

**Agency for Persons with Disabilities**  
**Procedures for Implementing Revisions to Residential Habilitation Rates in**  
**Licensed Facilities**  
**Required by Statute**  
**(Procedures Revised 10-22-07 for an Effective date of December 1, 2007)**

The following procedures revise the requirements to change the residential habilitation rates from an effective date of 10-1-07 to an effective date of 12-1-07. The effective date of the rate revision was implemented in order to allow providers time to make any necessary adjustments to their operations based on the rate differences. In addition to delaying the implementation date, APD has modified the rate levels in the rate table to provide more equity in the rate changes, and revised the methodology for the rate discounts. While some providers will still experience a reduction in rates, a graduated discount method, rather than the former straight per cent discount, was used to lessen the impact of rate reductions for people with more intense support needs. APD has also modified the monthly billing to reflect that an individual must be in the home 24 documented days before billing for the service using the monthly rate.

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 and affected waiver providers and information to other stakeholders. These procedures apply to individuals receiving services through the Developmental Disabilities Home and Community-Based Services Waiver (DD waiver) who 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, a majority of individuals receiving this service will be served at the moderate rate or lower. The moderate rate is benchmarked at 7 - 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 procedures revise the requirement to change the residential habilitation rates from an effective date of 10-1-07, to an effective date of 12-1-07. The revised service authorization should be available to the provider no later than November 30, 2007.

**Procedures:**

1. Each individual’s approved and authorized Residential Habilitation Daily Rate as of September 30, 2007 will be amended to reflect the corresponding revised 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

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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 in a Licensed Facility  
Effective December 1, 2007**

Residential Habilitation Services Daily - Monthly Rates								
Rate for Level of Supports	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 (formerly 1 – 3 hrs/day)</b>	\$39.66	\$1,156.75	Not Available	Not Available	\$41.44	\$1,208.67	Not Available	Not Available
<b>Minimal (Formerly 4 – 6 hrs/day)</b>	\$79.25	\$2,311.46	\$84.02	\$2,450.58	\$82.82	\$2,415.58	\$87.80	\$2,560.83
<b>Moderate (Formerly 7 – 9 hrs/day)</b>	\$118.92	\$3,468.50	\$126.08	\$3,677.33	\$124.27	\$3,624.54	\$131.75	\$3,842.71
<b>Extensive (Formerly 10 – 12 hrs/day)</b>	\$159.96	\$4,665.50	\$169.59	\$4,946.38	\$167.16	\$4,875.50	\$177.23	\$5,169.21
<b>Intensive I (Formerly 13 or more hrs/day)</b>	\$210.15	\$6,129.38	\$222.80	\$6,498.33	\$219.61	\$6,405.29	\$232.83	\$6,790.88

- Notification lists were provided to all Areas identifying individuals and providers affected by the change on October 2, 2007. The lists identify the current approved hours a day for each person that appear in ABC. The revised rate level for each individual may be obtained from the chart above.
- Revised “Provider Information” handouts will be provided to each Area to email or handout to providers and other stakeholders to notify them of the change. These procedures are also available to handout as additional information to other stakeholders providing or receiving this service as requested. Both documents will be available on the APD web site.
- Effective upon receipt of these procedures, all Areas should inform waiver providers of residential habilitation services (daily rate) of the required

implementation procedures. Families, consumers, and waiver support coordinators may also be provided with the 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 revised 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 11/30/07.
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 24 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 December services until a service authorization with the revised rate is received. The authorization for the new rates should be received by providers no later than 11/30/07.
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:**  
**Note that procedures for this section have not been revised. Cost plans for Intensive Behavioral Residential Habilitation services should have the new procedure code put into ABC with an effective date of 10/1/07.**

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.

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	<a href="mailto:Linda_Mabile@APD.state.fl.us">Linda_Mabile@APD.state.fl.us</a>
Lorena Fulcher	850-488-5998	<a href="mailto:Lorena_Fulcher@APD.state.fl.us">Lorena_Fulcher@APD.state.fl.us</a>

**Attachment A (Revised 10/22/07)**  
**ABC IMPLEMENTATION GUIDELINES FOR NEW RESIDENTIAL  
HABILITATION RATES – EFFECTIVE DECEMBER 1, 2007**

In order to most efficiently update the ABC system to reflect the new residential habilitation rates, 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 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. While this is optional, it 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 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 notification list who are 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. If a new service plan for the new monthly res hab procedure codes (**T2023U6, or T2023U6SC**) has been created in ABC with a begin date of 12/01/07 or later, go to that service plan, enter a “C” in the Action field and make the following changes to the service authorization. Proceed to step 8 after completion of the above step:
  - a. Using the Notification list sent to the Area for individuals receiving res hab, determine the current approved hours a day. Using the Rate Table found in this procedural document determine the level of supports that corresponds to the current approved hours a day. Determine the correct monthly rate based on the rate table provided to you in this procedural document and change the Unit Rate field to the correct monthly rate.
  - 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 (12/01/07), and the end of the cost plan.

4. If a new service plan for the new monthly res hab procedure codes has not already been created, you will need to create one. To create a new service plan for dates of service after 11/30/07, put an “A” in the Action field on a blank ACLMSP screen, 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. Enter the Service Begin Date (12/01/07 or later) and the Service End Date (the end date of the cost plan)
  - c. Using the Notification list sent to the Area for individuals receiving res hab determine the current approved hours a day. Using the Rate Table found in this procedural document determine the level of supports that corresponds to the current approved hours a day. Determine the correct monthly rate based on the rate table provided in this procedural document and change the Unit Rate field to the correct monthly rate. Multiply the monthly rate by the number of months between the service plan begin date and the end date of the service plan.

(example: if the cost plan is from July 1, 2007 – June 30, 2007, the number of months between December 1, 2007 and June 30, 2007 is 7. You would multiply the monthly rate by 7).
  - 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. 12/01/07, Minimal, Standard)Transmit the ACLMSP screen. **Remember to note the cost plan begin and ending dates for the approval step in the process.**
5. Next you will need to correct the service authorizations for the old residential habilitation plans (H0043U6SC) as follows:
  - a. 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 11/30/07 for the H0043 U6 SC service, change the current service authorization by entering a “C” in the Action field,

- make the following changes to the service authorization, and then proceed to step 8:
- 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 11/30/07.
7. If the service plan for residential habilitation (H0043 U6 SC) is showing with an ending date greater than 11/30/2007, put a “C” in the action field and make the following changes:
- a. Change the ending date to 11/30/07
  - 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 11/30/07. 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.
8. Next, go to the ACPMAP screen and follow these steps:  
(You can also access the ACPMAP screen by going to the ACPBCP screen and entering an “A” in the action field next to the cost plan you want to approve and transmitting)
- a. Put a “V” in the action and the consumers ID and cost plan begin and ending dates
  - b. Transmit the screen
  - c. Put a “C” in the action and tab down to the new residential habilitation service plan.
  - d. Put an “A” in the Aprv Srvc. Field
  - e. Transmit the screen.
9. Then, go back to the ACLMSP screen and view the now approved service authorizations and print a copy of the screen for the provider’s records.
10. 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.**

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 24 or more days per month. In those situations where the individual is not in the home for a minimum of 24 days, a new service authorization will need to be created

and approved by the APD Area office, authorizing a daily rate for up to 11 days (for a 31 day month). 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 24 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