

Administrative Notice

Definition of Billable Units under the Adult Autism Waiver

BAS Communication Number: BAW18-17

AUDIENCE: All Adult Autism Waiver (AAW) Providers

PURPOSE: The purpose of this communication is to provide the definition of billable units under the Adult Autism Waiver

DISCUSSION:

It is the responsibility of the Bureau of Autism Services (BAS) to ensure that all Adult Autism Waiver (AAW) paid billing claims are substantiated through required documentation and that activities billed fall within the waiver service definitions. Providers may only bill for services rendered within timeframes specified by the AAW. In addition, providers must ensure that documentation is detailed and sufficient in order to justify the service delivery time on the date to be billed, prior to submitting a claim for payment. Controls and safeguards should be in place by providers to ensure billed services are delivered properly and documented thoroughly. If documentation is insufficient or does not support the limitations of the service, BAS may require claims adjustments for these billed services.

The standard AAW reimbursement unit definitions for plan development and the 15-minute rate are as follows:

<p>Unit Plan Development</p>	<p>The Plan Development unit of services will be comprised of all time necessary to complete development and approval of the initial plan. Activities performed during the process of developing and revising the plan are accounted for in the reimbursement rate. If an initial plan is rejected and requires revisions, the completions of the revisions, if necessary, are considered part of the one-unit plan development service and therefore are not billable under the ongoing services.</p>
<p>15-Minute Unit of Service</p>	<p>The 15-minute unit of services will be comprised of 15 minutes of continuous or non-continuous service within the same calendar day. The full 15 minutes of service does not need to be provided consecutively, but must be rendered within the same calendar day to be billed. Service segments individually or cumulatively totaling 14 minutes or less are not billable as a full 15-minute unit.</p>