

Attachment 1



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC WELFARE
OFFICE OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES
BUREAU OF OPERATIONS AND QUALITY MANAGEMENT
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Dear HealthChoices Contractor:

The Department of Public Welfare ("Department") has entered into an Amended Settlement Agreement in Kirk T. v. Houstoun, Action No. 99-3253 (E.D.Pa.). One of the primary purposes of the Amended Agreement is to afford the Department greater flexibility in imposing reporting requirements for behavioral health rehabilitation services ("BHRS") while maintaining the focus on delivering authorized services and the need to monitor service delivery.

This letter provides formal notification that HealthChoices contractors will be required to submit the following reports beginning February 25, 2004:

1. A monthly report that contains the following information:
 - For authorizations that ended in the month, the total number of hours of TSS services authorized for the full authorization period, by county, beginning with January 2003; and
 - The total number of hours of TSS services identified above for which claims were paid, by county. This number will be based on claims paid within four months from the last day of the last month of the reported authorization period.
2. Semi-annual reports that contain the above information for twelve months.

This letter also provides instructions as to the preparation and submission of these reports. The current Provider BHR Services Report and BHR Services Exception Report will continue to be required for a period of transition.

Overview

The monthly reports will provide data on clients authorized to receive TSS services whose authorizations ended during the reporting month in addition to corresponding claims activity for a period equal to the authorization period. There will be a four-month claim run out period.

Monthly reports for January 2003 through September 2003 are due on February 25, 2004, and will include authorizations that ended in January through September 2003. A separate report must be submitted for each month. For example, the report covering January 2003 would reflect TSS authorizations ending anytime in January 2003 and corresponding claim activity associated with these authorizations that were processed through May 31, 2003. Please note that this would include claims for service in prior months associated with the authorization that ended in January.

After these initial reports covering the first nine months of 2003, reports will be due on a monthly basis on the last day of the month. For example, the report covering authorizations ending in October 2003 with a four-month claim run out will be due on March 31, 2004. Subsequent monthly reports will be due on the last day of the month that is six months after the reporting month. The schedule listed below provides examples of submission timeframes.

Report	Due	Auth End Period	Claims Cut-off
1/03 Monthly	2/25/04	1/1/2003 – 1/31/2003	5/31/2003
2/03 Monthly	2/25/04	2/1/2003 – 2/28/2003	6/30/2003
3/03 Monthly	2/25/04	3/1/2003 – 3/31/2003	7/31/2003
4/03 Monthly	2/25/04	4/1/2003 – 4/30/2003	8/31/2003
5/03 Monthly	2/25/04	5/1/2003 – 5/31/2003	9/30/2003
6/03 Monthly	2/25/04	6/1/2003 – 6/30/2003	10/31/2003
7/03 Monthly	2/25/04	7/1/2003 – 7/31/2003	11/30/2003
8/03 Monthly	2/25/04	8/1/2003 – 8/31/2003	12/31/2003
9/03 Monthly	2/25/04	9/1/2003 – 9/30/2003	1/31/2004
10/03 Monthly	3/31/04	10/1/2003 – 10/31/2003	2/29/2004
11/03 Monthly	4/30/04	11/1/2003 – 11/30/2003	3/31/2004
12/03 Monthly	5/31/04	12/1/2003 – 12/31/2003	4/30/2004

The first semi-annual report covering calendar year 2002 is due on February 25, 2004. The semi-annual report covering calendar year 2003 with a six-month run out will be due on July 31, 2004 and the report covering calendar year 2003 but with a 12-month run out will be due January 31, 2005. The schedule listed below provides examples of submission timeframes. These reports will be due semi-annually on July 31 and January 31.

Report	Due	Auth End Period	Claims Cut-off
Semi-annual report 2002	2/25/04	1/1/2002 – 12/31/2002	12/31/2003
Semi-annual report #1 2003	7/31/04	1/1/2003 – 12/31/2003	6/30/2004
Semi-annual report #2 2003	1/31/05	1/1/2003 – 12/31/2003	12/31/2004

The following procedure codes are to be reported:

H2021	Therapeutic Staff Support	15 minutes (after 1/1/04)
Y9607	Therapeutic Staff Support	30 minutes (before 1/1/04)

File Naming Conventions

The file naming convention will be as follows:

BHRSXCCYYYYMM.TXT

X	M for monthly report; S for semi-annual report
CC	Alpha County Code, i.e. AL
YYYY	Effective Reporting Year
MM	Effective Reporting Month

File Layout:

Summarized below is the record description:

Field	Length	Type	Notes
Effective Year	4	N	Year of reporting period – ending date of authorizations.
Effective Month	2	N	Month of reporting period – ending date of authorizations.
Service Type	5	AN	Enter "TSS".

