



Pennsylvania

DEPARTMENT OF PUBLIC WELFARE
DEPARTMENT OF AGING
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OFFICE OF LONG-TERM LIVING BULLETIN

ISSUE DATE

June 1, 2010

EFFECTIVE DATE

Immediately

NUMBER

54, 541-10-03

SUBJECT

Fiscal/Employer Agency Standards

BY


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Office of Long-Term Living

PURPOSE:

The purpose of this Bulletin is to establish requirements and deadlines regarding the participation of Fiscal/Employer Agents (F/EA) 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 the Office of Long-Term Living (OLTL). These standards represent OLTL's continued commitment to providing high quality consumer-directed services.

SCOPE:

This Bulletin applies to the F/EAs providing financial management services in the HCBS Medical Assistance Waivers administered by the Office of Long-Term Living (OLTL).

BACKGROUND:

OLTL issued provider standards for Financial Management Services (FMS) in December 2008. The standards are available online at http://www.portal.state.pa.us/portal/server.pt/community/provider_monitoring_for_quality/19227/qmet_resources/725629. These FMS standards were developed with extensive input from Waiver participants and providers. The implementation of provider standards is an important part of OLTL's work in improving the quality and consistency of the Waivers and in ensuring that providers comply with applicable federal rules of the Centers for Medicare and Medicaid Services (CMS) and the Internal Revenue Service (IRS).

The OLTL Quality Management Efficiency Teams (QMETs) have conducted certification interviews with F/EAs and have issued several Standards Implementation Plans that are designed to assist agencies to implement and continue ongoing compliance the FMS standards. The QMET Monitoring Standards are available online at http://www.portal.state.pa.us/portal/server.pt/community/provider_monitoring_for_quality/192

DISCUSSION:

The following standards and corresponding timeframes are applicable to F/EAs providing Financial Management Services in the HCBS waivers administered by OLTL:

(1) Pre-Certification

By **June 30, 2010**, all F/EAs who wish to continue providing FMS must become pre-certified, as described in the F/EA Pre-Certification training workbook available online at: http://www.portal.state.pa.us/portal/server.pt/community/provider_information/17893

If an agency does not pass the pre-certification process, the agency may choose to receive technical assistance from the OLTL Bureau of Provider Supports (BPS) to meet the pre-certification requirements or discontinue providing F/EA services.

(2) Compliance with F/EA Provider Standards and Certification

By **September 30, 2010**, all F/EAs currently providing financial management services must be in full compliance with all current FMS standards or have a Standards Implementation Plan (StIP) approved by the BPS detailing how the agency will meet the standards. QMET Program Specialists and BPS staff are available to assist agencies in developing an acceptable StIP that meets the standards and is consistent with the agency's business strategy. A StIP represents the provider's commitment to achieve full compliance by the stated deadline. In the absence of exceptional circumstances, a provider's failure to implement the agreed-upon changes within the timeframes specified in the StIP will result in termination of its waiver provider agreement.

If an agency is not in full compliance with all current FMS standards or does not have an approved StIP by September 30, 2010, the agency will not be certified and terminated from participation as an F/EA. Any agency that is terminated will be required to submit a transition plan to BPS outlining a smooth and seamless transition of their participants to another F/EA effective January 1, 2011.

Once certified as an F/EA, all agencies will be required to submit a PROMISE enrollment base application to receive a new Medical Assistance (MA) Provider Identification Number.

- The new MA Provider number will be associated with Provider Type 54 (Intermediate Service Organization) and Specialty 541 (ISO- Fiscal/Employer Agent).

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:

Office of Long-Term Living
Bureau of QMMA
Forum Place
555 Walnut Street, 5TH floor
Harrisburg, PA 17101

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Effective **January 1, 2011** any agency that is not registered as a Provider Type 54 and Specialty 541 will not be permitted to bill for Financial Management Services including procedure codes

- W7341 (FMS monthly service fee),
- W7341 with a U2 modifier (FMS monthly service fee for services my way),
- W1792 (Attendant care consumer model service),
- W1900 (Participant directed community supports),
- W1901 (Participant directed goods and services) and
- S5150 (Respite consumer).

BPS staff is available to assist an agency through the enrollment process. Questions related to enrollment should be directed to BPS at 1-800-932-0939.

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