

Attachment 1 Provider Training — December 2009

Frequently Asked Questions

Question #	Subject Area	Question	Response
1.	General	How do I obtain a copy of the Attachment 1 instructions and template?	<p>The Attachment 1 instructions and template, as well as the training presentation, are available on the www.odpconsulting.net website under the Provider Information Center (PIC) menu. Select the link titled “Provider Cost Report Information” and you will see links to:</p> <ul style="list-style-type: none"> ▪ Cost Report Attachment 1 Supplemental Data Request Instructions ▪ Cost Report Attachment 1 Supplemental Data Request Template ▪ Cost Report Attachment 1 Provider Training PowerPoint <p>Please note that all Attachment 1 submissions must be uploaded to the ODP Cost Report website by December 31, 2009 to be considered in the desk review process.</p>
2.	General	I downloaded the Attachment 1 Instructions and template in August/September. Were there any changes to these instructions and templates since then?	No, there have not been any changes made to the Attachment 1 instructions or template since posted to the www.opdconsulting.net website in August/September.
3.	General	Who do I contact with questions I have on Attachment 1?	Providers with Attachment 1 questions should contact the Administrative Entity (AE) who performed the desk review on their Cost Report. The provider can also contact their ODP Regional staff.
4.	General	Do Supports Coordination Organizations (SCOs) need to complete Attachment 1?	No, the Attachment 1 does not apply to SCOs.
5.	General	If there are several MPI numbers on the Cost Report, which MPI should be used for the Attachment 1?	Providers should use their primary MPI number to complete the Attachment 1 Certification Page. On the adjustment tabs, providers should use the MPI number to which each adjustment applies.

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6.	Attachment 1 Submission	<p>Should I submit an Attachment 1 form for the following scenarios that occurred either in fiscal year (FY) 2008/2009 or FY 2009/2010?</p> <ul style="list-style-type: none"> ▪ New program ▪ New service at an existing program ▪ Moving from one service location to another service location ▪ Additional residents added to an existing program ▪ Closed program ▪ Waiver participant changes level of service 	<p>No. Providers should not submit an Attachment 1 form for any of the scenarios described in this question. ODP will assign a rate for services at a new service location or for a new service at an existing location. Refer to page 5 of the Cost Report Instructions for additional detail.</p> <p>Providers should not submit any type of Attachment 1 adjustment for a program that closes during FY 2008/2009 or during FY 2009/2010.</p> <p>If a current service is provided to additional Waiver participants or a Waiver participant changes a level of service (e.g., from Basic to Level 1), the provider's existing rate for the service level would apply, or ODP would assign a rate if necessary.</p> <p>If a provider is moving from one service location to another and the expenses are greater at the new location (e.g., rent), the increased expenses will be reflected on the Cost Report for the FY 2009/2010 reporting period.</p>
7.	Attachment 1 Submission	<p>The training materials indicate that I do not need to submit Attachment 1 if my Cost Report did not pass the Desk Review. If I have not received my Cost Report approval letter, how do I know if my Cost Report is officially approved?</p>	<p>AEs are currently working on the desk reviews of the resubmitted Cost Reports. By December 11, 2009, AEs will finalize their Cost Report reviews and document the Cost Report approval or failure recommendation on the Cost Report website. The memorandums communicating the official results of the desk review will be distributed to providers by ODP Regional or Central Office staff in late December 2009 or early 2010.</p> <p>Since final ODP notification of Cost Report approval may not be sent until January 2010, it is in the provider's best interest to complete the Attachment 1 form if any of the adjustments are applicable. All Attachment 1 forms are due by December 31, 2009.</p>
8.	Attachment 1 Submission	<p>I submitted Cost Report information for a day program service with 1:1 staffing. As I understand the instructions, since I already have a "rate", I would only submit the Mid-Year Changes in Staff worksheet.</p>	<p>If you submitted expenses for a day program service at the 1:1 staffing ratio, then you do not need to submit a "Residential in Day Program" adjustment.</p> <p>The mid-year changes in staff are applicable only if there was either an increase or a decrease in staff for the Waiver participants during FY 2008/2009 or FY 2009/2010 and the procedure code for the service rendered will not change.</p>

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9.	Attachment 1 Submission	Our organization performed a "market adjustment" of some job classifications, effective 7/1/2009. Would this constitute a need to complete the Attachment 1?	No. The Attachment 1 form should only be used to submit salary and ERE adjustments for residential staff accompanying Waiver participants to a day program or for an increase or decrease in staff as a result of a Waiver participant's change in need. Any increases in salary/ERE for existing staff will be reflected on the Cost Report for the FY 2009/2010 reporting period.
10.	Attachment 1 Submission	So we only have to do Attachment 1 if we need to make changes that we forgot to add on the Cost Report?	<p>No. The Attachment 1 should only be used to make adjustments for:</p> <ul style="list-style-type: none"> ▪ The clarification in the service definitions that the day program provider is responsible for the salary and ERE of the residential staff that accompany Waiver participants to the day program; ▪ The clarification in the service definitions that residential providers are responsible for the transportation expenses for transporting Waiver participants to and from day program; or ▪ Mid-year increase or decrease in staffing levels as a result of a Waiver participant's change in need. <p>Refer to the Attachment 1 Instructions for additional guidance.</p>
11.	Day Program	What if the person providing 1:1 staffing in the day program is not a residential staff, but rather a contract vendor? How do we report that additional expense incurred?	Providers should follow the same instructions for contracted and residential staff accompanying Waiver participants to the residential facility. Refer to pages 8 and 9 of the Attachment 1 instructions for further clarification on whether an adjustment should be submitted.
12.	Change in Need	If I have a person who had a change in need beginning in March, 2009 and continuing to present, do I report that on both the 08-09 sheet and the 09-10 sheet since it is an on-going change?	Providers should report a single increase/decrease in need on only one "Change in Need" worksheet based on when the change in need occurred. If a change occurred during FY 2008/2009, then the adjustment should be reflected only on the "Changes in Staff to Meet Change in Need for FY 2008.2009" tab and should not be reflected on the FY 2009/2010 tab.

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13.	Change in Need	What date should we use for the effective date? The date we started providing the service or the date the change in need was approved on the individual's ISP?	<p>If you are adding staff, you should use the later of the date of when the staff started or the date of the approval. If the approval is a retrospective approval, then you should use the date when the staff started.</p> <p>If you are decreasing staff, you should use the day after the last day of employment for the staff person.</p>
14.	Change in Need	An individual had a change in need requiring awake overnight staff instead of sleep staff. Additional expenses were incurred since the staff is paid at a higher rate to be awake, but no additional staff was hired. How do I complete Column 11?	For this type of Change in Need, enter the number of staff impacted by the change in Column 11, the incremental change in salary and ERE (i.e., only the amount of increase) in Column 12 and the effective date of the change in Column 13. Also, describe this situation in the Comments column.
15.	Change in Need	We had a vacancy as of July 1, 2009 and we needed to decrease staff, but we are going to be filling that vacancy sometime in January and may need to add staff. Should I put that on the change in need decrease and increase?	No. The Attachment 1 does not capture changes in staff that result from changes in the number of Wavier participants served at a service location.
16.	Change in Need	If a person goes from a level 1 to a level 3 in program in 09-10 due to changes in needs and increased staffing levels, do we complete an Attachment 1?	No. The Attachment 1 does not capture changes in staff that result from a change in the service provided (e.g., Level 1 to Level 3). Also, see Question #6.
17.	Change in Need	The Attachment 1 template does not allow me to enter a negative number to indicate a decrease in expenses due to a decreased change in need. How do I proceed?	Please enter a positive amount in the spreadsheet and indicate in the Comments tab that the adjustment submitted is for a decrease in staff.

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18.	Change in Need	We use supplemental staff (through supplemental habilitation) for residents with additional needs. This service definition is for one year only but their needs will be on-going. Do we submit an adjustment on the Change in Need worksheets for FY 2009/2010?	<p>If you used Supplemental Habilitation to add staff as a result of an increase in need by a Waiver participant and the increase in staff is permanent, then you should submit an adjustment on the FY 2009/2010 "Change in Need" worksheet. This situation would also require you to stop using the Supplemental Habilitation service code in FY 2010/2011.</p> <p>If, however, the supplemental staff is not permanent or if you are unsure of whether the supplemental staff is permanent, then you should not submit an adjustment and continue to use the Supplemental Habilitation service code.</p>
19.	Change in Need	If there is an increase in staff needs, you indicated that in order to report this on the Attachment 1, it needs to have been approved by the AE. Is this equivalent to supplemental habilitation?	Since Supplemental Habilitation did not exist in FY 2008/2009, there may have been staffing increases that were approved by the AE, but do not use Supplemental Habilitation. These should be submitted on the FY 2008/2009 "Change in Need" worksheet. Also, see Question #18.
20.	Change in Need	Won't the costs for Supplemental Habilitation be built into your costs after one year so is it necessary to do an adjustment since those costs will be included in your Cost Report?	If Supplemental Habilitation will continue to be used in FY 2010/2011, there is no need to submit an Attachment 1 adjustment. If Supplemental Habilitation was used in FY 2009/2010 for a permanent change in staffing, an Attachment 1 adjustment should be submitted. Also see Questions #18 and #19.
21.	Change in Need	We have an individual with Supplemental Habilitation now, but it may not be continued after FY 2009/2010. Do we need to submit Attachment 1?	See Questions #18, #19 and #20.
22.	Non-salary Expenses	Is there an area on the Attachment 1 form where a provider can report non-salary and ERE expenses, such as administrative costs, increased rent, new van purchase, etc.?	No. The salary and ERE expenses make up the largest component of the rates. ODP has agreed to make adjustments to reflect significant changes in salary and ERE that occurred during or after the cost reporting period. Providers who experience a significant increase in non-salary expenses due to one of the Attachment 1 adjustments should contact their ODP Regional Staff directly to discuss their specific situation and concerns.

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23.	Desk Review	After Attachment 1 is successfully submitted, what type of response(s) should we expect to receive back and by what date?	After December 31, 2009, the Attachment 1 will go through a desk review process similar to the process used on the Cost Report. If your Attachment 1 file requires a resubmission, you will be contacted by the AE assigned to review your Attachment 1 indicating a resubmission is required, the reason for the resubmission, and the deadline for the resubmission. The Attachment 1 resubmission period will occur during the first and second weeks of January 2010.