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From: DDRS Bulletins [BDDSBulletins@fssa.in.gov]
Sent: Friday, December 14, 2007 4:09 PM
To: DDRS Bulletins
Subject: FW: DDRS Communication: Latest news and information regarding OASIS
Attachments: About OASIS 2.pdf; OASIS Presentation- Statewide and Invoice training.ppt; PILOT INVOICE RHSS group TEMPLATE 11.26.2007k.xls

Following is an Informational Notice from the Division of Disability and Rehabilitative Services

Please do not reply to this e-mail address.

Please read the message below for a reply-to e-mail address.

TO: BDDS District 4 Providers; All Consumers and Stakeholders Statewide
FROM: Peter Bisbecos, DDRS Director
DATE: December 14, 2007
RE: The latest news and information regarding OASIS (with attachments)

IMPORTANT INFORMATION REGARDING OASIS

The Division of Disability & Rehabilitative Services (DDRS) is excited to announce that we are continuing to move toward implementation of the Objective Assessment System for Individual Supports (OASIS). While the primary audience for this bulletin is providers in the Bureau of Developmental Disabilities Services (BDDS) District 4, **all consumers and stakeholders** are encouraged to read and review the documents attached to better understand the future of services regarding the OASIS initiative.

Throughout the past year, DDRS released bulletins and regularly met with consumers and stakeholders to plan, discuss, answer questions and distribute information regarding OASIS. On November 27th, DDRS hosted two sessions on the OASIS initiative at the Government Center Complex to demonstrate the invoicing and budgeting tools. Among the information included in this bulletin are the PowerPoint and support materials from those sessions as well as other important OASIS documents. We welcome your comments and questions regarding this information.

ATTACHMENTS 1 & 2: OASIS FACT SHEET & POWERPOINT

If OASIS is new to you, you will find the attached OASIS Fact Sheet helpful. It includes a basic description of the initiative and a timeline for implementation. The PowerPoint will also be helpful as it further describes OASIS and walks you through the invoicing tool.

NOA/CCB CONVERSIONS

DDRS/BDDS is in the process of converting from Annual Plan Budgets to OASIS rate budgets on each District 4 consumer who has BMAN, RHSS, Respite, and/or AFC. Approximately half of the Budgets have auto-converted and have been sent out. Those which have not sent out were held back for these potential reasons:

1. No OASIS Service Planner
2. Costs on the conversion were over 20%
3. Multiple Respite Providers
4. Costs over \$13,500 for SSW consumers

These plans are being reviewed for accuracy; most will not require additional assistance from the ISP team. However, some providers or teams may be called to verify information, before an NOA is released. Beginning next week, providers will see more NOAs/CCBs released.

The current appeal process will be followed.

ATTACHMENT 3: INVOICING TOOL

Attached to this bulletin you will find a prototype of the invoicing tool that all BDDS District 4 providers will be required to use during the OASIS pilot to calculate billable RHSS amounts to EDS. **This is not the final version of the tool.** This practice version, a Microsoft Excel spreadsheet, will give you an opportunity to observe invoicing for each consumer and see how the tool will work. As you input consumer and site information, be sure to always begin with the first sheet of the workbook.

The final version of this tool will be web-based. It will not be an Excel spreadsheet requiring you to switch between sheets in a workbook. In the final web-based version, DDRS/BDDS will be able to assist you in the appropriate use of the tool and be sure you are appropriately compensated for actual services rendered.

Please direct all questions on the invoicing tool to the OASIS-ICAP Help Line email address: OASIS-ICAPhelp@fssa.in.gov.

SAFE HARBOR DOCUMENTS and PILOT MONITORING/AUDITING

Still in the development stage, DDRS/BDDS will be providing templates for daily service notes in the near future. Until we provide the templates, you should continue to document as you have been instructed in the past. Your notes and payroll records will be a tool which FSSA/DDRS/BDDS will use to audit a consumers usage and receipt of rendered services. Remember that your notes are to include a place to document the activities and time staff spent with a consumer and space for signature of staff. Your daily notes and attendance logs will be compared to payroll and to the invoicing tool to ensure a consumer and staff were present for billed activities.

We recognize that some activities may be done "on behalf" of a consumer, but these instances should be rare. These activities may only be done by a direct care staff who is assigned to specific consumers whose service can be substantiated by staff schedules, payroll, and/or service notes.

During the pilot, we may randomly sample a provider's invoicing where we may review items including, but not limited to, payroll information, service notes, staff schedules or other documents which document the delivery of billed services. These samples will serve multiple purposes as we test our invoicing tool, utilization, budget impact and assure appropriate rendering of services to consumers.

VIDEO MONITORING EQUIPMENT

During the pilot phase, the use of video surveillance in waiver sites will continued to be allowed in District 4, however, it MAY NOT be billed as RHSS. Please look for a forthcoming bulletin to assist you with accessing State Line Item funds for reimbursement of such services. Only those in District 4 currently utilizing video monitoring will be allowed to bill through State Line funds.

Video monitoring will eventually become a Medicaid service under Personal Emergency Response Systems. Until video monitoring is an approved Medicaid Service, no new consumers in District 4 will be allowed to add this service. The underlying philosophy of video monitoring is that it replaces the need for constant staff supervision, and provides consumers a heightened sense of independence. It is not for provider convenience or an aid to monitor staff activity. This service is to be used only to support the consumer. In most cases, video monitoring will eliminate the need for RHSS staff during hours when the systems are in use.

Additional documentation may be requested when requesting video monitoring on State Line funds, including a record of reduced staff, ISP support, or case notes from the provider or case manager showing the current effectiveness of the system.

MOVING FORWARD

The pilot phase is a time of trial and testing. While we are excited to be moving toward the implementation in July 2008, there will likely be many changes and adjustments to rates, policies, procedures, etc. during and up to rollout in July. We will continue to diligently release information as often as necessary to keep you informed of important changes. Furthermore, know that it is very important that you review all materials that we distribute and attend any information sessions scheduled in your area. As always, if you have any questions or concerns regarding the OASIS initiative you may continue to contact us through the following resources:

OASIS-ICAP Help Lines: (317) 234-5222 or 1-888-527-0008

Email: OASIS-ICAPhelp@fssa.in.gov

Website: <http://davisdeshaies.com/page10.html>

We thank you for your continued partnership in this transformative process.

Attachments:

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