



OBCBS ALERT 17-01

FY17 APPENDIX A & APPENDIX A-1 SUMMARY OF CHANGES

This alert letter summarizes the changes to the FY17 Appendix A & Appendix A-1 to assist providers in reviewing the revised language. The reason for these revisions was to eliminate duplication across these documents and the DDDS contract boilerplate, to simplify language and to clarify processes.

Appendix A Clarifications (Applicable to All DDDS Providers)

- Appendix A document was reduced from (11) pages to (4) pages.
- Sections referring to **Sanctions** and **Terminations** were voided from Appendix documents as they are now included in the Boilerplate.
- **Vendor Responsibilities (Section 4.0) :**
 - Providers are no longer required to obtain prior written approval when traveling outside of the State of Delaware.
 - **Section 4.2** specifies the Division's expectation for timely notification of changes in service to persons served and outlines minimum information to be provided, which includes, but is not limited to a transition plan.
 - **Section 4.8** specifies how Providers are to communicate their protocol for accepting new participants.
 - **Section 4.11** requires Vendors to notify applicants of their ability to provide services within 30 days of a completed referral.
 - **Section 4.12**, sub-section c states annual independent audits must be forwarded to the Division within 3 months after the state fiscal year ends.

Appendix A-1 Clarifications (Applicable to All DDS Residential Providers)

- Appendix A-1 document was reduced from (4) pages to (3) pages.
- **Leasing and Acquisition (Section 2.0) :**
 - **Section 2.1** includes web link to Fair Market Rent (FMR) Values on the US Housing & Urban Development Website. Additionally, it clarifies that Providers seeking authorization of a rental amount greater than published FMR, must submit Universal Design Scoresheet and/or Program Assessment Forms simultaneously with Residential Lease and Approval and Authorization Form.
- **Site and Residential Service Costs (Section 3.0) :**
 - **Section 3.1** expands the definition of site costs to now include basic subscription television service not to exceed \$75.00 per home, per month.
 - **Section 3.2** specifies cost reports must be turned into the Division 45 days after the end of a calendar year quarter; respectively April 15, August 15, October 15, and February 15.
 - **Section 3.5** specifies annual residential site reconciliations will be adjusted for vacancies as the Division will not be responsible for these costs if vacancies last longer than (60) days.
- **Vendor Responsibilities (Section 4.0) :**
 - **Section 4.5** now permits Provider to obtain verbal approval in emergent situations where a consumer served needs elective medical, dental or therapeutic care not covered by contract, Medicaid or Medicare. However, reimbursement requests must be accompanied with a written approval after the fact.
 - **Section 4.6** requires Vendors to obtain physician orders for all persons served medications, to include over the counter medications and lists supporting documentation to accompany invoices to the Division.
 - **Section 4.7** requires Vendors provide a Provider Inventory List by the 31st day of January, itemizing furnishings and equipment using Division funds with a dollar value greater than \$50.00 regardless of depreciation status.
 - **Section 4.8** provides a referenced web link listing common allowable expenditures purchased with personal funds.