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SUBJECT:
Financial Management Services Information

BY

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PURPOSE:

The purpose of this bulletin is to issue Office of Long-Term Living (OLTL) procedure codes and billing information for financial management and participant-directed services. This bulletin rescinds and replaces OLTL Bulletin 54-11-01, 51-11-01, 59-11-01, 55-11-01, 05-11-01 Billing Procedure Codes for Fiscal/Employer Agents; Bulletin 05-10-09, 51-10-09, 52-10-09, 55-10-09, 59-10-09 Financial Management Services Rates; and Bulletin 54, 541-10-03 Fiscal/Employer Agency Standards.

SCOPE:

This bulletin applies to OLTL Vendor Fiscal/Employer Agents (VF/EAs) providing financial management services (FMS) and to Service Coordination Entities (SCEs) serving participants in the Aging, Attendant Care, COMMCARE, Independence and OBRA Home and Community-Based Services (HCBS) Medical Assistance Waivers and the Act 150 Program administered by OLTL.

BACKGROUND:

Between June 1, 2010 and January 21, 2011, OLTL issued three bulletins related to financial management services rates and billing information. With the transition to regional VF/EAs in January 2013, much of the information from the bulletins is either obsolete or contained in a grant agreement between the Department of Public Welfare and the VF/EA(s). Procedure codes and billing information that is still relevant is being re-issued with this bulletin.

PROCEDURES:

Only agencies selected by OLTL to serve as VF/EAs are permitted to submit claims for FMS and participant-directed services with the following service procedure codes. SCEs are required to utilize these service procedure codes when developing service plans for individuals in the participant-directed models of service:

Procedure Code	Modifier	Service
W7341	-	FMS monthly service fee
W7341	U2	FMS monthly service fee for Services My Way
W7341	U4	FMS start-up fee
W1792	-	Personal Assistance Services (PAS) – Consumer
W1900	-	Participant-Directed Community Supports - Services My Way
W1901	-	Participant-Directed Goods and Services - Services My Way
S5150	-	Respite – Consumer
<p>Note: The following modifiers were created for temporary use during the transition of FMS and were included on service plans between October 1, 2012 and January 1, 2013 only: W7341 U5 – Temporary Code – FMS Monthly Service Fee W7341 U6 – Transition Fee</p>		

W7341 Procedure Code

OLTL established procedure code W7341 for the VF/EA to bill the FMS monthly service fee for each participant they serve. Additional modifiers were established to accompany procedure code W7341 for the initial month of service and for Services My Way participants. The VF/EA is required to enroll and bill under the following provider types (PT) for the W7341 procedure code and associated modifiers, depending on the participant's waiver:

- PT 51 - COMMCARE, Independence, and OBRA Provider
- PT 55 - Aging Waiver Provider, or
- PT 59 - Attendant Care and Act 150 Provider

U4 Modifier - FMS Start-Up Fee

OLTL established the U4 modifier to accompany procedure code W7341 for the initial month the VF/EA is serving the participant. The U4 modifier is associated with a higher one-time, FMS start-up fee that compensates the VF/EA to enroll the participant or their representative as a common-law employer. When billing FMS for the initial month for a new participant, the VF/EA must bill procedure code W7341 with a U4 modifier. The higher initial FMS start up fee applies only to new participants and is only compensable once per lifetime per participant. The higher initial FMS start up fee does not apply to participants who have been or were previously receiving services in a participant-directed model of service. The VF/EA may not bill W7341 (FMS monthly service fee) or W7341 U2 (FMS monthly service fee for Services My Way) in the same month that W7341 U4 (FMS start up) or W7341 U4, U2 (FMS start up for Services My Way) is billed.

U2 Modifier – Services My Way

OLTL established the U2 modifier to accompany procedure code W7341 when a participant is in the Services My Way model. When billing the FMS monthly service fee for Services My Way participants, the VF/EA must bill procedure code W7341 with a U2 modifier. For the initial month the VF/EA is serving the Services My Way participant, both the U4 and U2 modifiers must accompany procedure code W7341.

W1792, W1900, W1901, and S5150 Procedure Codes

For PAS-Consumer (W1792), Participant-Directed Community Supports (W1900), Participant-Directed Goods and Services (W1901), and Respite-Consumer (S5150), the VF/EA is required to enroll under a separate FEIN number and Provider Reimbursement and Operations Management Information System (PROMISe™) provider number and service location as a PT 54 with a specialty code 541. This allows the VF/EA to bill PROMISe™ for direct services to participants. Billing under PT 54-541 will not generate a 1099 form because reimbursement for these services is posted directly to the dedicated bank account for participant-directed services and is not considered to be income.

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:

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