



Missouri Department of Health and Senior Services

P.O. Box 570, Jefferson City, MO 65102-0570 Phone: 573-751-6400 FAX: 573-751-6010
RELAY MISSOURI for Hearing and Speech Impaired 1-800-735-2966 VOICE 1-800-735-2466

Gail Vasterling
Director



Jeremiah W. (Jay) Nixon
Governor

VM-14-14

May 2, 2014

MEMORANDUM FOR ALL HOME AND COMMUNITY BASED CARE PROVIDERS

FROM: Celesta Hartgraves, Director *Celesta Hartgraves*
Division of Senior and Disability Services

SUBJECT: Addition of Financial Management Services in the Independent Living Waiver

Effective July 1, 2014, as a result of program changes requested by the Centers for Medicare and Medicaid Services (CMS), the Independent Living Waiver (ILW) is changing the reimbursement rate methodology for ILW Consumer-Directed Personal Care Attendant Services separating the payment of administrative functions from direct care service payment rates.

Financial Management Services (FMS) is a new service in the ILW providing administrative assistance on behalf of the participant in regard to employer and employee payroll functions and other supportive services.

- Financial Management Services (FMS) assist participants who receive a Personal Care Attendant through the ILW to facilitate the employment of attendants by the participant.

FMS providers perform the following functions:

- Assist the participant in verifying the attendant's citizenship status;
- Collect and process timesheets of attendants;
- Process payroll, withholding, filing and payment of applicable federal, state and local employment-related taxes and insurance;
- Ensure all funds paid for ILW Personal Care Attendants are used to pay the personal care attendant's wages and all employment related taxes and insurance;
- Ensure the attendant is registered with the Family Care Safety Registry;
- Provide information and assistance to the participant or designee in arranging for, directing and managing services;
- Assist in identifying immediate and long-term needs, developing options to meet those needs and accessing identified supports and services;
- Offer practical skills training to enable families and participants to independently direct and manage waiver services;
 - Examples of skills training include providing information on recruiting and hiring attendants, managing attendants, and providing information on effective communication and

www.health.mo.gov

Healthy Missourians for life.

The Missouri Department of Health and Senior Services will be the leader in promoting, protecting and partnering for health.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.

problem-solving. The service/function includes providing information to ensure that participants understand the responsibilities involved with directing their services.

- Assist in the acquisition of necessary assistive technology services and/or devices. This includes;
 - Advocating for the participant by arranging for services with individuals, businesses and agencies for the best available service within limited resources;
- Assist the participant in obtaining bids for the authorization of Specialized Medical Equipment and Supplies. This includes;
 - Assuring the purchase price includes the cost of training the participant in the operation and maintenance of equipment. In addition, the purchase price covers the cost of maintenance and upkeep of equipment.
 - Ensuring that providers of equipment and supplies are enrolled with the MO HealthNet Division as a state plan Durable Medical Equipment provider or registered and in good standing with the Missouri Secretary of State's Office.
- Assist the participant in obtaining bids for the authorization of Environmental Accessibility Adaptations. This includes;
 - Assuring all providers are qualified and meet all state and local licensure and or certification requirements. The contractor must have applicable business license and meet all applicable building codes.

FMS must be prior authorized by the Department of Health and Senior Services (DHSS), Division of Senior and Disability Services (DSDS). All State Plan Consumer-Directed Services must be utilized prior to billing for a personal care attendant service in the ILW. One unit of FMS will be authorized, per member per month. FMS shall not be billed unless at least one unit of ILW services has been delivered each month. At this time, the prior authorization will not be made in the HCBS Web Tool. Designated staff in DSDS' central office will complete a paper prior authorization for FMS. A notation will be made in the participant's Case Notes in the HCBS Web Tool once the paper prior authorization has been uploaded and approved.

After July 1, 2014 all participants enrolled in the ILW receiving personal care attendant services, must also be authorized for FMS.

PROC CODE	DESCRIPTION	MAXIMUM ALLOWABLE AMOUNT
T2040 U6	Financial Management Services	\$110.00 per member per month

RATE CHANGE FOR PERSONAL CARE ATTENDANT

Effective July 1, 2014, the ILW personal care attendant's reimbursement rate in the ILW will change.

PROC CODE	DESCRIPTION	MAXIMUM ALLOWABLE AMOUNT
T1019 U6	Waiver Personal Care	\$3.57 per 15 minute unit

VM-14-14
May 2, 2014
Page 3 of 3

For additional information regarding FMS, how to enroll as an FMS provider, and upcoming conference calls with MO HealthNet Division (MHD) and DSDS regarding FMS, please review the MHD's Provider Bulletin, Volume 36 Number 26 at <http://dss.mo.gov/mhd/providers/pages/bulletins.htm>.

Any questions regarding this memorandum should be directed to the Bureau of Program Integrity via e-mail at programintegrity@health.mo.gov or by phone at 573/526-8557.

CH/SS

CC: Distribution Lists 3 & 4