

ALLEGHENY COUNTY
DEPARTMENT OF HUMAN SERVICES



CONTRACT SPECIFICATIONS MANUAL
FOR SERVICES PURCHASED FOR CONSUMERS OF
THE OFFICE OF DEVELOPMENTAL SUPPORTS

Fiscal Year 2021 - 2022

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INTRODUCTION

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

Further, the manual identifies:

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

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

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

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

QUALITY STATEMENT

The OFFICE OF DEVELOPMENTAL SUPPORTS (ODS) is guided by the principles that all services will be:

- High quality, comprehensive and accessible
- Individualized and designed to be respectful of the unique cultural characteristics of each individual and/or community
- Integrated and offered through a team approach that recognizes the capacity of the individuals and families to identify their own strengths, needs and goals; create relationships and natural supports; and take steps necessary to accomplish these goals

Everyday Lives: Values in Action will be a guide to the Office of Developmental Supports (ODS) in developing, providing and advocating for services under the Pennsylvania Office of Developmental Programs (ODP) system.

Deeply rooted in the concept of self-determination, *Everyday Lives* promotes the belief that, with the support of family and friends, people with disabilities can and should decide how to live their lives.

Everyday Lives affirms our dedication to making it possible for everyone to live a life of meaning and joy.

The foundation of *Everyday Lives: Values In Action* is two statements:

1. We value what is important to people with disabilities and their families, who are striving for an everyday life.
2. People with disabilities have a right to an everyday life; a life that is no different than that of all other citizens.

The CONTRACTOR will use these statements to support individuals and their families to achieve everyday lives and adhere to the *Everyday Lives* value statements:

- Control: Individuals have control over all areas of their lives
- Choice: Individuals decide everything about their lives'
- Freedom: Individuals have the same rights as all other members of the community and can fully use them

CHAPTER 1: CONTRACTOR CONDITIONS

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

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

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

- B. CONTRACTOR will file a report of any unusual incident utilizing the HCSIS Incident Management system and in accordance with all applicable Department of Public Welfare/Office of Developmental Disabilities Bulletins and/or County Policies and Procedures. CONTRACTOR agrees to cooperate with the County/AE regarding any follow-up investigation including review of consumer records and the CONTRACTOR'S actions. Please refer to Chapter 7 of this manual "Incident Reporting" for further details.
- C. The COUNTY/AE shall prepare and submit the required Work statement(s) for the agreement. Any change in services identified in the work statement through the term of the agreement must have prior approval from the program office. Submission of a new or revised work statement must be made to the program office to obtain approval. The COUNTY/AE shall authorize services to be rendered and available for reimbursement through the agreement; services not contained in the work statement will not be authorized for reimbursement.
- D. Services for each consumer shall be authorized through the consumer's ISP and shall be identified using the HCSIS service names and codes, which are contained in the agreement's work statement (Exhibit A). CONTRACTOR through the supports coordination unit is responsible for assuring all ISPs include the service names and codes along with other pertinent information.
- E. Any changes to the services under the AGREEMENT that result in changes in the approved activities or the location of activities or the addition, reduction or deletion of services to be purchased by the COUNTY/AE from CONTRACTOR under the AGREEMENT must receive prior written approval from the Allegheny County Department of Human Services' (DHS) Director and/or designee. CONTRACTOR requesting a change must insure through the supports coordinator that the ISP team is appraised of, meets and approves of the proposed changes. The supports coordinator will perform a critical revision to the ISP and submit to the DHS Office of Developmental Supports at least thirty (30) days prior to the

anticipated change.

F. Performance Conditions

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

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

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

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

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

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

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

1. CONTRACTOR shall have an affirmative duty to pursue all reasonable sources of collection, both from consumers and from an obligated third party, where appropriate, within a reasonable time after rendering of the services, and with due diligence.
2. The assessment of consumer liability and fee collections from consumers or their legally responsible relatives, where applicable, is the responsibility of the CONTRACTOR and must be performed in accordance with the Chapter 4305 Liability for Community Mental Health and Mental Retardation Services Regulations and 55 Pennsylvania Code Chapter 6100, ODP Home and Community-Based Services. The abatement of consumer liability shall be initiated by the CONTRACTOR with the final resolution of the abatement process being the responsibility of the Director (or Director's designee) of the Department of Human Services.
3. All Intellectual Disability Residential providers that directly provide rent, utilities and/or food to consumers shall comply with the provisions of the Chapter 6200 Regulations regarding collections of room and board payments per the standard room and board contract.

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

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

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

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

CHAPTER 2: PERFORMANCE STANDARDS

CONTRACTORS are expected to adhere to licensing regulations as well as program standards developed by Allegheny County Office of Developmental Supports and the Pennsylvania Department of Human Services. Please refer to Bulletin 00-17-03 and 55 Pennsylvania Code Chapter 6100 regulations for the most current program and licensing standards.

In addition, the Allegheny County Office of Administration conducts regular fiscal monitoring reviews for the Administration and Management of Client Funds and charges for Room and Board. Allegheny County Department of Human Services provides oversight for the Office of Developmental Supports, Consolidated, Community Living and Person/Family Directed Support Title XIX waiver consumers.

It is expected that CONTRACTORS will assure individual records meet the standards outlined above including ready access to Progress Notes and Service Summary information.

Continuous Quality Assessment and Improvements (QA & I)

The QA&I Process is designed to conduct a comprehensive quality management review of Providers delivering services and supports to individuals with intellectual disabilities and autism spectrum disorders. ODP's mission is to support Pennsylvanians with developmental disabilities to achieve greater independence, choice and opportunity in their lives. ODP's vision is to continuously improve an effective system of accessible services and supports that are flexible, innovative, and person-centered.

ODP uses the Plan-Do-Check-Act (PDCA) Cycle for quality improvement to plan and implement our strategies, measure performance using multiple data sources, embed successful practices, and continuously work to achieve the Everyday Lives outcomes.

CHAPTER 3: ODP'S RATE SETTING METHODOLOGY

CONTRACTORS will follow the ODP fee schedule rates detailed in the Pennsylvania Bulletin Volume 49, Number 47 released on Saturday, November 23, 2019. The notice informs stakeholders of the final Fee Schedule Rates and Department-established fees. The title of the notice is *Fee Schedule Rates and Department-Established Fees for Consolidated, Community Living and Person/Family Directed Support Waivers Services, Targeted Support Management and the Community Intellectual Disability Base-Funded Program*. CONTRACTORS may obtain the public notice by following this link:

<http://www.pacodeandbulletin.gov/Display/pabull?file=/secure/pabulletin/data/vol49/49-47/1744.html>

A link to each of the current rate schedules can be found at:

<https://www.dhs.pa.gov/providers/Providers/Pages/ODP-Rates.aspx>

CHAPTER 4: INSTRUCTIONS FOR COMPLETING ID CONTRACT BUDGET

All Program Funded providers must submit a budget through MPER. Fee Based (capped or uncapped) providers are not required to submit a budget. It is the CONTRACTOR'S responsibility to know if they are program funded or fee based.

Chapter 5: PROCUREMENT AND PROPERTY RIGHTS (Revised 8/13/07)

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

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

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

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

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

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

selected by **COUNTY/AE** and the **CONTRACTOR**.

4. At all times during the performance of this **AGREEMENT** and within one and twenty

(120) days after termination or cancellation, the **CONTRACTOR** shall not sell, lease, donate, or otherwise dispose of any fixed assets purchased with funds obtained pursuant to this **AGREEMENT** without prior written permission of **COUNTY/AE**.

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

E. Recordable Interest –

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

2. **COUNTY/AE** shall not execute on the recordable interest unless the subject fixed asset is sold or **CONTRACTOR** no longer contracts with **COUNTY/AE**. **COUNTY/AE** recognizes that it may be necessary for **CONTRACTOR** to sell existing fixed assets to acquire new fixed assets, and **COUNTY/AE** agrees to transfer its recordable interest to the new fixed asset provided **COUNTY'S/AE's** equity is adequately protected and the new fixed asset is used

for purposes authorized by the DEPARTMENT. If a single fixed asset is sold, only the amount of participation attributable to that fixed asset shall be at issue. Should the fixed asset be sold for less than the original purchase price and subsequent improvements, **COUNTY/AE** shall decrease its participation amount in proportion.

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

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

F. Renovations and Improvements

Minor renovations, improvements, repairs, or maintenance, cost of which is less than

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

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

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

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

otherwise reimburse the **DEPARTMENT** as directed by the **DEPARTMENT**.

J. Forms and Additional Instructions – Forms and instructions for compliance with this Article can be found in the DHS Contract Specifications Manual Section on Payment Provisions, Budgets and Invoicing. The Manual is available on the Contractor Information Page on the DHS Website.

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

CHAPTER 6: FORMS
REQUIRED:

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

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

MISCELLANEOUS:

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

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

CHAPTER 7: INCIDENT REPORTING

CONTRACTORS are expected to adhere to the expectations documented in the ODP Bulletin 00-21-02 entitled "Incident Management".

All reportable incidents are to be submitted electronically via the Home and Community Services Information System (HCSIS), a web-based system developed by the Department of Public Welfare. If HCSIS is unavailable, the submission of incidents is to occur by following the directions in the *Incident Management Contingency Plan* which is detailed in Appendix J of the bulletin.

When an incident is recognized or discovered by a provider, prompt action is to be taken to protect the individual's health, safety and rights. The responsibility for this protective action is assigned to the provider initial reporter and point person. The protection may include, dialing 911, escorting to medical care, separating the perpetrator, calling ChildLine, arranging for counseling and referring to a victim assistance program. Unless otherwise indicated in the individual support plan, the provider point person or designee is to inform the individual's family within 24 hours, or within 72 hours for medication error and restraint, of the occurrence of an incident and to also inform the family of the outcome of any investigation.

The following are categories of incidents to be reported within 24 hours after the occurrence of the incident:

- (1) **Abuse.**
- (2) **Behavioral Health Crisis Event**
- (3) **Death.**
- (4) **Exploitation**
- (5) **Fire.**
- (6) **Law enforcement activity.**
- (7) **Neglect.**
- (8) **Passive Neglect.**
- (9) **Rights violation.**
- (10) **Self-Neglect.**
- (11) **Serious Illness**
- (12) **Serious Injury**
- (13) **Sexual Abuse.**
- (14) **Site Closure.**
- (15) **Suicide attempt.**
- (16) **Physical Restraint.**
- (17) **Medication error.**

The following are categories of incidents to be reported when directed by ODP

- (1) **Declared Emergency**
- (2) **Public Health Emergency**

Appendix A

HCSIS SERVICE NAMES AND CODES

HCSIS Service names, descriptions and codes can be accessed via ODP Bulletin #00-17-03 Section 13 (Individual Support Plans for individuals Receiving Target Support management, Base Funded Services, Consolidated or P/FDS Waiver Services or who reside in an ICF/ID).

Appendix B

OID COST CENTERS

ADMINISTRATOR'S OFFICE (coded 0100):

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

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

CASE MANAGEMENT (coded 1200):

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

COMMUNITY RESIDENTIAL SERVICES (CR) (coded 0300):

This cost center includes direct and indirect services provided to participants who live in licensed and unlicensed provider owned, rented or leased residential settings. This service is built on the principle that every participant has the capacity to engage in lifelong learning. As such, through the provision of this service, participants will acquire, maintain, or improve skills necessary to live in the community, to live more independently, and to participate meaningfully in community life. Services consist of assistance, support and guidance (physical assistance, instruction, prompting, modeling, and reinforcement) in the general areas of self-care, health maintenance, decision making, home management, managing personal resources, communication, mobility and transportation, relationship development and socialization, personal adjustment, participating in community functions and activities and use of community resources. Residential Habilitation is provided for 24 hours a day based on the need of the individual receiving services.

Support (Medical Environment)

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

Child Residential Services (3800)

- Procedure Codes: W7098 W9001, W9030, W9046, W9048, W9065, W7078, W7080, W7082. Modifiers: TD, TE

Community Residential Rehabilitation for the Mentally III (5310)

- Procedure Codes: W7203 W9001, W9030, W9046, W9048, W9065, W7078, W7080, W7082. Modifiers: TD, TE

Lifesharing Homes (6500)

- Procedure Codes: W8997 Modifier: U1,SE, TD, TE

Residential Habilitation (6400)

- Procedure Codes: W9001, W9030, W9046, W9048, W9065,. Modifiers: U1

Residential Habilitation, Unlicensed

- Procedure Codes: W7078, W7080, W7082 Modifiers: TD, TE, U1

Life Sharing Homes, Unlicensed

- Procedure Codes: W8997

Supplemental Habilitation

- Procedure Codes: W7070, W7084

Additional Individualized Staffing

- Procedure Codes: W7085, W7086

Child Residential Services 9+ Home

- Procedure Code: W7098

Community Residential Rehabilitation for the Mentally III 9+ Home

- Procedure Code: W7203

Community 9+ Home

- Procedure Code: W7221

Supported Living

- Procedure Code: W8998

Community Based Services

This cost center (**Coded 0200, 0500, 0700, 0900, 1000, 1100 and 1300**)

Activities include:

Community Participation Support services are direct services (face-to-face) that meet the regulatory requirements of either 55 Pa. Code Chapter 2380 (Adult Training Facilities), 55 Pa. Code Chapter 2390 (Prevocational Facilities), or 6 Pa. Code Chapter 11 (Older Adult Daily Living Centers). Services consist of supervision of and/or assistance and support for Individuals in the general areas of self-care, communication, socialization, and use of community resources. The Services are to help Individuals with general skill development, development of competitive worker traits and job readiness.

Community Participation Supports (2380 - Adult Training Facilities and 2390 – Prevocational Facilities)

Procedure Codes: W9351, W9352, W5996, W5997, W5993, W5994, W7222, W7223, W7226, W7224, W7244, W9353, W7269, W9356. Modifiers: SE, TE, TD, U1

Licensed Day Habilitation – Older Adult Living Centers

Procedure Code: W7094

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

Supported Employment Procedure Code: W7235, W7235 UD, H2025, H2025 UD, H2023, H2023 UD, W9794. Modifiers: U1, U4.

Codes with modifier UD attached are outcome based payments. Without the modifier are paid per unit served.

Small Group Employment

Procedure Code: W7237, W7239, W7241, W7245

Family Driven/Family Support Services cost center is used for indirect service to assist individuals in the employment and management of providers of the non-waiver service of their choice.

Family Support Services (FSS)/Individual Payment

Procedure Code: W7320

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

In Home and Community Support

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

Companion Services

Procedure Codes: W1724, W1725, W1726 Modifiers U1

Supports Broker Services

Procedure Code: W7096 Modifiers: U1 and U4

Home Accessibility Adaptations

Procedure Code: W7279

Vehicle Accessibility Adaptations

Procedure Code: W7278

Homemaker/Chore Service

Procedure Codes: W7283, W7283 Modifiers: UA and U4

Educational Support Services

Procedure Code:

W7284 **Specialized**

Supplies Procedure

Code: W6089

Support (Medical Environment)

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

Family Aide

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

Recreation/Leisure Time Activities

Procedure Code:

W7316 **Home**

Rehabilitation

Procedure Code:

W7317

Base Service Not Otherwise Specified

Procedure Code: W7219

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

Respite - Unlicensed Out of Home and unlicensed in Home– 24 Hour

Procedure Code: W9795, W9796, W9797, W9798, W9799, W9800, W9801 Modifiers: U1 and U4

Respite - Unlicensed Out of Home and unlicensed in Home– 15 Minutes

Procedure Code: W8096, W9861, W9862, W9863, W9864, W8095 Modifiers: U1 and U4

Respite - Licensed Out of Home – 24 Hour

Procedure Code: W9791, W9792, W9793, W9790 Modifiers: U1 and U2

Respite Base, Out of Home, 24 Hours

Procedure Codes: W7287, W7288, W7290, W7099, W7099 TD, W7099 TE, W7100, W7101, W7101 TD, W7101 Modifiers: TE and U2

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

Shift Nursing

Procedure Codes: T2025 Modifiers: TD, TE, UN, U1

Physical Therapy

Procedure Code: T2025 Modifiers: GP and U1

Occupational Therapy

Procedure Code: T2025 Modifiers: GO and U1

Speech and Language Therapy

Procedure Code: T2025 Modifiers: GN and U1

Visual/Mobility Therapy

Procedure Code: W7246 Modifier: U1

Behavioral Support

Procedure Code: W7095 Modifier: U1

Assistive Technology

Procedure Codes: T2028 T2029 Modifier U1

Special Diet Preparation

Procedure Code: W7315 Modifier: U1

Remote Supports

Procedure Code: T2028:SE:UD

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

Transportation Mile

Procedure Code: 7271

Public Transportation

Procedure Code: 7272

Transportation Trip

Procedure Code: W7274, W7275, W7276

OTHER

The Other cost center (**Coded 0500**) includes those activities and miscellaneous programs that are not included in other cost centers. Expenditures and associated functions performed by Vendor Fiscal/Employer Agent Financial Management Services (FMS) or Agency with Choice FMS, are to be reported in the Other Cost Center. FMS's fees for administrative functions are to be viewed as administrative costs. Base dollars are to be used for Base-funded clients for FMS expenditures, which must be reported in the Other Cost Center. The 'Other' Cost Center requires prior authorization from ODP with the exception of the entries regarding costs of FMS Vendor Fiscal/Employer Agents or Agencies with Choice FMS organizations.

Vendor Fiscal/Employer Agent Monthly Administrative Fee

Procedure Code: W7318

Agency With Choice Monthly Administrative Fee

Procedure Code: W7319

Administrative Fee for OHCDS One-Time Other Vendor Payments

Procedure Code: W0027, W0027

Administrative Fee for OHCDS, Transportation Services

Procedure Code: W0026, W0026

Base-Funded Categorical Administrative Fee

Procedure Code: W0025

Administrative Fee for Respite Camp

Procedure Code: W0026 Modifier: U2