4100	ORGANIZATION MEMBERSHIPS										
4200	AWARDS AND GRANTS										
4310	Agency Vehicle Repair										
4320	Other Equipment Repair or Purchase										
4300	TOTAL EQUIPMENT REPAIRS & PURCHASE										
4410	Agency Vehicles										
4420	Equipment										
4480	Buildings and Leasehold										
4400	TOTAL DEPRECIATION										
4910	Moving and Recruitment										
4920	Liability Insurance										
4930	Miscellaneous										
4900	TOTAL MISCELLANEOUS										
	TOTAL EXPENSES										
	ALLOCATION OF INDIRECT SERVICE COSTS										
	Total Service or Maintenance Cost After Allocation of Indirect										
	* Program Income or Reimbursements										
	* United Way Contributions Restricted to Specific Individuals										
	* Other Contributions Restricted to Specific Individuals										
	* Government Grants										
	Total Service or Maintenance Cost After Deductions										
	Units of Service										
	UNIT COST										

Provider Agency		
Period of Report	From	To

SCHEDULE D: EXPENSE REPORT

Direct Service Cost

		11	12	13	14	15	16	17	18	19	20
Acc No.	Account Title										
3100	OUTSIDE PRINTING AND ART WORK										
3210	Mileage and Auto Rental										
3250	Agency Vehicles Expense										
3280	Automobile Insurance										
3290	Other Related Transportation										
3200	TOTAL TRANSPORTATION										
3310	Staff Development and Training										
3320	Annual Meeting and Business Conf.										
3300	TOTAL CONFERENCES AND CONVENTIONS										
3400	SUBSCRIPTIONS AND PUBLICATIONS										
3510	Clothing and Personal Needs										
3520	Other										
3500	TOTAL ASSISTANCE										
4100	ORGANIZATION MEMBERSHIPS										
4200	AWARDS AND GRANTS										
4310	Agency Vehicle Repair										
4320	Other Equipment Repair or Purchase										
4300	TOTAL EQUIPMENT REPAIRS & PURCHASE										
4410	Agency Vehicles										
4420	Equipment										
4480	Buildings and Leasehold										
4400	TOTAL DEPRECIATION										
4910	Moving and Recruitment										
4920	Liability Insurance										
4930	Miscellaneous										
4900	TOTAL MISCELLANEOUS										
	TOTAL EXPENSES										
	ALLOCATION OF INDIRECT SERVICE COSTS										
	Total Service or Maintenance Cost After Allocation of Indirect										
	* Program Income or Reimbursements										
	* United Way Contributions Restricted to Specific Individuals										
	* Other Contributions Restricted to Specific Individuals										
	* Government Grants										
	Total Service or Maintenance Cost After Deductions										
	Units of Service										
	UNIT COST										

Provider Agency		Vendor No.
Period of Report:	From	To

SCHEDULE F: COST ALLOCATION PROCEDURES
(To be completed by providers which offer more than one service)

Costs are allocatable to a particular service, such as a grant, project, or other activity, in accordance with the relative benefits received. A cost is allocatable to a service if it is treated consistently with other costs incurred for the same purpose in like circumstances, and if it:

- (1) Is incurred specifically for the service,
- (2) Benefits the service and can be distributed in reasonable proportion to the benefits received, and
- (3) Is necessary to the overall operation of the organization, although a direct relationship to a particular service cannot be shown.

Any cost allocatable to a particular service under the above principles may not be shifted to other services to overcome funding deficiencies or to avoid other restrictions imposed by law or terms of an award.

DIRECT COSTS:

Yes No

- | | | |
|---|--------------------------|--------------------------|
| 1. Do you have a cost allocation plan which describes the methods you use in distributing joint costs to services or activities? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If you do not have a cost allocation plan describing the methods followed, do you have accounting workpapers available to support joint direct cost allocations? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is your method of allocating joint service cost consistently followed from year to year? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are costs allocated to services in reasonable proportion to benefits received? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are service income deductions allocated in a manner which is consistent with the costs incurred in generating the income? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Additional comments regarding allocation of joint service costs: | <input type="checkbox"/> | <input type="checkbox"/> |

INDIRECT COST:

- | | | |
|---|--------------------------|--------------------------|
| 1. Are indirect costs distributed on a basis of total direct service or cost? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If indirect costs are not allocated on the basis of total direct service costs, what was the basis used? | | |
| 3. Is the basis for distributing indirect cost the same as that used in the previous year? | <input type="checkbox"/> | <input type="checkbox"/> |

Provider Agency		
Period of Report	From	To

SCHEDULE G: SUPPLEMENTAL ALLOCATION REPORT, PART 1

A	B	C	D	E	F	G		
		Shelter Care						
Account Number	Account Title	Attribution Cost	Allowable Allocation of Cost	Total Costs	Allocation of Total Cost to:		Basis of Allocation	
					Maintenance	Service		
from 2190	Food Service & Maintenance Workers Salaries					*****	Definition	
% of 2200	Food Service & Maintenance Workers Benefits					*****	Definition	
% of 2300	Food Service & Maintenance Workers Payroll Taxes					*****	Definition	
2130	Direct Care Staff Salaries						Time	
% of 2200	Direct Care Staff Benefits						Time	
% of 2300	Direct Care Staff Payroll Taxes						Time	
from 2120	Other Direct Staff (C1 in/pgm. Supv/SW-Thpst/Nurse)						Time	
% of 2200	Other Direct Staff Benefits						Time	
% of 2300	Other Direct Staff Payroll Taxes						Time	
from 2110	Other Admin. Staff (Clinical/Pgm Supv or Mgr) Salaries						Time	
% of 2200	Clinical Supervisor Benefits						Time	
% of 2300	Clinical Supervisor Payroll Taxes						Time	
2450	Medical & Psychological Services Purchased				*****		Definition	
2490	Other Non-Medical Services Purchased				*****		Definition	
2530	Medical Supplies					*****	Definition	
2540	Recreation ("Family-Like") & Craft Supplies					*****	Definition	
	Formalized Non "Family-Like" Recreation				*****		Definition	
2550	Food					*****	Definition	
3510+352	Clothing, Personal Needs, School Supplies, and Other					*****	Definition	
2810	Rent of Space						Sq Ft. -	
2820	Building and Grounds Supplies						Sq Ft. -	
2830	Utilities						Sq Ft. -	
2840	Care of Building and Grounds						Sq Ft. -	
2870	Interest on Building and Grounds						Sq Ft. -	
2880	Insurance and Property Taxes						Sq Ft. -	
2890	Other Occupancy Expenses						Sq Ft. -	
Schedule	Part 1	TOTALS					Sq Ft. -Use	
				Service/Maintenance Percentages				

Provider Agency		
Period of Report	From	To

SCHEDULE G: SUPPLEMENTAL ALLOCATION REPORT, PART 2

	Gross Total Attributable to:
Residual Cost NOT Included in Schedule G, Part 1	Shelter
Remainder of Program <u>Direct</u> Costs (Total Program Schedule D Direct - Part 1 Direct)	
Remainder of Program <u>Indirect</u> Cost (Total Program Schedule D Direct - Part 1 Indirect)	
PROGRAM TOTALS for PART 2	

UNIT COST DETERMINATION

SERVICE PERCENTAGE FROM SCHEDULE G PART 1	
TOTAL PART 2 SERVICE COST	
TOTAL SERVICE COST FROM PART 1	
GRAND TOTAL SERVICE COST	
DEDUCTIONS FROM SERVICE COST FROM SCHEDULE D	
GRAND TOTAL SERVICE COST AFTER DEDUCTIONS	
MAINTENANCE PERCENTAGE FROM SCHEDULE G PART 1	
TOTAL PART 2 MAINTENANCE COST	
TOTAL MAINTENANCE COST FROM PART 1	
GRAND TOTAL MAINTENANCE COST	
DEDUCTIONS FROM MAINTENANCE COST FROM SCHEDULE D	
GRAND TOTAL MAINTENANCE COST AFTER DEDUCTIONS	
UNITS OF SERVICE	
SERVICE COST PER UNIT	
MAINTENANCE COST PER UNIT	
TOTAL COST PER UNIT	

ALLOCATION OF STAFF TIME WORK SHEET

(Use separate form for each staff type)

TYPE OF STAFF: _____

Enter the percent of time spent on maintenance activities here: _____ LINE 1

Enter the percent of the time spent on service activities here: _____ LINE 2

Add line 1 and line 2 and enter result here: _____ LINE 3

Divide line 1 by line 3 and enter result here: _____ LINE 4

Divide line 2 by line 3 and enter result here: _____ LINE 5

Enter the percent of time spent on administrative activities here: _____ LINE 6

Multiply line 4 by line 6 and enter result here: _____ LINE 7

(This is the percentage of administrative time allocated to maintenance.)

SUBTRACT line 7 from line 6 and enter result here: _____ LINE 8

(This is the percentage of administrative time allocated to service.)

ADD line 1 and line 7 and enter result here: _____
(This is the total percentage of time allocated to maintenance. Use this percentage to allocate staff cost to maintenance.)

ADD line 2 and line 8 and enter result here: _____
(This is the total percentage of time allocated to service. Use this percentage to allocate staff cost to service.)

* The combined percent of time spent on maintenance, service, and administrative activities should total 100%.

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SUPPLEMENTAL SCHEDULE

HCBS SUPPLEMENTAL SCHEDULE-D-1 TO FORM SS-1703-0

CALCULATION OF CONSUMER ITEM LIMITS

(Complete one schedule for each living site or program)

Program				
Column(s) From Schedule D				
From Schedule D: Line 3290 - Other Related Transportation				
Line 3520 - Other				
Line 4320 - Other Equipment Repair and Purchase				
Total				
Divided by the Number of Unduplicated Consumers (from provider records)				
Average Amount per Consumer				
Limit	1570	1570	1570	1570
Variance				

This calculates an average per consumer. The facility is still responsible for justifying actual costs per consumer that exceed the limit.

HCBS SUPPLEMENTAL SCHEDULE-D-2 TO FORM SS-1703-0

CALCULATION OF INDIRECT COST LIMITS

(Complete one schedule for each living site/program)

Program				
Column(s) from Schedule D				
Total Service or Maint. Cost After Allocation of Indirect				
Less: Direct Costs (HCBS program columns only):				
Line 2120 - Professional Direct Staff				
Line 2130 - Other Direct Staff				
Line 2200 - Total Benefits for Direct Staff				
Line 2300 - Payroll Taxes for Direct Staff				
Line 3210 - Mileage and Auto Rental				
Line 3250 - Agency Vehicle Expense				
Line 3290 - Other Related Transportation				
Line 3520 - Other				
Line 4320 - Other Equipment Repair and Purchase				
Subtotal of Direct Cost				
Calculated Indirect Cost (Total Costs Net of Direct Costs)				
Limitation (20% of the Subtotal of Direct Cost)				
Difference (to Schedule D-3 if exceeds limit)				

HCBS SUPPLEMENTAL SCHEDULE-D-3 TO FORM SS-1703-0

RECONCILIATION OF COST AND PAYMENTS

(Complete by including all programs)

Program				
Column(s) From Schedule D				
Unadjusted Total Cost After Deductions-Schedule D				
Less: Adjustment for Indirect Cost - Schedule D-2				
Adjusted Costs				
Divided by Total Units (certification page section C, line 4)				
Total Unit Cost				
Lower of Unit Cost or Maximum Reimbursement Rate				
Multiplied by DHS Units (certification page section C, line 5)				
Total DHS Cost				
Comparison of Costs and Payments:				
Revenues Billed (from provider records)*				
Less DHS Cost (above)				
Subtotal				
Less DHS Cost X 2.5%				
Balance Due Medicaid Program (If negative, no balance is due.)				

*For reconciliation of revenues billed, see page 2.

HCBS SUPPLEMENTAL SCHEDULE-D-3 TO FORM SS-1703-0

RECONCILIATION OF COST AND PAYMENTS

(Complete by including all programs)

Programs				
Column(s) From Schedule D				
Total Payments Received for Current Period				
Payments Not Yet Received for Current Period				
Total Revenues Billed				

Note: The section below need not be completed for the reporting period ended 6/30/97. This information will need to be collected for future reporting periods.

FOR USE IN CALCULATION OF IN- AND OUT-OF-COUNTY RATES FOR SCL HOURLY SERVICES:

Travel Allocation

In	Out	Total

Time Spent

HCBS SUPPLEMENTAL SCHEDULE-D-4
TO FORM SS-1703-0

DAILY RATE WORKSHEET

Site Name: _____

No. of Consumers Served: _____

Form 1703-0 Line:

2120 - Professional Direct Staff (Direct Hours _____)	_____
2130 - Other Direct Staff (Direct Hours _____)	_____
2200 - Direct Staff Benefits	_____
2300 - Direct Staff Payroll Taxes	_____
3210 - Mileage and Auto Rental (Numbers of Miles _____)	_____
3250 - Agency Vehicle Expense (Number of Miles _____)	_____
3290 - Other Related Transportation*	_____
3520 - Other (Consultation Expenses)*	_____
4320 - Other Equipment Repair and Purchase*	_____
Total Direct Expense	_____
Indirect Expense (limited to 20% of direct expense)	_____
Total Cost	_____
Number of Units Provided	_____
Unit Cost	_____

*The sum of these lines is limited to \$1570 annually per customer

Request to Exceed the Unique Rate Maximum:

Explanation of reasons for exceeding maximum (i.e. ratio of mid management staff to consumers on caseload or percentage of time charged. Hourly wage of direct staff, description of staffing pattern, description of other support services and resources sought and not available, description of expenses listed in lines 3290, 3520, and 4320 and identification of other resources sought and not available.)

For Projected Rates:

I certify that I have examined the accompanying schedules of expenses and the calculation of cost of service prepared for this agency and that to the best of my knowledge and belief they are true and correct. I also certify that these schedules were prepared in accordance with instructions contained in this report and the allowable cost of care excludes expenses that were not necessary to provide this care.

SIGNED (Officer or Administrator of Facility)	Date
---	------

For Projected Rates:	
Effective date	_____
<input type="checkbox"/> All Consumers-Site Rate	OR
<input type="checkbox"/> Consumer _____	of _____

HCBS SUPPORTED COMMUNITY LIVING INITIAL HOURLY RATE CALCULATION SUPPORTIVE WORKSHEET

Part A: Billable Hours (for an annual period)

ITEM	Instructions	Column 1	Column 2
TOTAL AVAILABLE HOURS: ___ FTEs X 2,080 hours/year	From FSR: Schedule B (professional and direct only);-should equal D-4, 2120 + 2130		
VACATION & HOLIDAYS (subtract): ___ FTEs X ___ days X 8 hours/days =	FTEs (same as above); number of days for vacation and holidays per year		
SICK LEAVE (subtract): ___ FTEs X ___ days X 8 hours/days =	FTEs (same as above); average sick leave usage per year per person		
ADMINISTRATION (subtract): ___% X ___ hours (see total available hours shown above)=	% of time professional and direct staff spend doing administrative work		
TRAVEL (to consumer locations): (subtract): In county ___% X ___ hours (see total available hours shown above)= Out of county ___% X ___ hours (see total available hours shown above)=	% of time professional and direct staff spend traveling from site to site in county and, if applicable, out of county		
UNBILLABLE HOURS (subtract): ___% X ___ hours (see total available hours shown above)=	% of down time: time when planned activity cannot or did not occur (maximum of 5%)		
TOTAL ANNUAL BILLABLE HOURS			

Part B: Hourly Rate

DIRECT COST (annual amount)	From SS-1703-0, Schedule D		
INDIRECT COST	From SS-1703-0, Schedule D (maximum is 20% of direct)		
TOTAL HOURLY COST	Sum of direct and indirect		
DIVIDED BY TOTAL BILLABLE HOURS FROM ABOVE			
HOURLY RATE			

Use Column 1 for calculating the hourly rate for supported community living services provided in the county in which you are located.

Use Column 2 for calculating the hourly rate for supported community living services provided in any other county. (The assumption is that there will be one hourly rate for out-of-county supported community living services, whether it is for one county or twenty counties.)

Signature	Signature
HCBS Agency	CPC County



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D. Instructions for Completing Financial and Statistical Reports

Enter identifying information at the top of each schedule. All information called for in the schedules must be furnished unless it does not apply to your agency.

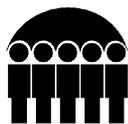
The cost reporting period is from July 1 through June 30. For providers participating in the program as of July 1, the report covers the 12-month period of July 1 through June 30. For those entering the program after July 1, the reporting period is from the beginning of providing BI waiver services through June 30.

New providers not having historical costs may complete the report using projected costs. Only the certification page and Schedule D of form SS-1703-0 and the *Supplemental Schedule* (form 470-3449) are required.

Adjustments to convert to an accrual basis of accounting are required if your records are maintained on another accounting basis. The intent of these adjustments is to obtain information concerning costs of providing care and services to consumers on a basis that is fair and comparable among providers of the service.

Providers who are also providing services not contracted for under the home- and community-based BI waiver contracts should complete the cost apportionment in accordance with recognized methods and procedures for a fair presentation of expense attributable to services provided under the contract. Costs reported under the waiver shall not be reported as reimbursable costs under any other funding source. Costs incurred for other services shall not be reported as reimbursable costs under the waiver.

Reporting of in-county and out-of-county rates is required for agencies that maintain an out-of-county supported community living service (SCL) paid at hourly rates. In- and out-of-county rates may be set up through an initial projection and then maintained by special reporting on the annual *Financial and Statistical Report*. “In-county” is the county where the main office is located. “Out-of-county” is all other counties where services are provided.



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Travel time needs to be accumulated by “in” and “out” counties. SCL hourly costs will be allocated between the in and out of county designations based on travel time. Hourly units provided for SCL also need to be accumulated on an “in county” versus an “out of county” basis in order to continue to set two separate rates.

1. Certification Page

The purpose of the certification page is to report agency statistical information and record the signature of authorized officer of the agency.

Agency Name and Address: Enter the official name and address of the agency. Generally this is the name and address which appears on the license or official agency letterhead.

IRS ID No.: Enter the number assigned the facility for tax purposes (federal withholding, etc.).

Contract No.: Enter the contract number assigned at certification.

Period of Report: Enter the dates for which the current information is being provided.

Date of Fiscal Year End: Enter the ending date for your fiscal year.

Names and Telephone Numbers: Self-explanatory.

Audit: Indicate if the agency had a certified public accounting firm perform an audit of its financial statements. Forward a copy of the latest independent audit to the Department when available.

Type of Control: Indicate the ownership under which the agency is conducted.



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Accounting Basis: Indicate the basis on which you keep your books.

- ◆ Accrual: Recording revenue when earned and expenses when incurred.
- ◆ Modified Cash: Combination of certain cash and accrual method of accounting.
- ◆ Cash: Recording revenue when received and expenses when paid.

If you do not use the accrual basis of accounting, you must adjust record amounts to the accrual basis. Keep the accounting work papers used in adjusting your records from cash to accrual.

Statistical Data: Enter service codes as entered on Schedule D. Each program and living site should be shown separately.

Enter the appropriate number of units for the reporting period. Billable time means direct support contact with the consumer. For daily units, the number of units of services staffed should be based upon a 365-day period (366 days during a leap year).

Total hours at the end of the month. Round partial units up to the next unit. Divide billable hours equally among consumers when the consumer to staff ratio is greater than 1:1.

Signatures: The report must be reviewed and signed by an authorized officer or administrator of the agency. If the report is prepared by someone other than an employee of the agency, that person must sign.

2. Schedule A

The purpose of Schedule A, Revenue Report, is to report total agency income and the income allocated to the specific services and programs. Report all revenues, including those from excluded or non-home- and community-based BI waiver programs.



Report the total revenues or gross income in the column headed "Total Revenue." Revenue categories are provided on the schedule for the most common sources. If additional categories are necessary, submit accompanying schedules.

Revenues are generally broken down into three classifications for purposes of completing this report: fees for service, other income, and contributions. These revenue sources are further explained as follows:

- ◆ Fees for services represent income earned by the provider as a result of performing services to or for consumers. The fees might be paid by third parties on behalf of consumers for which services were performed.
- ◆ Service, reimbursement or investment income includes program revenues from the sale of products, food reimbursements for the Department of Education, and investment income which is not from restricted or appropriated contributions and which is held separate and not commingled with other funds. Additional other income items may be applicable. If so, identify them accordingly or support them by an accompanying schedule.
- ◆ Contributions include all United Way funding, other donations, and government grants that are not designated as fees for services. They shall be accompanied by a schedule showing the contribution and anticipated designation by the agency and shall be reported as restricted or appropriated as follows:
 - Restricted or Appropriated: Include funds which are either appropriated by the provider through formal board action or restricted by the donor. This includes interest from the contribution, when this interest is also restricted or appropriated and is held separate and not commingled with other funds.



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- Not Restricted or Appropriated: Include donations which are not appropriated or designated by the provider through board action or restriction by the donor.
- Government Grants: Government grants should be explained on an accompanying schedule which sets forth the source of funding, the purpose and the period of the grant, and the program to which the grant pertains.

3. Schedule B

The purpose of Schedule B, Staff Numbers and Wages, is to report full-time equivalent numbers of staff and wages by job title.

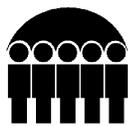
Job Classification and Title: Enter the job titles in the space provided on the left. All personnel must be separated into the following job classifications:

- ◆ 2110 Administrative
- ◆ 2120 Professional
- ◆ 2130 Direct Client Care
- ◆ 2150 Clerical
- ◆ 2190 Other Staff Wages

Number of Staff: Enter the number of persons working full time or part time, and the total full-time equivalents (FTEs) for each job title. (For example, a person working half time has an FTE of 0.5.)

Gross Wages: Enter the gross wages for all full-time and part-time staff for each job title.

After the columns are completed, enter subtotals and total as indicated.



4. Schedule C

The purpose of Schedule C, Property and Equipment Depreciation and Related Party Property Cost, is to report information related to depreciable assets. Schedule C includes the original acquisition costs, capital improvements, and depreciation on buildings and equipment owned by the provider. If property is being leased from a related party, information regarding the lessor's costs must be submitted on Schedule C.

The totals reported on Schedule C are reported on Schedule D, account 4400. Ongoing expenses, such as maintenance and repairs for this property, are entered on Schedule D under subheadings for either 2800 (occupancy) or 4300 (repair expenses).

Note: Any property expenses related to providing room and board are not reimbursable under rule HCBS BI waiver program and should be excluded.

Calculate depreciation expense on a straight-line basis over the estimated useful life of the assets. Follow The Estimated Useful Lives of Depreciable Hospital Assets, published by the American Hospital Association, for depreciation.

If a depreciable asset has at the time of its acquisition an estimated useful life of at least 2 years and a historical cost of at least \$5,000, its cost must be capitalized and written off ratably over the estimated useful life of the asset using one of the approved methods of depreciation. If a depreciable asset has a historical cost of less than \$5,000, or if the asset has a useful life of less than 2 years, its cost is allowable in the year it is acquired.

When items are purchased as an integrated system, all items must be considered as a single asset when applying the capitalization threshold. Items that have a stand alone functional capability may be considered on an item-by-item basis. For example, an integrated system of office furniture (interlocking panels, desktops that are supported by locking into panels) must be considered as a single asset when applying the threshold. Stand alone office furniture (e.g., chairs, free standing desks) will be considered on an item-by-item basis.

Instructions are provided for each column in the section on Provider-Owned Equipment and Buildings:

Original Cost: Record the property and equipment at its original cost.



Depreciation Recorded Prior Years: Obtain this information by adding the depreciation accumulated from prior years less any disposals.

Method: Enter the method used by the agency in calculating its depreciation.

Annual % Rate: Enter the annual percentage rate used in calculating the depreciation.

Recorded Depreciation Expense: Enter the total amount of depreciation recorded on the agency's books.

Straight-Line Depreciation: Enter the amount of depreciation recorded on the property on a straight-line basis if the agency uses a method other than straight-line for its books.

Related Party Property Costs: A "related party" is defined as an organization related through control, form ownership, capital investment, directorship, or other means. Organizations are required to disclose their financial and statistical records to determine whether a related party relationship exists and to document the validity of costs.

If property is leased from a related party, the rent expense must be classified as a nonreimbursable cost on Schedule D, with the actual cost of the property substituted. A schedule of lessor's cost is included on Schedule C for purposes of identifying the actual cost incurred by the related party landlord.

5. Schedule D

The purpose of Schedule D, Expense Report, is to report total agency expenses and allocate those expenses to the various services provided by an agency. The allocation of costs per service includes all costs for your agency and should be consistent with the costs included on your general ledger.



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The account numbers for expenditures are not intended to be all-inclusive in detailing expenses of a provider. The numbering system used on this schedule is not important, other than to have a basis of identifying object expenses in a manner that is uniform for reporting purposes.

HCBS uses several supplemental schedules to further clarify the application of these expenses.

a. Column Descriptions

Total Expense (Column 1): This column shows the total operating costs of the agency.

Fund-Raising Costs (Column 2): Use this column to show any adjustment to remove costs related to fund raising activities from allowable costs.

Other Nonreimbursable Costs (Column 3): Use this column to show any adjustments or reclassifications related to costs that are not reimbursed by the HCBS program. Examples of nonreimbursable costs include:

- ◆ Difference between book depreciation expense and that under the straight line method.
- ◆ Expenses not related to providing consumer care (personal expenses).
- ◆ Costs of consumer items provided that exceeds the \$1570 limit per consumer. (See Schedule D-1 for the consumer item limit calculation.)



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You can use the nonreimbursable column to reclassify costs, such as:

- ◆ Moving agency vehicle depreciation to a direct cost line when the vehicle is used solely for the HCBS program.
- ◆ Moving food costs that are provided to the consumer at the provider site under the respite program.

Adjusted Costs (Column 4): This column shows costs that are allowable and allocable to HCBS programs, other programs, and indirect administrative costs. Indicate the balance of the expenses after deducting the items reflected in Columns 2 and 3 (fund-raising and nonreimbursable costs).

Direct Service Cost (Column 5 through 9 and 11 through 20, as needed): Use these columns for direct costs for each of the services or service sites provided, as defined below. Report direct costs by hourly service and by site.

In this accounting procedure, “direct” service expense include all direct personnel involved in a service. It includes the supervisor of that service or the appropriate prorated share of the supervisor’s time. Expenses other than wages and fringe benefits can be charged as direct service expense if they are identifiable to a specific **consumer** (e.g., hands-on, one-on-one consumer contact). Examples of nonbillable direct costs:

- ◆ Mileage costs for travel to and from the consumer site
- ◆ Time spent in staff meetings related to a particular consumer/HCBS service
- ◆ Time spent documenting services provided



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Include in direct costs only the following specified line items related to the direct wages allocated:

- ◆ Line 2120: Professional Direct Care Staff
- ◆ Line 2130: Other Direct Staff
- ◆ Lines 2210-2290: Direct Staff Benefits
- ◆ Lines 2310-2350: Direct Staff Payroll Taxes
- ◆ Line 3210: Mileage and Auto Rental
- ◆ Line 3250: Agency Vehicle Expense
- ◆ Line 3290: Other Related Transportation
- ◆ Line 3520: Other
- ◆ Line 4320: Other Equipment Repair and Purchase

Show indirect costs in Column 10 **only**. Do not include indirect administrative costs in Columns 5-9.

Indirect Service Costs (Column 10): This column should include those service and administrative expenses that cannot be directly related to any specific service. Indirect costs after adjustments for fund-raising and nonreimbursable costs should be shown in column 10. Some examples of indirect administrative cost are:

- ◆ Staff development and training
- ◆ Receptionist position
- ◆ Office supplies
- ◆ Telephone
- ◆ Rent for administrative office
- ◆ Property or liability insurance



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All indirect costs should be shown by line item in column 10 and then allocated in total to the various programs. Each agency is responsible for developing an acceptable method of distributing the indirect service costs to the various programs and supporting its rationale.

All line items may be used as appropriate to report indirect costs in column 10. All lines not specifically addressed under direct costs (above) should be used only for costs indirectly associated with the BI waiver program. There may be some cases where it is necessary to show indirect column 10 costs for those lines previously discussed as direct cost lines.

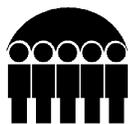
Indirect costs are limited to 20% of direct costs. See Supplemental Schedule D-2 for calculation of the limit and any necessary adjustment.

b. Accounting Title Descriptions

This section includes additional instructions for reporting selected line items.

Line 2120: Professional Direct Staff. These positions provide assistance and support to direct support staff, may provide some direct service to the consumer in the absence of direct support staff, and may supervise some direct support staff activities. Examples of positions include program directors, program supervisors, team leaders, and coordinators.

Calculate the salary expense related to this line item by multiplying the position's salary by the percentage of time spent in the specific program. This does not include administrative time. Administrative time is spent on general management of program operations and is not a direct cost.



Line 2130: Other Direct Staff. These positions provide direct support and assistance to the consumers. The wage amount is cash compensation and may also include noncash compensation of room and board, when applicable.

Direct support wages must reflect all direct support hours provided by agency personnel, including time spent on progress note, phone calls, and staffing meetings. Travel time to and from the service site should be accumulated separately from direct service time. Documentation should be available to support the travel time.

This item also includes contract services that provide direct support and assistance to consumers. The position is instead of, or in addition to, a direct support employee. Contract payments are made to persons who are not employees of the agency.

The total number of direct support and contracted hours corresponding to the direct wages must equal the direct support hours listed in the service plan.

Line 2290: Other Benefits. This item includes other benefits provided for employees, excluding travel and training costs.

Line 3210: Mileage and Auto Rental. This item includes staff mileage and expense. Mileage to and from the service site may be included as an indirect expense. Mileage cost reported is limited to the DHS employee reimbursement rate (currently 24¢ per mile).

Line 3250: Agency Vehicles Expense. Include expense for operation and maintenance of agency-owned vehicles used for the BI waiver program. Employee mileage to and from the service site in an agency vehicle may be included as a direct cost. Mileage cost reported is limited to the DHS employee reimbursement rate (currently 24¢ per mile).



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Line 3290: Other Related Transportation. Include expense attributable to the actual transporting of the consumer (provided by staff, taxi, car pool, and bus fare) to allow the consumer to have access to community resources and opportunities. For supported community living, this item cannot pay for any mode of transportation that provides transportation to work. (This item is subject to the limit on consumer needs items. See Supplemental Schedule D-1.)

Line 3520: Other. Include consultation expenses (such as an interpreter) and expenses directly related to the implementation of instructional activities identified in the consumer's service plan. (This item is subject to the limit on consumer needs items. See Supplemental Schedule D-1.)

Line 4320: Other Equipment Repair and Purchase. Include expense amounts for the modification or repair of the consumer's living unit. Expenses included may provide for reasonable accommodation of the behaviors of the consumer in rental units. For consumer-owned units, minor maintenance expenses may be included. Also, include household furnishings needed by the consumer. (This item is subject to the limit on consumer needs items. See Supplemental Schedule D-1.)

Line 3310: Staff Development and Training. Include all registration, tuition costs, travel, and living expenses incurred by the agency in sending staff members or volunteers to regional and national conferences or to workshops or institutes. Also show the travel and other costs incurred by an agency in bringing in an outside consultant to conduct a training institute in the agency for conferences or institutes in this item. All training should be classified as an indirect expense in column 10.



6. Supplemental Schedule D-1

The purpose of HCBS Supplemental Schedule D-1, Calculation of Consumer Cost Limits, is to calculate an average cost per consumer for consumer needs items and to determine the reasonableness of these items.

A consumer is eligible for \$1570 of consumer items on an annual basis. The 12-month total of Schedule D lines 3290, Other Related Transportation; 3520, Other; and 4320, Other Equipment Repair and Purchase, cannot exceed \$1570 per consumer. These costs need to be accumulated on an annual basis, with adjustments made for any excesses over the limit.

These expenses are defined as specific costs associated to the consumer. First seek all payment of these expenses from the consumer; second, from community resources; and third, from the HCBS program. The agency is responsible for tracking consumer costs individually to ensure the cost remains within the limit. Maintain documentation to track the costs per consumer adequately.

Complete a column for each living site or service. Carry over the consumer item costs from Schedule D. Divide the total costs by the number of unduplicated consumers at each living site for the current period. Compare the amount per consumer against the limitation of \$1570 for each service per living site. Multiply any excess by the number of unduplicated consumers to obtain the total variance.

7. Supplemental Schedule D-2

The purpose of HCBS Supplemental Schedule D-2, Calculation of Indirect Cost Limits, is to calculate the indirect administrative cost limit of 20% of direct costs and to compare actual indirect costs allocated to HCBS services to that limit. This schedule compares actual indirect costs allocated to a living site or service against the limitation of indirect expense to 20% of direct costs.



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Complete a column for each living site or service. Carry over the total expense by facility and service from the total expense line on Schedule D. This is the total expense, including the direct expense and the allocation of the indirect expense but before any income deductions. Carry over direct costs from the corresponding lines on Schedule D for each HCBS program and service. Calculate indirect costs by subtracting these direct expenses from the total.

Calculate the limit of 20% of direct costs using the subtotal of the direct costs lines. Compare this limitation against the calculated indirect expense. Carry forward any excess over the 20% limit to Supplemental Schedule D-3.

8. Supplemental Schedule D-3

The purpose of HCBS Supplemental Schedule D-3, Reconciliation of Costs and Payments, is to document cost per visit by service and to compare costs incurred to payments received. All prospective rates are subject to retrospective adjustment based on reconciliation of provider's reasonable and proper actual service costs with the revenues received for those services.

File only one schedule for the HCBS program, showing all HCBS services. Carry to this schedule the direct costs plus indirect costs less any deduction on Schedule D. Costs may be combined into columns by service code. Also include any adjustment calculated on Schedule D-2. Then calculate total net costs of the other schedule adjustments per service code.

The next section of the schedule compares Medicaid's portion of the costs on the report to revenues billed from the Medicaid program. Use the lower of the adjusted costs per unit computed in the first part of schedule or the capped rate for the service multiplied by DHS units as the DHS cost to compare against revenues billed.



“Revenues billed” means payments received for a service category provided in the specified period and payments accrued, but expected to be received, for those services provided in the same period. These revenue figures come from provider records. Include only those payments received or expected to be received for the current period.

A balance due the Medicaid program may occur. Revenues exceeding adjusted actual costs by more than 2.5 percent shall be remitted to the Division of Medical Services. The balance due should be remitted when the *Financial and Statistical Report* is filed. Providers who do not reimburse revenues exceeding 2.5 percent of actual costs 30 days after notice is given by the Department will have this amount deducted from future payments.

9. Supplemental Schedule D-4

The purpose of HCBS Supplemental Schedule D-4, Daily Rate Worksheet, is to calculate the unit daily rates cost per living site. Costs reported by site should be consistent with those reported on Schedule, less any adjustment for the limit on indirect administrative costs.

If separate rates are needed for different consumers at a site, submit a Schedule D-4 for the site rate along with separate schedules for each consumer. (For the MR waiver, this could include consumers with different counties of legal settlement.) Indicate the number of consumers at the site and the site name.

Show direct costs by line item. Use actual costs for living sites not undergoing any significant change. Use projected costs if there are no representative historical costs available. Project the costs on an annual period. Complete spaces to show direct hours and miles. Show the lower of actual indirect costs or the 20% limit and add it to total direct costs. Then divide total costs by the units of service provided to calculate a unit cost.



For a living site that undergoes a significant change during the reporting period, this schedule may be submitted based on projected costs. A “significant” change occurs when a consumer’s functioning level changes or you are unable to fill a vacancy within 30 days. Give a full explanation of the changes in the living site situation at the bottom of the schedule. Also give reasons for a request to exceed the unique rate maximum.

A living site rate may be adjusted no more than once every 3 months for the above reasons. The projected rate will not be inflated by the consumer price index (CPI).

10. Schedule E

The purpose of Schedule E, Comparative Balance Sheet, is to report the balance sheet of the provider as of the end of the reporting period.

Under “Assets, Liabilities, and Equity,” the total assets must equal the total liabilities and equity.

Balance at End of Current Period: Enter the amount in effect for the last day of the reporting period.

Balance at End of Prior Period: Enter the amount in effect for the last day of the previous reporting period.

Under “Reconciliation of Equity or Fund Balance,” the “add” and “deduct” entries should provide an explanation of any difference in the total equity of fund balance between the beginning and end of period.

Total Equity or Fund Balance Beginning of Period: This amount should be the same as the total liabilities and equity for the “balance at end of prior period.” Add revenues from Schedule A and deduct expenses from Schedule D.

Total Equity or Fund Balance End of Period: This amount should be the same as the total liabilities and equity for the “balance at end of current period.”



11. Schedule F

The purpose of Schedule F, Cost Allocation Procedures, is to report other supplemental information related to agency operations and accounting procedures. Complete Schedule F when your agency provides more than one service or service component.

Cost allocations are required for direct costs benefiting more than one service or service component and for the provider's indirect costs. "Direct" costs are those which are directly identifiable to services or components. "Indirect" costs, although they may benefit all services, generally are not readily identifiable with each service or service component. (See Schedule D for examples.)

The schedule provides questions about methods used in allocating expenses that benefit more than one service or service component. You should be able to support the basis used in allocating these costs. You may be required to obtain prior approval of the cost allocation plan from the regional office.

E. Rates Based Upon the Submitted Report

New providers who have not submitted an annual report including at least 6 months of actual, historical costs shall be paid prospective rates based on projected reasonable and proper costs of operation for a 12-month period as reported in forms SS-1703-0 and 470-3449. After a provider has submitted an annual report including at least six months of actual, historical costs, prospective rates shall be determined as for an established provider.

Providers who have submitted an annual report including at least six months of actual, historical costs shall be paid prospective rates based on reasonable and proper costs in a base period, as adjusted for inflation. The base period shall be the period covered by the first financial and statistical reports submitted to the Department after 1997 that include at least six months of actual, historical costs.



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Reasonable and proper costs in the base period are inflated by a percentage of the increase in the consumer price index for all urban consumers for the preceding 12-month period ending June 30, based on the months included in the base period, to establish the initial prospective rate for an established provider.

After establishment of the initial prospective rate for an established provider, the rate is adjusted annually, effective for the third month after the month during which the annual cost report is submitted to the Department. The annual adjustment is equal to the increase in the consumer price index for all urban consumers for the preceding 12-month period ending June 30.

Hourly rates are based on the lesser of the actual cost per unit of the base period reported on Supplemental Schedule D-3 of 470-3449 or the unit maximum.

- ◆ An inflation factor will be added to the cost per unit of the previous reporting period not to allow the rate to exceed the unit maximum.
- ◆ No actual cost per unit rates will be set if the period reported is less than six months.
- ◆ No inflation factor will be added to projected rates.

Daily rates are based on the actual cost per unit of the base period reported on Schedule D-4 of form 470-3449 for each site, not to exceed the maximum unit rate.

- ◆ The Bureau of Long-Term Care may grant variations when cost-effective and in accordance with the service plan.
- ◆ No actual cost-per-unit rates will be set if the period reported is less than six months.
- ◆ An inflation factor is added to the cost per unit of the previous reporting period, not to exceed the unit maximum.

No rates are set for home and vehicle modification. This service is based upon one-time expenditures and not on a per-unit rate.



Projected rates will continue to be effective for providers with less than six months of actual cost data. Supported community living daily site rates that have been revised since the initial rate projection continue to be in effect if so noted on the submitted *Supplemental Schedule*, form 470-3449.

VI. PROCEDURE CODES AND MAXIMUM REIMBURSEMENT RATES

The following chart indicates the maximum possible reimbursement rate for all waiver services. The maximum service rates indicated may not reflect your actual costs. Therefore, if your actual costs do not meet the maximum rate identified, you must charge the general public the lesser rate. The lesser rate will be used to calculate the amount that you will bill to ACS for waiver services provided.

Each service must be billed in whole units.

You are responsible for communicating current service rates to the service worker or case manager who is responsible for writing a service plan for each individual receiving waiver services. Because the service plan authorizes waiver services, current service rates must be included.

HCPCS Code	Provider Category	Basis of Reimbursement	Upper Limit
W1002	Adult day care (day)	Fee schedule	V.A. contract rate or \$41.09 for 4 to 8 hours
W1021	Adult day care (half day)	Fee schedule	V.A. contract rate or \$20.54 for 1 to 4 hours
W1203	Adult day care (extended day)	Fee schedule	V.A. contract rate or \$61.63 for 8 to 12 hours
W1048	Assistive devices	Fee schedule	\$102.71 per unit
W1029	Chore service	Fee schedule	\$7.19 per half hour



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HCPCS Code	Provider Category	Basis of Reimbursement	Upper Limit
W1265	Consumer-directed attendant care (agency provider other than assisted living)	Fee agreed upon by consumer and provider	\$18.49 per hour (1-7 hours)
W1266	Consumer-directed attendant care (agency provider other than assisted living)	Fee agreed upon by consumer and provider	\$106.82 per day (8-24 hours)
W1267	Consumer-directed attendant care (individual provider)	Fee agreed upon by consumer and provider	\$12.33 per hour (1-7 hours)
W1268	Consumer-directed attendant care (individual provider)	Fee agreed upon by consumer and provider	\$71.90 per day (8-24 hours)
W2517	Consumer-directed attendant care (in an assisted living facility)	Fee agreed upon by consumer and provider	\$1,052 per calendar month. Rate must be prorated per day for a partial month at a rate not to exceed \$34.60 per day.
W1031	Home and vehicle modification	Fee schedule	\$1,000 lifetime maximum
W1030	Home-delivered meals	Fee schedule	\$7.19 per meal (Maximum of 14 meals per week)
T1021	Home health aide service	Retrospective cost-related	Maximum Medicare rate
W1025	Homemaker services	Fee schedule	\$18.49 per hour
W1060	Mental health outreach	Fee schedule	On-site Medicaid reimbursement rate for center or provider. Maximum of 1,440 units per year



HCPCS Code	Provider Category	Basis of Reimbursement	Upper Limit
T1030 (RN) T1031 (LPN)	Nursing care services	Fee schedule as determined by Medicare	\$74.77 per visit
W1049	Nutritional counseling	Fee schedule	\$7.70 per 15 minutes
W1022	Personal emergency response	Fee schedule	\$46.22 initial fee
W1023	Personal emergency response fee	Fee schedule	\$35.95 per month
W2506	Respite-facility care, hospital or nursing facility providing skilled care	\$12.24 per hour	\$12.24 per hour not to exceed daily per diem for the skilled nursing facility level of care
W2507	Respite-facility care, nursing facility	\$12.24 per hour	\$12.24 per hour not to exceed daily per diem for nursing facility level of care
W2510	Respite-facility care, camps	Retrospectively limited prospective rates	\$12.24 per hour not to exceed \$294 per day
W2511	Respite-facility care, adult day care	\$12.24 per hour	\$12.24 per hour not to exceed rate for regular adult day care services
W2504	Respite-home care agency, basic individual respite	Retrospectively limited prospective rates	\$16.80 per hour not to exceed \$294 per day
W2505	Respite-home care agency, group respite	Retrospectively limited prospective rates	\$12.24 per hour not to exceed \$294 per day
W2503	Respite-home care agency, specialized respite	Retrospectively limited prospective rates	\$31.50 per hour not to exceed \$294 per day



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HCPCS Code	Provider Category	Basis of Reimbursement	Upper Limit
W2501	Respite-home health agency, basic individual respite	Rate for home health aide services provided by a home health agency (encounter services-intermittent services)	Maximum Medicare rate converted to an hourly rate not to exceed \$294 per day
W2502	Respite-home health agency, group respite	Retrospectively limited prospective rates	\$12.24 per hour not to exceed \$294 per day
W2500	Respite-home health agency, specialized respite	Rate for nursing services provided by a home health agency (encounter services-intermittent services)	Maximum Medicare rate converted to an hourly rate not to exceed \$294 per day
W1047	Senior companion	Fee schedule	\$6.16 per hour
W1033	Transportation by regional transit authority	Fee schedule	State per mile rate
W1035	Transportation rate established by area agency on aging	Fee schedule	Rate set by area-agency on aging for all others



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I. INSTRUCTIONS AND CLAIM FORM

Submit billings for all elderly waiver services to ACS on the *Claim for Targeted Medical Care*, Iowa Medicaid form 470-2486. You can obtain copies of this form from ACS at (515) 327-5120 or (800) 338-7909.

Bill ACS for each service rendered to each consumer (recipient) using applicable charges or the rate determined by the Department of Human Services. The cost limits are presented in Chapter E, Section VI: **PROCEDURE CODES AND MAXIMUM REIMBURSEMENT RATES**. The maximum Medicaid rates are reviewed annually by the state legislature and, with the Governor's approval, are established effective July 1 for each state fiscal year.

Submit claims to ACS on a monthly basis after the end of the month when the service was provided. To facilitate payment in a timely manner, submit the claim for an entire month's service by the tenth of the month following the month of service. **Example:** A recipient receives 24 hours of waiver service during the month of June. The claim for June's service should be submitted by the tenth day of July.

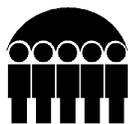
A. Instructions for Completing the Claim Form

The following table contains information to aid in the completion of the *Claim for Targeted Medical Care*, form 470-2486. The table matches field numbers and names on the form, giving a brief description of what information is needed, and whether providing information in that field is required, optional or conditional of the individual recipient's situation.

A star (*) in the instructions area of the table indicates a new item or change in policy for Iowa Medicaid providers.

For electronic media claim (EMC) submitters, refer to your EMC specifications for appropriate claim completion instructions.

Training in completing the claim form is available from ACS. Call ACS at the number listed above and request a field representative. A field representative will return the call and schedule a visit with you.



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LOCATOR #/FIELD REQUIREMENTS		LOCATOR NAME	TARGETED MEDICAL CARE CLAIM FORM DESCRIPTION AND INSTRUCTIONS
1	R	STATE ID	Enter the consumer's <u>Medicaid</u> identification number found on the <i>Medical Assistance Eligibility Card</i> . This number consists of seven numeric characters and an ending alphabetic character. (For example, 1234567A)
1a	R	CONSUMER ACCOUNT #	Enter the account number assigned to the consumer by the provider of services. This field is limited to 10 alpha/numeric characters.
2	R	CONSUMER'S NAME	Enter the last name, first name, and middle initial of the recipient. Use the <i>Medical Assistance Eligibility Card</i> for verification.
3	R	TREATING PROVIDER NUMBER	Enter the seven-digit Medicaid identification number of the treating provider.
4	R	TREATING PROVIDER NAME	Enter the provider name.
5	R	TREATING PROVIDER ADDRESS	Enter the provider address.
6	R	PAY-TO PROVIDER NUMBER*	Enter the seven-digit Medicaid identification number of the billing provider if other than treating provider, i.e., physician = treating; institution = billing.
7		PAY-TO PROVIDER NAME	No entry required.
8	C	OTHER INSURANCE: YES OTHER INSURANCE: NO	If the medical resource codes indicate there is other insurance coverage, or if you are aware of other coverage that will pay, check YES. Enter the amount the other insurance paid in box #14. Leave blank.
9	C	OTHER INSURANCE DENIED: YES	If the other insurance denied, check YES. Be sure to also check YES in box #8.



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		OTHER INSURANCE DENIED: NO	Leave blank.
10		SERVICES:	
10A	R	PROCEDURE CODE	Enter the appropriate five-digit procedure code.
10B			Leave blank.
10C	O	PROCEDURE DESCRIPTION	Enter a complete description of the service performed.
10D	R	PLACE OF SERVICE	<p>* Enter one of the two-digit codes as follows:</p> <ul style="list-style-type: none"> 11 Office 12 Home 21 Inpatient hospital 22 Outpatient hospital 23 Emergency room - hospital 24 Ambulatory surgical center 25 Birthing center 26 Military treatment facility 31 Skilled nursing facility 33 Custodial care facility 34 Hospice 41 Ambulance - land 42 Ambulance - air or water 51 Inpatient psychiatric facility 52 Psychiatric facility partial hospitalization 53 Community mental health center 54 Intermediate care facility/mentally retarded 55 Residential substance abuse treatment facility 56 Psychiatric residential treatment center 61 Comprehensive inpatient rehabilitation facility 62 Comprehensive outpatient rehabilitation facility 65 End-stage renal disease treatment 71 State of local public health clinic 72 Rural health clinic 81 Independent laboratory 99 Other unlisted facility



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10E	R	FIRST DATE OF SERVICE *	<p>For the first month of service, enter the first date of service. In subsequent months, enter the first date of the calendar month for which the charge was incurred. The entry must be six digits (MM/DD/YY, for example 03/01/02).</p> <p>If there is client participation from the patient, only one calendar month can be billed per claim form. The county human services worker will inform you if you are to collect client participation from the patient.</p>
10F	R	LAST DATE OF SERVICE *	<p>Enter the last day of the calendar month that was entered in 10E. For the last month of service, enter the last date service was provided. The entry must be six digits (MM/DD/YY, for example 03/31/02).</p> <p>If there is client participation from the patient, only one calendar month can be billed on each claim form. The county human services worker will inform you if you are to collect client participation from the patient.</p>
10G	R	PROVIDER RATES *	<p>Enter the rate that you have been authorized in the Care Plan to bill Iowa Medicaid. This may be an hourly, daily, monthly, per visit, or per trip, depending on the service provided. Refer to Chapter E for unit rate descriptions.</p>
10H	R	UNITS *	<p>Enter the applicable number of units of service depending upon the procedure code you are billing. Bill only for services that you have provided. Round units for the entire month to the nearest whole number. Refer to Chapter E for procedure code descriptions.</p>
10I		TOTAL CHARGES *	<p>Multiply your provider rate (10G) times the number of units of service (10H). Enter the total charge for the month being billed.</p>



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11	R	TOTAL CHARGE	Enter the total change for all services being billed on this claim form.
12	C	THIRD PARTY LIABILITY *	Enter any insurance payments you have received for this claim. DO NOT enter Iowa Medicaid payments in this box.
13	C	CLIENT PARTICIPATION *	If you have been instructed by the county human services worker to collect a client participation amount from the recipient, enter it here. Otherwise, leave this box blank.
14	R	BALANCE DUE	Subtract the amounts in boxes 12 and 13 from the amount in box 11 and enter the amount due from the Medicaid program.
	R	PROVIDER SIGNATURE	Enter the signature of the authorized representative. If the signature is computer-generated block letters, the signature must be initialed. A signature stamp may be used.
	R	DATE *	Enter the date that the claim form is originally signed. If the claim form must be resubmitted, enter the original signature date.
	R	CONSUMER/ GUARDIAN SIGNATURE	For consumer-directed attendant care claims, the consumer (or the consumer's guardian, if applicable) must sign here.
	R	DATE *	Enter the date that the claim form is originally signed. If the claim form must be resubmitted, enter the original signature date.

B. Facsimile of Claim for Targeted Medical Services, Form 470-2486

(See the following pages.)

Iowa Department of Human Services

CLAIM FOR TARGETED MEDICAL CARE

(Please type. Accuracy is important.)

CHECK ONE:

- A = ILL & HANDICAPPED WAIVER
 B = AIDS WAIVER
 C = ELDERLY WAIVER
 D = MR WAIVER
 E = RESERVED
 F = BRAIN INJURY WAIVER
 G = CASE MGT
 H = RESERVED
 I = RESERVED
 J = RESERVED
 P = PHYSICAL DISABILITY WAIVER

(A) CONSUMER INFORMATION:

STATE ID:	1	CONSUMER ACCT #:	1a
CONSUMER'S NAME:	2 LAST	FIRST	MI

(B) PROVIDER INFORMATION:

TREATING PROVIDER NUMBER / NAME:	3	/	4
TREATING PROVIDER ADDRESS: (STREET, CITY, STATE, ZIP)	5		
PAY - TO PROVIDER NUMBER / NAME:	6	/	7

8 OTHER INSURANCE: YES NO

9 OTHER INSURANCE DENIED: YES NO

10 (C) SERVICES:

A.	B.	C.	D.	E.	F.	G.	H.	I.
PROC CODE		PROCEDURE DESCRIPTION	* PLACE OF SVC	FIRST DATE MM/DD/YY	LAST DATE MM/DD/YY	PROVIDER RATES	UNITS	TOTAL CHARGES
				//_	_/_/_			
				//_	_/_/_			
				//_	_/_/_			
				//_	_/_/_			
				//_	_/_/_			
				//_	_/_/_			

* PLACE OF SERVICE (REFER TO CODES ON BACK)	TOTAL CHARGE:	11
I certify that the statements on the back apply to this bill and are made a part of it.	THIRD PARTY LIABILITY:	12
PROVIDER SIGNATURE _____ DATE _____	CLIENT PARTICIPATION:	13
For consumer-directed attendant care claims only:	BALANCE DUE:	14
CONSUMER/GUARDIAN SIGNATURE _____ DATE _____		

MEDICAID PAYMENTS
(PROVIDER CERTIFICATION)

I hereby agree:

- ◆ To keep such records as are necessary to disclose fully the extent of services provided to individuals under the Iowa Medicaid Program, as specified in the Provider Manual and the Iowa Administrative Code.
- ◆ To furnish records and other information regarding any payments claimed for providing such services as the Iowa Department of Human Services, its designee or Health and Human Services may request.
- ◆ To accept, as payment in full, subject to audit, the amount paid by the Medicaid program for those claims submitted for payment under that program, with the exception of authorized deductibles, coinsurance, copayment, and spenddown.
- ◆ To comply with the provisions of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973.

I certify that:

- ◆ The services shown on the front of this form were rendered to the consumer and were medically indicated and necessary for the health of the patient.
- ◆ The charges for these services are just, unpaid, actually due according to law and program policy and not in excess of regular fees.
- ◆ The information provided on the front of this claim is true, accurate, and complete.

I understand that any false claims, statements, or documents, or concealment of a material fact, may be prosecuted under applicable Federal or State laws.

PLACE OF SERVICE CODES

11 Office	51 Inpatient psychiatric facility
12 Home	53 Community mental health center
21 Inpatient hospital	54 Intermediate care facility/MR
22 Outpatient hospital	55 Residential substance abuse treatment facility
23 ER room hospital	56 Residential psychiatric treatment facility
24 Ambulatory surgical center	61 Comp inpatient rehab facility
31 Skilled nursing facility	62 Comp outpatient rehab facility
32 Nursing facility	71 Public health clinic
33 Custodial care facility	99 Other
34 Hospice	



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C. Claim Attachment Control, Form 470-3969

If you want to submit electronically a claim that requires an attachment, you must submit the attachment on paper using the following procedure:

- ◆ Staple the additional information to form 470-3969, *Claim Attachment Control*. (See the page following the claim form for an example of this form.)
- ◆ Complete the “attachment control number” with the same number submitted on the electronic claim. ACS will accept up to 20 characters (letters or digits) in this number. If you do not know the attachment control number for the claim, please contact the person in your facility responsible for electronic claims billing.
- ◆ Do not attach a paper claim.
- ◆ Mail the *Claim Attachment Control* with attachments to:

ACS State Healthcare
P.O. Box 14422
Des Moines, IA 50306-3422

Once ACS receives the paper attachment, it will manually be matched up to the electronic claim using the attachment control number and then processed.

Iowa Medicaid Program

Claim Attachment Control

Please use this form when submitting a claim electronically which requires an attachment. The attachment can be submitted on paper along with this form. The "Attachment Control Number" submitted on this form must be the same "attachment control number" submitted on the electronic claim. Otherwise the electronic claim and paper attachment cannot be matched up.

Attachment Control Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Provider Name _____

Pay-to-Provider Number

--	--	--	--	--	--	--	--

Recipient Name _____

Recipient State ID Number

--	--	--	--	--	--	--	--

Date of Service ___ / ___ / ___

Type of Document

**RETURN THIS DOCUMENT WITH ATTACHMENTS TO:
ACS State Healthcare
P.O. Box 14422
Des Moines, IA 50306-3422**



CHAPTER SUBJECT:
BILLING AND PAYMENT
HCBS ELDERLY WAIVER SERVICES

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II. REMITTANCE ADVICE AND FIELD DESCRIPTIONS

A. Remittance Advice Explanation

To simplify your accounts receivable reconciliation and posting functions, you will receive a comprehensive *Remittance Advice* with each Medicaid payment. The *Remittance Advice* is also available on magnetic computer tape for automated account receivable posting.

The *Remittance Advice* is separated into categories indicating the status of those claims listed below. Categories of the *Remittance Advice* include paid, denied and suspended claims.

PAID indicates all processed claims, credits and adjustments for which there is full or partial reimbursement. DENIED represents all processed claims for which no reimbursement is made.

SUSPENDED reflects claims which are currently in process pending resolution of one or more issues (recipient eligibility determination, reduction of charges, third party benefit determination, etc.).

Suspended claims may or may not print depending on which option was specified on the *Medicaid Provider Application* at the time of enrollment. You chose one of the following:

- ◆ Print suspended claims only once.
- ◆ Print all suspended claims until paid or denied.
- ◆ Do not print suspended claims.



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Note that claim credits or recoupments (reversed) appear as regular claims with the exception that the transaction control number contains a “1” in the twelfth position and reimbursement appears as a negative amount. An adjustment to a previously paid claim produces two transactions on the *Remittance Advice*. The first appears as a credit to negate the claim; the second is the replacement or adjusted claim, containing a “2” in the twelfth position of the transaction control number.

If the total of the credit amounts exceeds that of reimbursement made, the resulting difference (amount of credit - the amount of reimbursement) is carried forward and no check is issued. Subsequent reimbursement will be applied to the credit balance, as well, until the credit balance is exhausted.

An example of the *Remittance Advice* and a detailed field-by-field description of each informational line follows. It is important to study these examples to gain a thorough understanding of each element as each *Remittance Advice* contains important information about claims and expected reimbursement.

Regardless of one’s understanding of the *Remittance Advice*, it is sometimes necessary to contact the fiscal with questions. When doing so, keep the *Remittance Advice*, handy and refer to the transaction control number of the particular claim. This will result in timely, accurate information about the claim in question.

B. Facsimile of Remittance Advice and Detailed Field Descriptions

(See the following page.)

IAMC8000-R001 (CP-0-12)
AS OF 05/19/97

IOWA DEPARTMENT OF HUMAN SERVICES
MEDICAID MANAGEMENT INFORMATION SYSTEM

RUN DATE 06/12/97

REMITTANCE A D V I C E

1. TO: [REDACTED] 2. R.A. NO.: 0000022 3. DATE PAID: 05/19/97 PROVIDER NUMBER: [REDACTED] 4. PAGE: 1

**** PATIENT NAME **** RECIP ID / TRANS-CONTROL-NUMBER / BILLED OTHER PAID BY COPAY MED RCD NUM /
LAST FIRST MI LINE SVC-DATE PROC/MODS UNITS AMT. SOURCES MCAID AMT. PERF. PROV. S EOB EOB

*** CLAIM TYPE: WAIVER

*** CLAIM STATUS: PAID

ORIGINAL CLAIMS:

5.	6.	7.	8.	9.	10.	11.	12.	13.	14.
[REDACTED]	[REDACTED]	4-96326-00-131-0055-00	18.	9359.15	0.00	9359.15	0.00	[REDACTED]	000 000
		01 08/01/95 W1300	31	1519.31	0.00	1519.31	0.00	[REDACTED]	B 000 000
		02 09/01/95 W1300	30	1470.30	0.00	1470.30	0.00	[REDACTED]	B 000 000
	15.	03 16. 10/01/95 W1300	31	1862.79	0.00	1862.79	0.00	[REDACTED]	B 000 000
		04 11/01/95 W1300	30	1802.70	0.00	1802.70	0.00	[REDACTED]	B 000 000
		05 12/01/95 W1300	31	1862.79	0.00	1862.79	0.00	[REDACTED]	B 000 000
		06 01/01/96 W1300	14	841.26	0.00	841.26	0.00	[REDACTED]	B 900 000
		[REDACTED] 4-96340-00-102-0034-00		5197.71	0.00	0.00	0.00	[REDACTED]	000 000
		01 09/09/96 W1300	22	2157.54	0.00	0.00	0.00	[REDACTED]	K 000 000
		02 10/01/96 W1300	31	3040.17	0.00	0.00	0.00	[REDACTED]	K 000 000

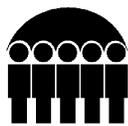
REMITTANCE T O T A L S

PAID ORIGINAL CLAIMS:	NUMBER OF CLAIMS	2	14,556.86	9,359.15
PAID ADJUSTMENT CLAIMS:	NUMBER OF CLAIMS	0	0.00	0.00
DENIED ORIGINAL CLAIMS:	NUMBER OF CLAIMS	0	0.00	0.00
DENIED ADJUSTMENT CLAIMS:	NUMBER OF CLAIMS	0	0.00	0.00
PENDED CLAIMS (IN PROCESS):	NUMBER OF CLAIMS	0	0.00	0.00
AMOUNT OF CHECK:				9,359.15

---- THE FOLLOWING IS A DESCRIPTION OF THE EXPLANATION OF BENEFIT (EOB) CODES THAT APPEAR ABOVE:

900 THE CLAIM IS IN SUSPENSE. DO NOT RESUBMIT THE CLAIM.

Page 10 was intentionally left blank.



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C. Remittance Statement Field Description

1. Pay-to provider name as specified on the *Medicaid Provider Enrollment Application*.
2. *Remittance Advice* number.
3. Date claim paid.
4. Medicaid (Title XIX) pay-to provider number.
5. Recipient last and first name.
6. Recipient Medicaid ID number.
7. Transaction control number assigned by fiscal agent to each claim. Please use this number when making inquiries about claims.
8. Total charges submitted by provider.
9. Total amount applied to this claim from other resources, i.e., other insurance or spenddown.
10. Total amount paid by Medicaid for this claim.
11. Total amount of recipient copayment deducted from this claim.
12. Medical record number as assigned by provider/Medicaid ID number of provider performing services.



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13. Allowed charge source code.

B	Billed charge	F	Fee schedule
K	Denied	N	Provider charge rate
P	Group therapy	Q	EPSDT total screen over 17 years
R	EPSDT total under 18 years	S	EPSDT partial over 17 years
T	EPSDT partial under 18 years	U	Gynecology fee
V	Obstetrics fee	W	Child fee

14. Explanation of benefits code indicates the reason for claim denial. Refer to explanation at end of the remittance for each EOB code in the *Remittance Advice*.

15. Line item number.

16. The first date of service for the procedure billed.

17. The procedure code for the service billed.

18. The number of units of service rendered.

19. Remittance totals (found at the end of the *Remittance Advice*).

- ◆ Number of paid original claims/amount billed/amount allowed and paid.
- ◆ Number of paid adjusted claims/amount billed/amount allowed and paid.
- ◆ Number of denied original claims/amount billed/amount allowed and paid.
- ◆ Number of denied adjusted claims/amount billed/amount allowed and paid.
- ◆ Number of pended claims (in process)/amount billed/amount allowed.
- ◆ Amount of check.

20. Description of individual explanation of benefits codes. The EOB code leads, followed by important information and advice.



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III. PROBLEMS WITH SUBMITTED CLAIMS

To inquire as to why a claim was denied or why a claim payment was not what you expected, please complete form 470-3744, *Provider Inquiry*. Attach copies of the claim, the *Remittance Advice*, and any supporting documentation you want to have considered, such as additional medical records. Send these to:

ACS, Attn: Provider Inquiry
PO Box 14422
Des Moines, Iowa 50306-3422

To make an adjustment to a claim following receipt of the *Remittance Advice*, use form 470-0040, *Credit/Adjustment Request*. Use the *Credit/Adjustment Request* to notify the fiscal agent to take an action against a paid claim, such as when:

- ◆ A paid claim amount needs to be changed, or
- ◆ Money needs to be credited back, or
- ◆ An entire *Remittance Advice* should be canceled.

Send this form to:

ACS, Attn: Credits and Adjustments
PO Box 14422
Des Moines, Iowa 50306-3422

Do **not** use this form when a claim has been denied. Denied claims must be resubmitted.



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A. Facsimile of Provider Inquiry, 470-3744

You can obtain this form by printing or copying the sample in the manual or contacting the fiscal agent. A facsimile of the form follows.

B. Facsimile of Credit/Adjustment Request, 470-0040

You can obtain this form by printing or copying the sample in the manual or contacting the fiscal agent. A facsimile of the form follows.

Page 16 was intentionally left blank.

Iowa Medicaid Program

CREDIT/ADJUSTMENT REQUEST

Do not use this form if your claim was denied. Resubmit denied claims.

SECTION A: Check the most appropriate action and complete steps for that request.

<input type="checkbox"/> CLAIM ADJUSTMENT <ul style="list-style-type: none"> ◆ Attach a complete copy of claim. (If electronic, use next step.) ◆ Attach a copy of the Remittance Advice with corrections in red ink. ◆ Complete Sections B and C. 	<input type="checkbox"/> CLAIM CREDIT <ul style="list-style-type: none"> ◆ Attach a copy of the Remittance Advice. ◆ Complete Sections B and C. 	<input type="checkbox"/> CANCELLATION OF ENTIRE REMITTANCE ADVICE <ul style="list-style-type: none"> ◆ Use only if all claims on Remittance Advice are incorrect. This option is rarely used. ◆ Attach the check and Remittance Advice. ◆ Skip Section B. Complete Section C.
--	---	--

SECTION B:

1. 17-digit TCN																	
-----------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. Pay-to Provider #:	4. 8-character Iowa Medicaid Recipient ID: (e.g., 1234567A)
-----------------------	---

3. Provider Name and Address:

5. Reason for Adjustment or Credit Request:

SECTION C:	Provider/Representative Signature:
	Date:

FISCAL AGENT USE ONLY: REMARKS/STATUS

Return All Requests To:	ACS PO Box 14422 Des Moines, IA 50306-3422
-------------------------	---

July 21, 1995

For Human Services Use Only

General Letter No. 8-A-AP(II)-559

Subject: Employees' Manual, Title VIII, Chapter A, Appendix, Part Two

ELDERLY WAIVER SERVICES MANUAL TRANSMITTAL NO. 95-2

Subject: Elderly Waiver Services Manual, Table of Contents, pages 4 and 5, revised; Chapter E, "Coverage and Limitations," pages 1 and 4 through 16, revised; and page 17, new.

The elderly waiver is now available in 49 counties. Three new waiver services are added; assistive devices, nutritional counseling and senior companion. Service definitions, eligible providers, and maximum unit cost are explained in the material.

Date Effective

August 1, 1995

Material Superseded

Remove the following pages of the Elderly Waiver Services Manual and destroy them:

<u>Page</u>	<u>Date</u>
Table of Contents, 4 and 5	February 1, 1995
1	February 1, 1995
4 through 16	February 1, 1995

Additional Information

If any portion of this material is not clear, please direct your inquiries to Unisys Corporation, fiscal agent for the Iowa Department of Human Services.

IOWA DEPARTMENT OF HUMAN SERVICES
Charles M. Palmer, Director

Donald W. Herman, Administrator
DIVISION OF MEDICAL SERVICES

December 20, 1995

For Human Services Use Only

General Letter No. 8-A-AP(II)-578

Subject: Employees' Manual, Title VIII, Chapter A, Appendix, Part Two

ELDERLY WAIVER SERVICES MANUAL TRANSMITTAL NO. 96-1

Subject: Elderly Waiver Services Manual, Table of Contents, pages 4 and 5, revised; Chapter E, "Coverage and Limitations," pages 1, 2, 6, 7, and 14 through 17, revised; page 6a new.

Effective February 1, 1996, the elderly waiver program is adding the following new counties: Boone, Cass, Cedar, Cherokee, Dallas, Emmet, Fremont, Grundy, Jones, Lee and Washington.

Eligible home-delivered meals providers have been expanded to include medical equipment and supply dealers certified to participate in the Medicaid program. This provider was added as a usual source of supplement meals.

Eligible nutritional counseling providers have been expanded to include the following: hospitals enrolled as Medicaid providers, community action agencies, nursing facilities licensed under Iowa Code Chapter 135C, and home health agencies certified by Medicare.

Client participation information added to clarify providers' responsibility when waiver recipient has income from veterans aid and attendance or a Miller trust.

Changes are marked by a line in the left margin.

Date Effective

February 1, 1996

Material Superseded

Remove from Elderly Waiver Services Manual, and destroy:

<u>Page</u>	<u>Date</u>
Table of Contents, 4 and 5	August 1, 1995
1, 2, 6, 7, 14-17	August 1, 1995

Additional Information

If any portion of this material is not clear, please direct your inquiries to Unisys Corporation, fiscal agent for the Iowa Department of Human Services.

IOWA DEPARTMENT OF HUMAN SERVICES
Charles M. Palmer, Director

Donald W. Herman, Administrator
DIVISION OF MEDICAL SERVICES

April 5, 1996

For Human Services Use Only

General Letter No. 8-A-AP(II)-591

Subject: Employees' Manual, Title VIII, Chapter A, Appendix, Part Two

ELDERLY WAIVER SERVICES MANUAL TRANSMITTAL NO. 96-2

Subject: *Elderly Waiver Services Manual*, Chapter E, *Coverage and Limitations*, pages 9, 16, and 17, revised.

Adult day care units and maximum reimbursement amounts are revised. The changes are as follows:

Code	Unit	Maximum Reimbursement
W1002	Day (4 to 8 hours)	\$40.00
W1021	Half day (1 to 4 hours)	\$20.00
W1203	Extended day (8 to 12 hours)	\$60.00

Date Effective

February 1, 1996

Material Superseded

Remove from *Elderly Waiver Services Manual* and destroy:

<u>Page</u>	<u>Date</u>
9	August 1, 1995
16, 17	February 1, 1996

Additional Information

If any portion of this material is not clear, please direct your inquiries to Unisys Corporation, fiscal agent for the Iowa Department of Human Services.

IOWA DEPARTMENT OF HUMAN SERVICES
Charles M. Palmer, Director

Donald W. Herman, Administrator
DIVISION OF MEDICAL SERVICES

July 15, 1996

For Human Services Use Only

General Letter No. 8-A-AP(II)-600

Subject: Employees' Manual, Title VIII, Chapter A, Appendix, Part Two

ELDERLY WAIVER SERVICES MANUAL TRANSMITTAL NO. 96-3

Subject: *Elderly Waiver Services Manual*, Chapter E, *Coverage and Limitations*, Table of Contents (page 4), revised, and pages 1, 6, 6a, and 7 through 11, revised.

This revision adds an additional nine counties to the elderly waiver program: Carroll, Crawford, Davis, Floyd, Lucas, Mitchell, Montgomery, Palo Alto, and Winnebago. This brings the total number of counties served by the waiver to 65. The revised pages also clarify that the client shall have a billable waiver service each month and require the client have a nutritional consultation when home-delivered meals are delivered by a restaurant.

Date Effective

September 1, 1996

Material Superseded

Remove from *Elderly Waiver Services Manual* and destroy:

<u>Page</u>	<u>Date</u>
Table of Contents (page 4)	February 1, 1996
1, 6, 6a, 7	February 1, 1996
8	August 1, 1995
9	February 1, 1996
10, 11	August 1, 1995

Additional Information

If any portion of this material is not clear, please direct your inquiries to Unisys Corporation, fiscal agent for the Iowa Department of Human Services.

IOWA DEPARTMENT OF HUMAN SERVICES
Charles M. Palmer, Director

Donald W. Herman, Administrator
DIVISION OF MEDICAL SERVICES

October 22, 1996

For Human Services Use Only

General Letter No. 8-AP-7

Subject: Employees' Manual, Title 8, Appendix

ELDERLY WAIVER SERVICES MANUAL TRANSMITTAL NO. 96-4

Subject: *Elderly Waiver Services Manual*, Chapter E, *Coverage and Limitations*, page 1, revised.

This revision adds an additional six counties to the elderly waiver program: Buchanan, Iowa, Marion, Marshall, Poweshiek, and Tama. This brings the total number of counties served by the waiver to 64.

Date Effective

November 1, 1996

Material Superseded

Remove from *Elderly Waiver Services Manual*, Chapter E, and destroy:

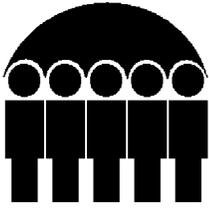
<u>Page</u>	<u>Date</u>
1	September 1, 1996

Additional Information

If any portion of this material is not clear, please direct your inquiries to Unisys Corporation, fiscal agent for the Iowa Department of Human Services.

IOWA DEPARTMENT OF HUMAN SERVICES
Charles M. Palmer, Director

Donald W. Herman, Administrator
DIVISION OF MEDICAL SERVICES



Iowa Department of Human Services

For Human Services use only:

General Letter No. 8-AP-56
Employees' Manual, Title 8
Medicaid Appendix

April 17, 1998

HCBS ELDERLY WAIVER SERVICES MANUAL TRANSMITTAL NO. 98-1

ISSUED BY: Division of Medical Services, Iowa Department of Human Services

SUBJECT: *HCBS Elderly Waiver Services Manual*, Title Page, revised; Table of Contents (pages 4 and 5), revised; Chapter E, *Coverage and Limitations*, pages 1 through 17, revised; pages 18 through 25, new; and Chapter F, *Billing and Payment*, pages 1 through 12, revised.

This revision reflects:

- ◆ Changes in procedures resulting from the change to the new fiscal agent, Consultec.
- ◆ Addition of Consumer-Directed Attendant Care Services to the Elderly Waiver Program as of August 1, 1997.
- ◆ Addition of Harrison, Louisa, Madison, Mills, Monona, Osceola, Sac, Union, Wapello, Warren, Wayne, and Webster counties to the Elderly Waiver Program as of October 1, 1997, and Allamakee and O'Brien counties as of April 1, 1998.
- ◆ Updated billing and payment instructions.

Date Effective

Upon receipt.

Material Superseded

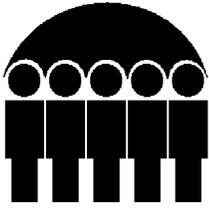
Remove the following pages from *Elderly Waiver Services Manual* and destroy them:

<u>Page</u>	<u>Date</u>
Title Page	Undated
Table of Contents (page 4)	September 1, 1996
Table of Contents (page 5)	February 1, 1996
Chapter E	
1	November 1, 1996
2	February 1, 1996
3	February 1, 1995
4, 5	August 1, 1995
6, 6a, 7-11	September 1, 1996
12, 13	August 1, 1995

14, 15	February 1, 1996
16	February 2, 1996
17	February 1, 1996
Chapter F	
1, 2	January 1, 1994
3, 4	5/92
5-9	January 1, 1994
10	Undated
11-13	05/23/92
14, 15	January 1, 1994

Additional Information

If any portion of this manual is not clear, please direct your inquiries to Consultec, fiscal agent for the Department of Human Services.



Iowa Department of Human Services

For Human Services use only:

General Letter No. 8-AP-64

Employees' Manual, Title 8
Medicaid Appendix

April 29, 1998

HCBS ELDERLY WAIVER SERVICES MANUAL TRANSMITTAL NO. 98-2

ISSUED BY: Division of Medical Services, Iowa Department of Human Services

SUBJECT: *HCBS Elderly Waiver Services Manual*, Chapter E, *Coverage and Limitations*, page 1, revised, and page 25, new.

This revision transmits a correction to the list of counties covered by the Elderly Waiver and adds transportation codes. Benton, Ida, and Osceola Counties were inadvertently omitted from the list.

Date Effective

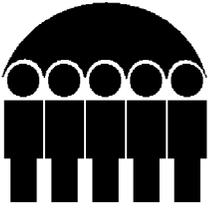
Upon receipt.

Material Superseded

Remove from the *Elderly Waiver Services Manual*, page 1, dated April 1, 1998, and destroy it.

Additional Information

If any portion of this manual is not clear, please direct your inquiries to Consultec, fiscal agent for the Department of Human Services.



Iowa Department of Human Services

For Human Services use only:

General Letter No. 8-AP-64
Employees' Manual, Title 8
Medicaid Appendix

April 29, 1998

HCBS ELDERLY WAIVER SERVICES MANUAL TRANSMITTAL NO. 98-2

ISSUED BY: Division of Medical Services, Iowa Department of Human Services

SUBJECT: *HCBS Elderly Waiver Services Manual*, Chapter E, *Coverage and Limitations*, pages 1 and 24, revised, and page 25, new.

This revision transmits a correction to the list of counties covered by the Elderly Waiver and the upper limit for hospital or skilled nursing facility providers and adds transportation codes. Benton, Ida, and Osceola Counties were inadvertently omitted from the list.

Date Effective

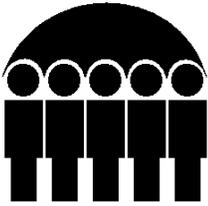
Upon receipt.

Material Superseded

Remove from the *Elderly Waiver Services Manual*, pages 1 and 24, dated April 1, 1998, and destroy them.

Additional Information

If any portion of this manual is not clear, please direct your inquiries to Consultec, fiscal agent for the Department of Human Services.



Iowa Department of Human Services

For Human Services use only:

General Letter No. 8-AP-111

Employees' Manual, Title 8

Medicaid Appendix

April 30, 1999

HCBS ELDERLY WAIVER SERVICES MANUAL TRANSMITTAL NO. 99-1

ISSUED BY: Division of Medical Services, Iowa Department of Human Services

SUBJECT: *HCBS Elderly Waiver Services Manual*, Table of Contents (pages 4 and 5), revised; Chapter E, *Coverage and Limitations*, pages 1, 2, 3, 23, 24, and 25, revised; Chapter F, *Billing and Payment*, pages 5, 6, and 7, revised; and page 4a, new.

This revision reflects:

- ◆ Add procedure code W1060 for mental health outreach services. This code replaced the following codes effective April 1, 1998:

W0750	W0752	W0754
W0751	W0753	W0755

W1060 is the appropriate code to bill for mental health outreach services provided under the HCBS elderly waiver program.

- ◆ Changes in the upper limit on reimbursement for home health aide service (W1024) effective July 1, 1998.
- ◆ Addition of Audubon, Henry, Shelby, Sioux and Taylor Counties to the elderly waiver program effective April 1, 1999. With this addition, all counties in the state have the elderly waiver program.
- ◆ Changes to the *Claim For Targeted Medical Care*, form 470-2486, to include space for a consumer or guardian's signature when billing for consumer-directed attendant care (CDAC) services.

Date Effective

Upon receipt.

Material Superseded

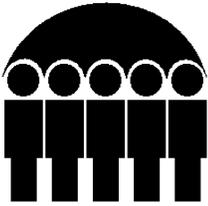
Remove the following pages from the *HCBS Elderly Waiver Services Manual*, and destroy them:

<u>Page</u>	<u>Date</u>
Table of Contents	
4 and 5	April 1, 1998
Chapter E	
1	May 1, 1998
2, 3	April 1, 1998
23, 24, 25	May 1, 1998
Chapter F	
5, 6, 7	April 1, 1998

Additional Information

Use up remaining supplies of the previous *Claim for Targeted Medical Care* before reordering from Consultec in the usual manner.

If any portion of this manual is not clear, please direct your inquiries to Consultec, fiscal agent for the Department of Human Services.



Iowa Department of Human Services

For Human Services use only:
General Letter No. 8-AP-137
Employees' Manual, Title 8
Medicaid Appendix

March 6, 2000

HCBS ELDERLY WAIVER SERVICES MANUAL TRANSMITTAL NO. 00-1

ISSUED BY: Division of Medical Services, Iowa Department of Human Services

SUBJECT: *HCBS Elderly Waiver Services Manual*, Chapter E, *Coverage and Limitations*, pages 23 through 25, revised.

Summary

The Iowa Legislature appropriated increases in reimbursement rates to several Medicaid provider types effective July 1, 1999. This manual release updates procedure codes that received a 2% increase to the rates or rate caps.

Any changes in rates must be ordered and approved in the consumers' service plans before billing. For services that have rates established through the financial and statistical cost reporting process, rates cannot be changed until cost reporting is complete for FY 1999.

Date Effective

July 1, 1999

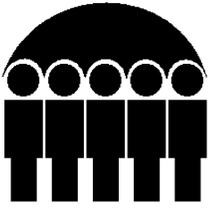
Material Superseded

Remove the following pages from the *HCBS Elderly Waiver Services Manual*, and destroy them:

<u>Page</u>	<u>Date</u>
Chapter E 23-25	April 1, 1999

Additional Information

If any portion of this manual is not clear, please direct your inquiries to Consultec, fiscal agent for the Department of Human Services.



Iowa Department of Human Services

For Human Services use only:
General Letter No. 8-AP-154
Employees' Manual, Title 8
Medicaid Appendix

September 15, 2000

HCBS ELDERLY WAIVER SERVICES MANUAL TRANSMITTAL NO. 00-2

ISSUED BY: Division of Medical Services, Iowa Department of Human Services

SUBJECT: *HCBS Elderly Waiver Services Manual*, Table of Contents (page 5), revised; Chapter E, *Coverage and Limitations*, page 25, revised; and Chapter F, *Billing and Payment*, page 4, revised; and pages 13 through 17, new.

Summary

The changes to Chapter E reflect out-of-home respite rate changes paralleling facility respite rate changes.

Any changes in rates must be ordered and approved in the consumers' service plans before billing.

The changes to Chapter F revise claim completion instructions for client participation to match narrative instructions and add two forms to be used to resolve problems with submitted claims.

Date Effective

February 1, 2000 for Chapter E revisions

April 1, 2000 for Chapter F revisions

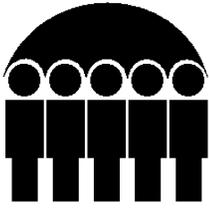
Material Superseded

Remove the following pages from the *HCBS Elderly Waiver Services Manual*, and destroy them.

<u>Page</u>	<u>Date</u>
Table of Contents (page 5)	April 1, 1999
Chapter E	
25	July 1, 1999
Chapter F	
4	April 1, 1998

Additional Information

If any portion of this manual is not clear, please direct your inquiries to Consultec, fiscal agent for the Department of Human Services.



Iowa Department of Human Services

For Human Services use only:

General Letter No. 8-AP-162

Employees' Manual, Title 8

Medicaid Appendix

January 27, 2001

HCBS ELDERLY WAIVER SERVICES MANUAL TRANSMITTAL NO. 01-1

ISSUED BY: Division of Medical Services, Iowa Department of Human Services

SUBJECT: *HCBS ELDERLY WAIVER SERVICES MANUAL*, Table of Contents (pages 4 and 5), revised; Table of Contents (page 6), new; Chapter E, *Coverage and Limitations*, pages 1 through 25, revised; pages 26 through 85, new; and Chapter F, *Billing and Payment*, pages 1 and 4, revised.

Summary

The following changes are incorporated in this manual release:

- ◆ The Iowa Legislature appropriated increases in reimbursement rates to several Medicaid provider types effective July 1, 2000. This manual release updates procedure codes that received a 0.7% increase to the rates or rate caps. Provider agencies are responsible to communicate rate changes to consumers' service workers and case managers. Changes in rates must be ordered and approved in the consumers' service plans prior to billing.
- ◆ Effective July 1, 2000, there are three types of respite: Specialized, Basic Individual and Group. This manual release identifies new procedure codes and unit reimbursement upper limits. Provider agencies are responsible to communicate rate changes to consumers' service workers and case managers. Changes in rates must be ordered and approved in the consumers' service plans prior to billing.
- ◆ *A Financial and Statistical Report for Purchase of Service Contracts*, form 470-3449, is required to be filed annually to reconcile respite services for the following types of respite providers:
 - Home health agencies providing group respite.
 - Non-facility providers of specialized, basic individual and group respite.
 - Camps.
 - Home care agencies providing specialized, basic individual and group respite.
- ◆ A separate unit of service has been identified for assisted living programs certified or voluntarily accredited by the Iowa Department of Elder Affairs as an agency provider of CDAC in the Elderly Waiver program. This manual release identifies the new procedure code and unit reimbursement upper limits.

Date Effective

July 1, 2000

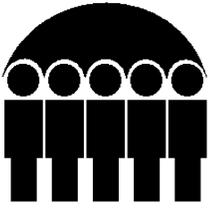
Material Superseded

Remove the following pages from the *HCBS ELDERLY WAIVER SERVICES MANUAL*, and destroy them:

<u>Page</u>	<u>Date</u>
Table of Contents	
4	April 1, 1999
5	April 1, 2000
Chapter E	
1-3	April 1, 1999
4-22	April 1, 1998
23, 24	July 1, 1999
25	February 1, 2000
Chapter F	
1	April 1, 1998
4	April 1, 2000

Additional Information

If any portion of this manual is not clear, please direct your inquiries to Consultec, fiscal agent for the Department of Human Services.



Iowa Department of Human Services

For Human Services use only:

General Letter No. 8-AP-182

Employees' Manual, Title 8

Medicaid Appendix

March 4, 2002

HCBS ELDERLY WAIVER SERVICES MANUAL TRANSMITTAL NO. 02-1

ISSUED BY: Bureau of Long-Term Care

SUBJECT: *HCBS ELDERLY WAIVER SERVICES MANUAL*, Table of Contents (pages 4 and 5), revised; Chapter E, *Coverage and Limitations*, pages 3, 5 through 11, 13, 16, 17, 18, 28 through 32, and 84, revised; and pages 32a through 32j, new; and Chapter F, *Billing and Payment*, pages 1, 4, 4a, 5, and 6, revised.

Summary

This letter transmits changes to the elderly waiver Chapter E to:

- ◆ Transmit that the consumer directed attendant care (CDAC) adult day care providers are no longer required to submit a cost report to enroll to be a provider.
- ◆ Add people with durable power of attorney for medical care to the list of people who can agree to CDAC services on behalf of a consumer. Definitions are added to all waivers for “attorney in fact under a durable power of attorney for health care” and “guardian.”
- ◆ Eliminate a monthly maximum on transportation for elderly waiver consumers. This will allow the elderly waiver to be similar to other waivers that the services are based on consumer needs.
- ◆ Change the provider enrollment application to include community businesses as providers who may enroll to become home and vehicle modification providers.
- ◆ Update the list of what is a covered home or vehicle modification.
- ◆ Update policy to require quarterly usage of services, instead of monthly, to remain eligible for the elderly waiver.

Changes to Chapter F include a revised *Claim for Targeted Medical Care*, form 470-2486, and instructions. These changes affect the timing of billing, the reporting of unit rates and client participation, and instructions for signatures when a claim must be resubmitted

Date Effective

May 1, 2001

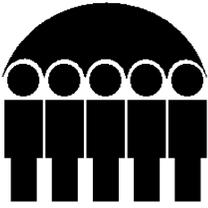
Material Superseded

Remove the following pages from the *HCBS ELDERLY WAIVER SERVICES MANUAL* and destroy them:

<u>Page</u>	<u>Date</u>
Table of Contents	
4, 5	July 1, 2000
Chapter E	
3	July 1, 2000
5-11	11/00
13, 16-18, 28-32, 84	July 1, 2000
Chapter F	
1, 4, 4a	July 1, 2000
5, 6	2/99

Additional Information

If any portion of this manual is not clear, please direct your inquiries to Consultec, fiscal agent for the Department of Human Services.



Iowa Department of Human Services

For Human Services use only:
General Letter No. 8-AP-198
Employees' Manual, Title 8
Medicaid Appendix

November 8, 2002

HCBS ELDERLY WAIVER MANUAL TRANSMITTAL NO. 02-2

ISSUED BY: Bureau of Long-Term Care, Iowa Department of Human Services

SUBJECT: *HCBS ELDERLY WAIVER MANUAL*, Chapter E, *Coverage and Limitations*, pages 5 through 12, revised; page 12a, new.

The *Medicaid HCBS Waiver Provider Application*, form 470-2917, is revised to change its layout and structure and to provide more clarity in completion. The instructions are revised to comply with the new layout.

Date Effective

Upon receipt.

Material Superseded

Remove the following pages from *HCBS ELDERLY WAIVER MANUAL* and destroy them:

<u>Page</u>	<u>Date</u>
Chapter E 5-12	5/01

Additional Information

The updated provider manual containing the revised pages can be found at:

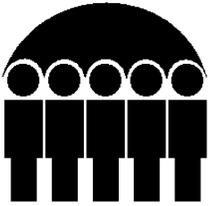
www.dhs.state.ia.us/policyanalysis

If you do not have Internet access, you may request a paper copy of this manual transmittal by sending a written request to:

ACS
Manual Transmittal Requests
PO Box 14422
Des Moines, IA 50306-3422

Include your Medicaid provider number, name, address, provider type, and the transmittal number that you are requesting.

If any portion of this manual is not clear, please direct your inquiries to ACS, fiscal agent for the Department of Human Services.



Iowa Department of Human Services

For Human Services use only:

General Letter No. 8-AP-207
Employees' Manual, Title 8
Medicaid Appendix

April 11, 2003

HCBS ELDERLY WAIVER MANUAL TRANSMITTAL NO. 03-1

ISSUED BY: Bureau of Long-Term Care, Iowa Department of Human Services

SUBJECT: **HCBS ELDERLY WAIVER MANUAL**, Chapter E, *Coverage and Limitations*, pages 2, 3, 13, 32a through 32h, 40, and 81 through 85, revised; and page 12a, new; Chapter F, *Billing and Payment*, pages 1, 5, 6, 13, 15, and 17, revised.

This manual is revised to:

- ◆ Update form 470-2486, *Claim for Targeted Medical Care*, which has been revised to include a column that identifies the specific rate for any Medicaid service. This revision will assist the provider in computing accurate total charges.
- ◆ Change references from "Consultec" to "ACS" and from "Division of Medical Services" to "Bureau of Long-Term Care."

Date Effective

Upon receipt.

Material Superseded

Remove the following pages from **HCBS ELDERLY WAIVER MANUAL** and destroy them:

<u>Page</u>	<u>Date</u>
Chapter E	
2	July 1, 2000
3, 13	May 1, 2001
32a-32h	9/00
40, 81-85	July 1, 2000
Chapter F	
1	March 1, 2002
5, 6	12/01
13	April 1, 2000
15, 17	4/00

Additional Information

The updated provider manual containing the revised pages can be found at:

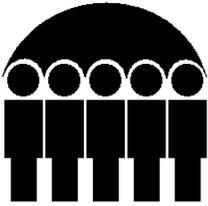
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Iowa Department of Human Services

For Human Services use only:

General Letter No. 8-AP-224

Employees' Manual, Title 8

Medicaid Appendix

August 14, 2003

HCBS ELDERLY WAIVER MANUAL TRANSMITTAL NO. 03-2

ISSUED BY: Bureau of Long-Term Care, Iowa Department of Human Services

SUBJECT: ***HCBS ELDERLY WAIVER MANUAL***, Chapter E, *Coverage and Limitations*, Table of Contents, page 6, revised; pages 68, 69, 83, and 84, revised; Chapter F, *Billing and Payment*, pages 15, and 17, revised; pages 6a, and 6b, new.

Summary

Chapter E has been revised to:

- ◆ Provider Manual for the ***HCBS ELDERLY WAIVER MANUAL*** has been revised to update the policy for depreciation for providers under the waiver who complete a cost report. The cost threshold will now be \$5000 instead of \$500. If a depreciable asset has at the time of its acquisition an estimated useful life of at least two years and a historical cost of at least \$5000, its cost must be capitalized and written off ratably over the estimated useful life of the asset using one of the approved methods of depreciation.
- ◆ The Health Insurance Portability and Accountability Act of 1996 (HIPAA) mandated uniform national standards for health information. Consequently, Iowa Medicaid initiated a review of all local "W" HCPCS codes that are unique to Iowa Medicaid. These local codes are being replaced by HCPCS Level II codes. The codes for home health aide and nursing are being changed for the waivers.

Chapter F has been revised to:

- ◆ Add instructions for form 470-3969, *Claim Attachment Control*, used to submit paper attachments for an electronic claim.

Date Effective

Immediately

Material Superseded

Remove the following pages from *HCBS ELDERLY WAIVER MANUAL* and destroy them:

<u>Page</u>	<u>Date</u>
Table of Contents (page 6)	July 1, 2000
Chapter E	
68, 69	July 1, 2000
83, 84	April 1, 2003
Chapter F	
15 (470-3744)	10/02
17 (470-0040)	10/02

Additional Information

The updated provider manual containing the revised pages can be found at:

www.dhs.state.ia.us/policyanalysis

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