

Mid East Ohio Regional Council
www.meorc.com

Acronyms Anonymous

DRA = Daily Rate Application on ODMRDD web site
DBU = Daily Billing Unit
LOC = Level of Care
HPC = Homemaker/Personal Care
OS/OC = On-Site/On-Call
CA = Cost Attachment

Transitions to the DBU

Rule 5123:2-13-07 went into effect on 12/21/07 that requires transitioning to a DBU for congregate settings where individuals share HPC services. Here are some critical points of interest related to this rule:

Rule is not applicable to:

- ✓ Adult Foster Care settings
- ✓ Individuals who **live together** and **share HPC services** of an agency or individual provider **and** who use a **second HPC provider** for **recreational activities**;
- ✓ Individuals who **live in different homes** who **travel with** an agency or individual **provider** who is **not** their **residential provider** to a **recreational event** such as bowling, respite, or camp on a monthly or weekly basis
- ✓ Individuals who **live alone and share services** on a routine basis with a neighbor or other eligible person
- ✓ CBs should **email Mark Smith** at mark.smith@dmr.state.oh.us to get **approval to remain at 15-minute unit reimbursement** for individuals, when the **team agrees** that, **shared services are not predictable or consistent.**

DBU Transition timelines are as follows:

- ✓ If **not previously transitioned** to the **15-minute reimbursement by 12/31/07**, transition to the DBU is required by **4/7/08**
- ✓ If **previously transitioned** to the **15-minute unit reimbursement on or before 12/31/07**, transition to the DBU is required by **December 2008**

Information about the ODMRDD applications related to DRA, PAWS and the DBU:

- ✓ Currently there is **no interface or link** between the **DRA** and the **PAWS** applications at ODMRDD
- ✓ **CBs** need to **enter the congregate settings details of individuals at the site, the site costs, the site hours and the individual portions of the site costs in the DRA.** An **hourly rate** will be calculated from this information
- ✓ **CBs** should **not include** the **transportation costs in the site or individual costs on the DRA**
- ✓ **PAWS for DBU settings do not include a daily rate, PAWS include only the # of days and a total dollar amount**
- ✓ **Weekly providers** will **enter in the DRA the actual staff hours and the # of individuals served during each day of that week for every site** that they operate
- ✓ **Based on the hourly rate** that was calculated and the **actual staff hours for the individuals served during the week the DRA determines the DBU for the provider weekly billing**

Submit ISPs and CAs to MEORC for transitions to the DBU as follows:

- ✓ On **CA - Provider Worksheet(s)** indicate –“**Transition to DBU**” in **narrative box**
- ✓ For **Revisions: CA – Provider Worksheet** end date the **Authorized Period** with the **date prior to DBU transition.** Insert new **Provider Worksheet** listing the residential services with **Authorized Period** of the **DBU transition date.** Enter the **revision # and effective date** in the fields supplied on the **CA**
- ✓ **5123:2-13-07** requires **reviewing OS/OC service hours** and the way the **previous application** of this **shared service.** If the review results in a **revision to the ISP** submit ISP with the **revised CA**
- ✓ Enter the **overnight staffing units** on the **CA** for someone needing “**awake**” staff by **entering a separate line of Routine hours and entering the calculated rate (see the example in the rule) in the UCR column**
- ✓ If **changing the LOC span dates to align with transition to DBU** accurately end date the **previous CA** to reflect the **correct amount of Residential and Day Services for the shortened plan period**
- ✓ **Above items will allow CBs to accurately reflect the cost of ISPs for all services, not just waivers, in the CA planning tool and determine how services fit within the funding ranges**
- ✓ As a **proactive measure to decrease CA errors and provider billing delays, Melissa and Darin are available at MEORC to do a preliminary fiscal review and provide feedback on the CA for the first transition to the DBU**