



Informational Packet

EXCEPTION REQUEST PROCESS TO: Exclude Room and Board Charges to an Individual on the Claim

ODP Communication Number: Packet 106-10

AUDIENCE: ODP Direct Service Providers (Specifically, Residential Habilitation Provider Agencies) and Administrative Entities (AEs)

PURPOSE: The purpose of this Office of Developmental Programs (ODP) Informational Packet is to announce the process a residential habilitation provider agency should follow when requesting an exception to entering Room and Board charges to the individual on their Waiver ineligible residential claims. **This new process is effective beginning with the issue date of this Informational Packet.**

BACKGROUND

An edit was created in PROMISE™, effective July 1, 2009, which determines if the provider's charges to the individual for room and board have been entered in the "Patient Pay" field on the claim when an waiver ineligible residential service is billed on a claim. Since July 1, 2009, instances have been identified where no charges were made to the individual for room and board yet ineligible residential costs were still incurred. Office of Developmental Programs (ODP) Regional approval for this request will allow providers to be paid when they do not have any charges to enter in the "patient pay" field on the claim. Any future changes to this process will be communicated through ODP's usual distribution channels.

EXCEPTION PROCESS

The last two pages of this communication contains the DP 1030 form, titled **Exception Request Form, Exclude Room and Board Charges on the Claim**, and instructions on how to complete the DP 1030 form. Please print out the form, enter the information requested on the form, then scan and e-mail it to the ODP Fiscal Officer assigned to your region.

Please note: ODP has identified claims that were submitted with invalid amounts entered in the “Patient Pay” field on the claim. The amounts identified are extremely inconsistent with typical charges made to the individual for room and board. ODP recognizes that this action was taken by the provider to avoid a claim denial. If you are a provider who has entered an invalid amount in the “Patient Pay” field on the claim, please complete the process for an ***Exception Request to Exclude Room and Board Charges (DP 1030)*** on your claim.

ODP is planning to recover any overpayments made to providers who entered invalid charges for room and board on their claim transactions.

This Informational Packet will be stored in the following places:

- ▶ www.odpconsulting.net > PIC > Provider Billing and Payment section.
- ▶ www.odpconsulting.net > ODP Communications > Informational Packets
- ▶ The DP 1030 instructions and form will be stored on odpconsulting.net > ODP Resources > ODP Forms.

For inquiries regarding this Informational Packet, please contact the ODP Fiscal Officer assigned to your region.

Background: An edit was created in PROMISe™, effective July 1, 2009, which determines if the provider's charges to the individual for room and board have been entered in the "Patient Pay" field on the claim when an ineligible residential service is billed on a claim. Since July 1, 2009, instances have been identified where no charges were made to the individual for room and board yet ineligible residential costs were still incurred. Office of Developmental Programs, or ODP, Regional approval for this request will allow providers to be paid when they do not have an amount to enter in the "patient pay" field on the claim. Any future changes to the process described below will be communicated through ODP's usual distribution channels.

**INSTRUCTIONS FOR COMPLETING THE
"EXCEPTION REQUEST FORM TO EXCLUDE ROOM AND BOARD CHARGES ON CLAIM REQUEST"**

A separate exception request form must be completed for each individual living at the residential habilitation provider's service location who does not pay a portion of their room and board charges.

To receive an exception from entering charges to the individual for room and board on your claim form, the following process will be followed:

- Step 1: By completing the exception request form, the provider is affirming that no charges were made to the individual for room and board.
- Step 2: The provider's name should be entered on the blank line at the top of the form.
- Step 3: Choose the reason for submitting this exception request form. Please place an "X" in the checkbox next to the reason or reasons why you are requesting to be exempt from entering charges to the individual for room and board when billing. If you place an "X" in the box next to the word "Other", describe the situation as to why the individual is not being charged for room and board but the provider agency still incurred ineligible costs. This explanation should be entered in the space provided. This space may also be used to record any comments that could impact an ODP determination.
- Step 4: Please enter the 13-digit MPI, service location code, and recipient identification number and recipient name in the space provided. This information is mandatory.
- Step 5: The ODP Regional Fiscal Officer will complete the remainder of the form when a determination has been made to approve or disapprove the exception request.
- Step 6: Exception Request Forms should be e-mailed to the ODP Fiscal Officer assigned to your region. Please enter "R & B Exception Request" in the subject line.

PLEASE NOTE:

- When there is a change to an individual's living arrangement where an exception has already been approved and is on file, please inform your ODP Regional Fiscal Officer to ensure the exception request form is updated with the appropriate service location code information to avoid future claim denials.
- When an individual pays their rent to a private landlord BUT the residential habilitation provider supplies their food, then the residential habilitation provider is required to prorate the room and board charges on the claim transaction for the board costs. The residential habilitation provider may only charge the individual 40% of the SSI maximum rate for room when no board is provided. If only board is provided to the individual, then the provider may only charge the individual 32% of the SSI maximum rate for board (food). If only room or only board is charged to the individual, that amount should be entered in the "Patient Pay" or "Amount Paid" field on the claim. When an amount is found in this field on the claim, Error Status Code (ESC) 778, "Consumer Contribution (SSI) Missing From Claim" will not set and your claim will pay.

_____ is requesting approval for an exception to the requirement of entering a dollar amount for room and board charges for which the individual may be liable. Charges to the individual for room and board are required to be entered in the "Patient Pay" or "Amount Paid" field of the claim transaction when billing for ineligible waiver-funded residential habilitation services. By making this request, the residential habilitation provider is affirming that no charges were billed to the individual for room and board. This request meets at least one of the exception criteria listed below. Please check the box or boxes that apply to your particular exception request.

- An individual owns their own home, which is licensed under 55 Pa.Code Chapter 6400, and other individuals who receive service from the residential habilitation provider live with the individual. The individual is not charged room and board; however, all the roommates pay their portion of the room and board charges to the residential habilitation provider. The residential habilitation provider agency has an ineligible rate established for the site location.
- An individual buys his/her own food and pays rent to a private landlord. This situation may also apply to Section 8 Housing rules. The residential habilitation provider agency has an ineligible rate established for the site location.
- An individual does not receive SSI, SSA or any type of income. Documentation will exist that the residential habilitation provider made every effort to obtain benefits for the individual.
- Other. Please describe the reason for requesting an exception request in the space below.

Explanation for Selecting "Other" or additional information regarding the chosen reason:

THE PROVIDER SHOULD COMPLETE THE DATA BELOW WHEN MAKING AN EXCEPTION REQUEST:

Individual's Name	Recipient Identification Number (RID) <i>also known as MCI or MAID number</i>	MPI: 9-digit	4-digit Service Location (Location Code)

ODP REGIONAL OFFICE DECISION APPROVED DISAPPROVED

AUTHORIZATION PERIOD:

ODP Regional Office Comments: _____
