



Informational Memo

FMS Administrative Fee Services need to be on the ISP

ODP Communication Number: Memo 043-10

Audience: Supports Coordination Organizations and Administrative Entities

Purpose: This ODP Informational Memo is intended to provide guidance surrounding the use of the monthly and one-time vendor FMS administration fees.

Effective July 1, 2009, ODP created separate procedure codes for the administrative services provided by Financial Management Service (FMS) Organizations.

After a recent review of the Fiscal Year 2009-2010 Individual Support Plans (ISPs), ODP has determined that a majority of the ISPs do not contain the FMS Administrative Service as part of the Service Details for individuals self directing their services through the State Vendor Fiscal/Employer Agent (VF/EA) or Agency with Choice (AWC).

ODP is asking AEs and SCOs to ensure that the FMS Administrative Service fees for the State VF/EA and AWC are included on all ISPs. ODP is also asking that the One-time Vendor Administrative Fees also be included on all ISPs when the Local VF/EA or AWC is making the vendor payment for the service and the individual is not self directing their services.

The Centers for Medicare and Medicaid Services (CMS) requires that all services funded with Waiver Dollars are listed on the Individual Support Plan. Both the Monthly and One-time Vendor Administrative Services (with the exception of Admin Fee-Other W0025 described below) will have a total dollar amount of zero and will not be authorized. As a result, the Authorization Status of the service will remain in a Pending status. The Total Annual Units for the one-time vendor administrative fee service should be 1 or a best estimate. The Total Annual Units for the monthly administrative fee service should be 12 or the number of months in the Fiscal Year that the FMS organization is making payments on behalf of the individual.

For more information related to adding a Monthly FMS Administrative Fee to the ISP (W7318 or W7319), please view slides 19-22 of the Participant-Directed Services Financial Management Services Webcast found on the ODP Consulting website.

For more information related to adding a One-time Vendor Admin Fee (W0026, W0027) to the ISP, please reference the following information.

To add the administrative fee for a one-time vendor service to the ISP, use the FMS Screens in the SSD. First select the appropriate FMS Business Type from the search box.

To add the one time vendor admin fee, select the **Admin Fee for One Time Vendor Services** as a separate service for the AWC or LVF/EA. Information about the vendor (such as name and address) should be inputted in the Additional Information textbox.

FMS Service Information	
FMS Name:	* AWC FMS PROVIDER
FMS Service Name:	* Admin Fee for One time Vendor Services / Flat Fee
Additional Information:	VENDOR NAME, ADDRESS, CONTACT INFORMATION: VEHICLE ACCESSIBILITY ADAPTATION INC. 123 MAIN STREET PHILADELPHIA, PA 12345

The Service Details screen will display the procedure code for the one-time admin fee (i.e. W0026 for AWC One-time Admin Fee and W0027 for LVF/EA admin fee). Finally:

1. Select the related Outcome Phrase
2. Record the Total Annual Units number of units
3. Indicate the Expected Start and Stop date of the service
4. For the administrative fee there is no Total Amount. This amount will default to 0 for the Admin Fee for One time Vendor Services, and cannot be changed. (This prevents the cost of the administrative service from counting toward the P/FDS cap and the service plan total).

Services And Supports	
Fiscal Year Begin Date:	07/01/2010
Fiscal Year End Date:	06/30/2011
Related Outcome Phrase:	#1
Service Name:	Admin Fee for One time Vendor Services
Service Procedure Code:	W0026:00:00:00:00
Service Contract Start Date:	
Service Contract End Date:	
Service Unit Cost:	N/A
Provider MPI #:	900001536
Provider Name:	AWC FMS PROVIDER:
Service Location Id:	
Provider Site:	,
Total Amount:	#4 * \$0
Utilized Amount:	\$0
Total Annual Units:	#2 * <input type="text"/>
Utilized Units:	0
Expected Start Date (MM/DD/YYYY):	#3 * <input type="text"/>
Expected Stop Date (MM/DD/YYYY):	* <input type="text"/>
The service is an emergency substitute for the following service:	
Service Subtotal:	0
Plan Budget Total:	\$0
Projected Plan Budget Amount:	\$.00
Authorization Status:	Pending

Please note that for a Local VF/EA FMS or AWC to bill the Admin Fee-Other (W0025) service and process for payment successfully, the total annual units and total amount must be included on the ISP and the service must be authorized.

The chart below lists the Administrative Fee Services, FMS type, procedure codes, unit designation, program enrollment, and authorization status upon completion.

Administrative Service Name	FMS Type	Procedure Code	Unit	Program Enrollment/ Funding Source	Authorization Status
Monthly Admin Fee	State VF/EA	W7318	Monthly	Waiver	Pending
Monthly Admin Fee	AWC	W7319	Monthly	Waiver or Base	Pending
Admin Fee for One-Time Vendor Services	AWC	W0026	Outcome Based	Waiver or Base	Pending
Admin Fee for One-Time Vendor Services	Local VF/EA	W0027	Outcome Based	Waiver or Base	Pending
Admin Fee - Other	AWC and Local VF/EA	W0025	Outcome Based	Base	Authorized

Please be mindful of the change when preparing FY Renewal ISPs for 2010-2011. A more comprehensive communication containing all the changes for FY 2010-2011 in order to prepare the FY renewal ISPs will be forthcoming.

For more information or assistance, please contact your ODP Regional Program Office.

ODP thanks you for your continued cooperation and efforts.