

**Agency for Persons with Disabilities**  
**Procedures for Implementing Revision to Residential Habilitation Daily Rates**  
**Required by Statute**  
**(Procedures Effective October 1, 2007)**

The following procedures address implementation of the service limits and requirements by the Florida Legislature in Chapter 2007-64 of the Laws of Florida amending Section 393.0661(3)(f)4 and 393.0661(3)(f)8, Florida Statutes as follows:

**393.0661(3)(f)4** Establish limitations on Residential Habilitation services to 8 hours per day. Additional hours may be authorized for persons who have intensive medical, adaptive or behavioral needs.

**393.0661(3)(f)8** Implement a consolidated residential habilitation rate structure to increase savings.

The following instructions provide procedures to Area Office staff, consumers and families, waiver support coordinators, and affected waiver providers. These procedures apply to individuals receiving services through the Developmental Disabilities Home and Community-Based Services Waiver (DD waiver) that reside in a licensed residential facility and receive residential habilitation services at the daily rate. The services affected include:

- Standard and Behavior Focus Residential Habilitation for rate and procedure code changes, and
- Intensive Behavioral Residential Habilitation for procedure code changes only.

In amending and consolidating the Residential Habilitation daily rates the following goals were achieved:

- The rate revision complies with statutory requirements to limit residential habilitation services to 8 hours a day. Based on the revised and consolidated rate table, 92% of individuals receiving this service will be served at the moderate rate that is benchmarked at 8 hours a day. Individuals receiving rates at the extensive and intensive 1 level will be assessed during the next 2 months to assure that they meet the qualifications for services at this level.
- Consolidating the current rate matrix simplifies the rate system for this service. There are currently 720 available rates. The revised table eliminates the "site rates" by averaging the rates per hour per day, and collapses the rates into a total of 18 defined rate options that will be based on an individuals support needs.
- The geographical rate differential has been evaluated resulting in a revised geographic differential of 4.5% for Areas 9, 10 and 11, and eliminating the exceptional geographic rate for Monroe County. (Geographic factor based on 2006 "Florida Price Level Index" published by the University of Florida, Bureau of Economic and Business Research.)

- A monthly rate has been established to simplify billing for providers.
- Discrete procedure codes have been established to better identify Behavior Focus and Intensive Behavioral residential habilitation services.
- This is the first step in rate revision for this service. Beginning in January all individuals receiving residential habilitation services in a licensed facility will be assessed. The assessment results will be calibrated with the rate structure and necessary changes in the descriptors and criteria will be made.
- These rate and procedure code changes do not impact individuals who receive the residential habilitation live-in or quarter hour rate.

The following required rate changes will be implemented retroactively, effective October 1, 2007 in order to comply with the legislatively mandated limits. **Each affected provider is requested not to bill for October services until a revised service authorization is received.** The revised service authorization should be available no later than November 1, 2007 to retroactively cover October services.

**Procedures:**

1. Each individual’s approved and authorized Residential Habilitation Daily Rate as of September 30, 2007 will be amended for October 1, 2007 billing to reflect the corresponding rate identified in the Level of Supports table below. Once amended, all rates will remain constant unless (1) the individual experiences a significant change in condition or circumstance that indicates a different level of support is needed, or (2) the individual is assessed using the Agency approved assessment and a different rate level is indicated.
2. New Procedure Codes for Residential Habilitation (day) services will be used for authorizing services and for billing purposes as follows:

<u>Daily</u>	<u>Monthly</u>	
H0043 U6 SC	T2023 U6	Standard geographic and non-geographic
T2020 U6	T2023 U6 SC	Behavior Focus geographic and non-geographic
T2016 U6	XX	Intensive Behavioral

The procedure codes and rates for Residential Habilitation Live-in and quarter hour are not affected by these revisions.

**Provider Rate Table  
Residential Habilitation Services  
Revised October 1, 2007**

Rate for Level of Supports and Former hours/day	Without Geographic Factor				With Geographic Factor*			
	Standard Program		Behavior Focus**		Standard Program		Behavior Focus**	
	Daily Rate	Monthly Rate	Daily Rate	Monthly Rate	Daily Rate	Monthly Rate	Daily Rate	Monthly Rate
<b>Basic 1 – 3 hours/day</b>	\$40.93	\$1,193.79	Not Available	Not Available	\$42.78	\$1,247.75	Not Available	Not Available
<b>Minimal 4 – 6 hours/day</b>	\$81.87	\$2,387.88	\$86.80	\$2,531.67	\$85.55	\$2,495.21	\$90.70	\$2,645.42
<b>Moderate 7 – 10 hours/day</b>	\$122.80	\$3,581.67	\$130.20	\$3,797.50	\$128.33	\$3,742.96	\$136.05	\$3,968.13
<b>Extensive 11 – 13 hours/day</b>	\$180.11	\$5,253.21	\$190.95	\$5,569.38	\$188.22	\$5,489.75	\$199.55	\$5,820.21
<b>Intensive I 14 hours/day or over</b>	\$204.67	\$5,969.54	\$216.99	\$6,328.88	\$213.88	\$6,238.17	\$226.76	\$6,613.83

3. Notification lists will be provided to all Areas identifying individuals and providers affected by the change no later than October 2, 2007. The list will identify the current approved hours a day in ABC and the revised rate level.
4. Provider Information handouts will be provided to each Area to email or handout to provider agencies to notify them of the change. These procedures are also available to handout as additional information to providers of this service. Both documents will be available on the APD web site.
5. Effective upon receipt of these procedures, all Areas should inform waiver providers of residential habilitation services (daily rate), families and consumers, and waiver support coordinators of the required implementation procedures and information. Providers will be given information on billing using the monthly rate and other billing restrictions.
6. Area staff will be responsible for making the appropriate rate and procedure code changes for Standard and Behavior Focus services in each individual's cost plan according to the attached ABC directions found in Attachment A. Cost plan revisions should be entered and approved by Area staff with

service authorizations submitted by the Area to each residential habilitation provider no later than 10/31/07.

7. Note that the monthly rate must be used to determine the cost plan allocation for standard and behavior focus service levels. The daily rate will be used for exceptions only when the individual is not in the home for 20 or more days a month. (For example, admission/discharges, and hospitalizations.) The provider will have to request that the cost plan be amended to allow a daily rate billing option at the time it is known that the individual will not be in the facility for the required amount of time if the cost plan does not contain an authorized daily rate and allocation.
8. To facilitate the receipt of service authorizations and communication of the rate change, it is recommended that each Area schedule time to meet with providers of Standard and Behavior Focus residential habilitation services (daily rate) to work through the rate changes and receive copies of the service authorizations for each individual affected.
9. Residential habilitation providers should be advised by the Area not to bill for October services until a service authorization with the revised rate is received. The authorization for the new rates will be retroactive to 10/1/07.
10. Note that this rate change does not impact individuals who are in Intensive Residential Habilitation Facilities, or who receive the residential habilitation live-in or quarter hour rate.
11. **Procedures for Intensive Behavioral Residential Habilitation Services:**

Waiver Support Coordinators will be provided with information on individual's receiving Intensive Behavioral Residential Habilitation and requested to modify their cost plans to reflect the new procedure code for this service. Intensive Behavioral Residential Habilitation Services are not eligible for billing under a monthly rate at this time. The rate for the service will remain the same as that last approved in each individual's cost plan. Refer to the attached ABC directions found in Attachment A for proper modification of cost plans to revise the billing code for this service.

Once the cost plan has been revised to reflect the appropriate billing code for this service, the waiver support coordinator will notify the Area office to have the cost plan revision approved. These changes should be made expeditiously in order to allow time for Area approval and receipt of a revised authorization by the provider.

Waiver Support Coordinators will assure that each provider of Intensive Behavioral Residential Habilitation services are furnished with a revised service authorization containing the new procedure code for this service no later than November 1, 2007 so that providers can bill appropriately for October services.

Questions about these procedures should be directed to the following APD central office staff:

Linda Mabile      850-414-9132  
Lorena Fulcher    850-488-5998

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Attachment A  
ABC IMPLEMENTATION GUIDELINES FOR NEW RESIDENTIAL  
HABILITATION RATES AND PROCEDURE CODES  
EFFECTIVE OCTOBER 1, 2007

In order to most efficiently update the ABC system to reflect the new residential habilitation rates and procedure codes, Area offices should follow the steps listed below. In order to minimize the impact on providers, and consumer services, the APD Area offices will make the changes to the service plans, and approve the new service plans for all clients who are at a standard or behavior focus rate.

It is highly suggested that Areas arrange to have a representative of the provider present at the time that the ABC system is being updated, and that all changed and new service authorizations be printed out and given to the provider at the time the updates are made. This will reduce the number of providers who are not aware that there has been a change, and will reduce the number of denials and delayed payments providers will receive.

The procedure code change to the Intensive Behavioral Residential Habilitation services (approved negotiated rates) will be made by the person's waiver support coordinator. There is no rate change for these services, just a new procedure code. See procedures for this change on pages 3 and 4 of this document.

The new **monthly** Residential Habilitation Procedure Codes are:

- T2023 U6 – Standard Residential Habilitation
- T2023U6 SC – Behavior Focus Residential Habilitation

Follow these steps for each of the consumers on the list who is at either the **standard or behavior focus** rate:

1. Review the list of residential habilitation recipients provided to you, and sort the information by provider number.
2. For each client listed, go to the ACPBCP screen and locate the correct cost plan to be updated. (There may be more than one, in the case of future cost plans)
3. Based upon the guidelines provided in the **Implementation Procedures for Residential Habilitation Rates** that was sent out to the Area Offices on 10/2/2007, determine the correct monthly rate for the client.
4. Go to the ACLMSP screen(s) for residential habilitation (H0043 U6 SC) for the current cost plan. If there is a service plan with an ending date of 09/30/07 for the H0043 U6 SC service, change the current service authorization by entering a "C" in the Action field, make the changes to the service authorization described in a. below, and then proceed to step 6:
  - a. Change the allocated amount to reflect the correct amount owed to the provider for services delivered between the beginning date of the service authorization and 9/30/07. If you have a representative of the provider with you when calculating this amount, they should

be prepared to tell you the number of units (days) that they provided this service to the consumer in question.

5. If the service plan for residential habilitation (H0043 U6 SC) is showing as still current, put a "C" in the action field and make the following changes:
  - a. Change the ending date to 09/30/07
  - b. Change the allocated amount to reflect the correct amount owed to the provider for services delivered between the beginning date of the service authorization and 9/30/07. If you have a representative of the provider with you when calculating this amount, they should be prepared to tell you the number of units (days) that they provided this service to the consumer in question.
6. After you have made all the necessary changes to the service authorization, transmit the screen and print a copy of the screen for the provider's records.
7. To create a new service plan for dates of service after 09/30/07, put an "A" in the Action field on the current service authorization, and make the following changes/additions:
  - a. Enter the Procedure Code for **Monthly** Residential Habilitation (**T2023 U6** for Standard Residential Habilitation, **T2023 U6 SC** for Behavior Focus Residential Habilitation) in the Procedure Code field
  - b. Change the Service Begin Date to 10/01/07 and the Service End Date to the ending date of the cost plan.
  - c. Using the Rate Table found in the **Implementation Procedures for Residential Habilitation Rates**, determine the monthly rate for the consumer and multiply it by the number of months between October 1, 2007 and the end of the cost plan.  
(example: if the cost plan is from July 1, 2007 – June 30, 2008, the number of months between October 1, 2007 and June 30, 2008 is 9, so you would multiply the monthly rate by 9).
  - d. Enter this amount in the Allocated Amount field on the screen.
  - e. Enter the monthly unit rate in the Unit Cost Field on the screen
  - f. Enter an "M" for month in the U/M field
  - g. Enter a "D" for daily in the frequency field
  - h. Enter a "W" for waiver in the F/S field
  - i. The treating provider field should remain what it is in the current service plan.
  - j. Enter comments into the Comments field indicating the rate change, the Level of support and whether it is Standard or Behavior Focus.  
(example: Rate Change Eff. 10/01/07, Minimal, Standard)

Transmit the ACLMSP screen. **(Remember to note the cost plan begin and ending dates for the next step in the process)**

8. Next, go to the ACPBCP screen, enter the individual's ID, and tab down to the cost plan covering the service plan you need to approve, put an "A" in the action and transmit. This should take you to the ACPMAP screen to approve the service plan. Then follow these steps:
  - a. Put a "C" in the action and tab down to the new residential habilitation service plan.
  - b. Put an "Y" in the Aprv Srvc. Field
  - c. Transmit the screen.
  
9. Next, go back to the ACLMSP screen and view the now approved service authorization and print a copy of the screen for the provider's records. This is when it is a good idea to have the provider with you when you do this process, so you can hand them the amended and new service authorizations at the time they are completed, and you will not have to take the extra step of making sure they are mailed out to the providers.

As was stated earlier in the Implementation Procedures for the Residential Habilitation Rates, the monthly rates will be used for all standard and behavior focus residential habilitation when the individual is present in the home for 20 or more documented days per month. In those situations where the individual is not in the home for a minimum of 20 days, due to a change of residence, a hospitalization, an admission, a discharge, or death, the area office must be notified to create and approve a service authorization for the daily rate and the daily procedure code for up to the number of days the individual was in the home during that month.

Example: Individual is admitted to the home on the 15th of March. The Area office will be notified to create and approve a service authorization for 16 units at the daily rate with a begin date of March 15 and an ending date of March 31. A second service authorization for the Monthly rate and procedure code needs to be approved in the system with a begin date of April 1 in this example.

If an individual moves from one home to another during a month of service, and does not reside in either home for a minimum of 20 days in a month, a service authorization for the daily rate for that month of service should be created and approved for both providers.

New service authorizations should be created and sent to the APD area office for review and approval as soon as it is known that the individual will not be in the home for at least 20 days, but at least by the end of the month in question. The procedure codes to use for daily rates are as follows:

H0043 U6 SC - Standard Residential Habilitation Daily Rate

## T2020 U6 - Behavior Focus Residential Habilitation Daily Rate

**Procedures for Updating Cost Plan for Intensive Behavioral Residential Habilitation (approved negotiated rates)**

For individuals who are funded at the Intensive Behavior negotiated rates, the following procedures should be followed to input a new procedure code for this service:

1. Go to the ACPBCP screen and locate the correct cost plan to be updated. (There may be more than one, in the case of future cost plans)
2. Based upon the guidelines provided in the **Implementation Procedures for Residential Habilitation Rates** that was sent out to the Area Offices on 10/02/2007, determine the correct daily intensive behavior rate for the client.
3. Go to the ACLMSP screen(s) for residential habilitation (H0043 U6 SC) for the current cost plan. If the current service plan has an ending date of 09/30/07, put a "C" in the action field and change the allocated amount to reflect the correct amount owed to the provider for services delivered between the beginning date of the service authorization and 9/30/07. **If you have a representative of the provider with you when calculating this amount, they should be prepared to tell you the number of units (days) that they provided this service to the consumer in question.** When you have completed this, proceed to step 5.
4. If the current service plan has an ending date greater than 09/30/07, enter a "C" in the action field and follow these steps before proceeding to step 5:
  - a. Change the ending date to 09/30/07,
  - b. Change the allocated amount to reflect the correct amount owed to the provider for services delivered between the beginning date of the service authorization and 9/30/07. **If you have a representative of the provider with you when calculating this amount, they should be prepared to tell you the number of units (days) that they provided this service to the consumer in question.**
5. After you have made all the necessary changes to the service authorization, transmit the screen and print a copy of the screen for the provider's records, then proceed to create the new service authorization by following these steps:
6. Put an "A" in the Action field on the current service authorization, and make the following changes/additions:
  - a. Enter the new Procedure Code for Intensive Behavior Daily Residential Habilitation (T2016 U6) in the field
  - b. Change the Service Begin Date to 10/01/07 and the Service End Date to the ending date of the cost plan.
  - c. Using the notification charts provided by the APD Area Office and the rate approved in the previous service plan, determine the

Intensive Behavior daily rate for the consumer and multiply it by the number of eligible days between October 1, 2007 and the end of the cost plan.

(example: if the cost plan is from July 1, 2007 – June 30, 2008, the number of days between October 1, 2007 and June 30, 2008 is 274, so you would multiply the daily rate by 274 if the provider is eligible for 365 days of payment per year. If the provider is not eligible for 365 days of payment, you will need to adjust based upon the number of days used and the number still available up to the amount the provider is eligible to receive).

- d. Enter this amount in the Allocated Amount field on the screen.
  - e. Enter the daily unit rate in the Unit Cost Field on the screen
  - f. Enter an “D” for Day in the U/M field
  - g. Enter a “D” for daily in the frequency field
  - h. Enter a “W” for waiver in the F/S field  
The treating provider field should remain what it is in the current service plan.
  - i. Enter comments into the Comments field indicating the procedure code change, and that it is Intensive Behavior Rate.  
(example: Proc. Code Change Eff. 10/01/07, IB)
  - j. Transmit the ACLMSP screen. **Remember to note the cost plan begin and ending dates for the next step in the process).**
7. Next, notify the APD Area Office that the service plan has been updated and requires approval. The APD Area Office staff will take the following steps to approve the new service authorization:
- a. Go to the ACPBCP screen, enter the individual’s ID, and tab down to the cost plan covering the service plan needing approval, put an “A” in the action and transmit. This should take you to the ACPMAP screen to approve the service plan.
  - b. Put a “C” in the action and tab down to the new residential habilitation service plan.
  - c. Put an “Y” in the Aprv Svc. Field
  - d. Transmit the screen.
  - e. Put an “Y” in the Aprv Svc. Field
  - f. Transmit the screen.
8. The APD Area Office will notify the Waiver Support Coordinator when the authorization is approved. Then the Waiver Support Coordinator will go back to the ACLMSP screen and view the now approved service authorization and print a copy of the screen for the provider’s records.  
**Providers must receive copies of the revised approved service authorizations no later than 11/01/2007.**

A new Intensive Behavior Monthly Procedure Code has been requested and is in process of being approved, however this code will not be activated until a uniform Intensive Behavioral Residential habilitation published rate system is implemented. You will be notified of the effective date of this change.