

Erie County Board of Developmental Disabilities

Medicaid

July 2001

Title XX Policy

I. Policy

The Erie County Board of Developmental Disabilities (DD) will participate in the Title XX federal assistance program. The services reimbursed through the Title XX program are listed in the Title XX Services Profile. The service rates reimbursed through the Title XX program are listed in attachment B, unit rate certification.

Each individual identified to receive Title XX reimbursed services must have an individual service plan that indicates the need for the Title XX service identified in the Title XX profile. Title XX services are provided without regard to income.

Individuals receiving Medicaid services through any Individual Options or Level One Medicaid waiver program will not be eligible for Title XX.

If Title XX funded services are subcontracted to another provider, a contractual agreement must exist for the provision of these services and an attachment A – assurance document must be completed by the County Board and the provider.

II. Procedure

A. Planning and Goals

1. Title XX funded services will be reviewed at least annually during the individual's annual IP planning process. If there are no changes in the Title XX services from the previous year, the Service and Support Administrator may initial and date the DMR 1014 indicating that the form has been reviewed and there are no changes. The plan must identify a goal(s) as a Title XX service.
2. The designated individual will complete the following sections of the Application for Eligibility Determination/Redetermination (DMR 1014):
 - a. Section AA. Client Identifying Information
 - b. Section BB. Client Eligibility for Erie CBDD Services
 1. Date of Application: Place original date of application for DD services in this location.
 2. Eligibility verified from Erie CBDD
 3. Type of Application: Mark initial if individual has never received Title XX services before and Redetermination for all others.
 - c. Section EE Title XX Service name and 5 digit code. The service name and 5 digit code must support the Title XX services profile.
 - d. Section FF. Service Category: Without regard to income box must be checked and the box indicating that this service is included in the CSSP Profile

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3. The Service and Support Administrator (SSA) will complete the following sections of the Application for Eligibility Determination/Redetermination (DMR 1014):
 - a. Section CC. Client's Need – this is a short general description of need based upon the planning assessment in the plan.
 - b. Section DD. Program Goals Targeted to Applicant – the appropriate box should be checked according to the definition of the State-wide goal in attachment B of the Title XX contract.
 - c. Section EE. Objective of Services - the specific goal(s), along with frequency and duration as identified in the ISP that corresponds with the need described in section CC.
 - d. Section GG. Verification – the SSA will obtain a signature and date from the individual receiving Title XX services or his/her authorized representative.
 - e. Title XX Provider Only section – the appropriate box will be checked. Notice for approval is the receipt of the completed IP. The SSA will sign and date this section as the reviewer.
 - f. A completed copy of the DMR 1014 is then placed into the Title XX file on the server and the original is placed in the official file. If individual's plans change and they are no longer receiving Title XX services, the SSA moves the completed DMR 1014 to the terminated folder on the server.
4. Title XX paperwork will be revised when an individual's need for Title XX services changes as indicated in the individual's ISP or if the profile of services reimbursed through the Title XX contract changes. Any completed redetermination form shall be forwarded to the Title XX billing clerk.

B. Documentation

1. Each provider will document services provided on a DMR 1017 Unit of Service Log (USL) or a form that contains all of the required information in section 11a. of the Title XX contract. The form must indicate that this is the Title XX Unit of Service Log (USL).

The provider shall maintain client specific supporting documentation (such as payroll, attendance, case notes, and professional exam summaries) that details and discusses services delivered.
2. The USL or other appropriate form will be completed on a monthly basis and submitted to the Title XX billing clerk no later than the end of the following month. The Title XX billing clerk will complete the following:
 - a. The number of units provided based upon the reporting and billing unit in the CSSP.
 - b. Verification that all components listed in section 11a. of the Title XX contract are correctly documented. The USL shall be

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returned to the provider for correction if any of these areas are missing and/or incorrect. The provider then has forty-eight (48) hours to return the corrected form to the Title XX billing clerk.

C. Billing

1. The unit rate for Title XX reimbursed services is set by completing Attachment D, Title XX Unit Rate Certification.
2. The Title XX billing clerk will compile each recipient's USL's, calculate units of services provided, and complete the monthly compilation sheet for all individuals receiving Title XX services.
3. Quarterly, the Title XX billing clerk will report to ODMRDD all qualified expenditures through the web-based program no later October 15, January 15, April 15, and July 15 of each fiscal year unless an extension is filed. All information entered on the quarterly report(s) should be traceable to the IP and the USL. Copies will be maintained of all reports submitted to DODDD for no less than 7 years.
3. The Superintendent is authorized to sign and date the quarterly report as the "submitter".

D. Fund Maintenance and Monitoring

1. Title XX revenue shall be maintained in a separate line item within the Erie County Auditor revenue reporting system. It shall also be maintained in a separate line item within The Erie County MR/DD Board accounting system.
2. Since it is a federal grant, Title XX expenditures and revenue will be compiled and reported annually on the Federal Funds Schedule of Financial Assistance. This report will be maintained with the Business Services Director at the County Board offices as well as forwarded to the County Auditor offices.

E. File Maintenance and Monitoring

1. The Title XX billing clerk shall confirm the existence and completeness of the following:
 - a. A COEDI/OEDI exists for each completed eligibility application (DMR 1014).
 - b. An active ISP exists for each completed DMR 1014 and there are goal(s) identified as Title XX service goals in the plan that match section EE. of the DMR 1014.
 - c. The DMR 1014 is completed in full and accurately.
 - d. The documentation form contains all elements in section B.1. above and it supports the service name, description, and 5 digit code indicated in the CSSP Profile and the IP.
 - e. Any changes made on a redetermination flow through the IP, DMR 1014, and documentation forms.

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