

# Action Request Transmittal Developmental Disabilities Services



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**Authorized signature**

**Number:**  
**Issue date:**

**Topic:** Developmental Disabilities

**Due date:**

**Subject:**

**Applies to (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> All DHS employees                     | <input type="checkbox"/> County Mental Health Directors  |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services   |
| <input type="checkbox"/> Aging and People with Disabilities    | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS)                           |
| <input type="checkbox"/> Self Sufficiency Programs             | <input type="checkbox"/> ODDS Children's Intensive In Home Services  |
| <input checked="" type="checkbox"/> County DD program managers | <input checked="" type="checkbox"/> Stabilization and Crisis Unit (SACU)   |
| <input type="checkbox"/> Support Service Brokerage Directors   | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): 24 hour residential service provider agencies |
| <input type="checkbox"/> ODDS Children's Residential Services  |  |
| <input type="checkbox"/> Child Welfare Programs                |  |

**Action required:**

Every individual residing in a 24-hour residential home (SE 50) who requires professional behavior services (PBS) or direct nursing services (DNS) must have those services authorized as separate services. PBS and DNS will no longer be "bundled" with residential services. These services are voluntary and should not be authorized if an individual does not want them. If chosen, the services must be included in an authorized ISP or change form with all required signatures/approvals. Until the ISP form can be updated, include these services in the "Additional Chosen Services" section of the ISP. Note: the check boxes for "additional K plan services..." that appear in the "Residential Services" section of the ISP form should not be checked.

Corresponding payment authorizations for PBS must be in a Plan of Care (POC) in eXPRS. Services for this group of individuals will be treated the same for people in in-home settings as far as authorizations go. Authorizations are described in the [expenditure guidelines](#) and [Guide to Professional Behavior Services](#).

Information on authorizing daily adult 24-hour residential services in eXPRS is available in [this video](#) in Workday.

Information about billing for professional behavior services can be found in [this video](#) in Workday.

DNS will be authorized in MMIS. Training for new DNS providers on how to prior authorize and make claims in MMIS is scheduled for May.

When a CDDP or service coordinator does not have the capacity to engage in robust choice counseling about available PBS or DNS providers leading up to July 1<sup>st</sup>, 2022, the individual's 24-hour residential provider may be authorized as the PBS or DNS provider if:

- The individual or their representative does not request a different provider; and,
- The agency is qualified, i.e., has an endorsement for behavior services or direct nursing services.

As ISPs renew after July 1, 2022, a full discussion about available providers for PBS and DNS should occur.

It is appropriate to authorize only maintenance (OR310) for individuals who have a current positive behavior support plan (PBSP).

This work must be completed no later than June 30, 2022.

**Reason for action:** Beginning July 1, 2022, PBS and DNS will be “unbundled” from 24-hour residential service rates.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:**

*If you have any questions about this action request, contact:*

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