



Fiscal Year (FY) 2023-2024 Individual Support Plan (ISP) Renewal Guidance

ODP Announcement 23-040

AUDIENCE:

Administrative Entities (AEs)

Supports Coordination Organizations (SCOs)

Supports Coordinators (SCs)

All Providers of Consolidated, Community Living or Person/Family Directed Support Waivers or Base-Funded Services

Other Interested Parties

Note: This Communication does not apply to Adult Autism Waiver (AAW) Providers

PURPOSE

This Office of Developmental Program (ODP) communication will provide guidance for the FY 2023-2024 renewal period. The following topical areas will be addressed in this communication:

- Federal COVID-19 Public Health Emergency Ending
- Leap Year



- Person/Family Directed Support (P/FDS) Cap Exceptions
- Waiver Rate Load
- Needs Level/Needs Group Clean-up
- Variance Process for Established Service Requirements
- Consolidated Waiver Fee Schedule Residential Rate Exceptions
- Reserve to Encumbrance
- Resources

DISCUSSION

This communication is intended to provide guidance to all stakeholders who participate in the FY 2023-2024 renewal ISP process.

FEDERAL COVID-19 PUBLIC HEALTH EMERGENCY ENDING

Please review ODP [Announcement 23-023](#) and ensure updates are made to the 2023-2024 FY ISP Renewal that aligns with Appendix A. Pay close attention to the service unit limitation end date of November 11, 2023 specified in Appendix A of Announcement 23-023. Service unit totals for the fiscal year that are provided by a relative/legal guardians or multiple relatives/legal guardians of the participant must be reviewed and adjusted on the 2023-2024 FY ISP Renewal to ensure the maximum allowable weekly unit limitation is accounted for and not exceeded in the service unit total for the fiscal year. Please [see Announcement 23-041 for the Maximum Number of Hours per Week of In-Home and Community Support and/or Companion Services that Relatives and Legal Guardians May Provide \(the “40/60 Rule”\)](#)



LEAP YEAR

FY 2023-2024 is a leap year which means one extra day will need to be reflected on the ISP. SCOs and AEs should ensure the units reflect 366 calendar days instead of 365 calendar days.

Leap year also impacts the Annual Review Update Date found on the Annual Review ISP. The Annual Review Update Date is the end date of the current plan year. The Annual Review begin date and Annual Review Update Date should always reflect 365 days except during a leap year.

SCs should update the Annual Review Update Date when completing Annual Review plans. It is not necessary to make the change to the ARU date when completing the FY Renewal plan.

Remember to correct ISPs if the Annual Review Update Date does not reflect the end date of the current plan year.

PERSON/FAMILY DIRECTED SUPPORT WAIVER (P/FDS) CAP EXCEPTIONS

Individuals who have an approved P/FDS cap exception in FY 2022-2023 will continue to have the same cap exception in FY 2023-2024.

Due to the auto authorization functionality within HCSIS, SCs should mark ISPs for *manual review* for FY 2023-2024 ISPs approved for an individual cap exception. AEs will conduct manual reviews of ISPs to ensure that the approved cap is not exceeded. AEs will need to manually approve and authorize the ISPs with approved cap exceptions. AEs should identify and report to their designated ODP Regional Waiver Capacity Managers any individual for whom an individual exception is no longer needed.



ODP will continue allowing P/FDS cap exceptions in FY23-24 and FY24-25 specific to Community Participation Support (CPS) and Transportation Trip services consistent with the following guidance:

- Individuals enrolled in the P/FDS Waiver prior to July 1, 2023, can maintain, or return to the number of CPS and/or Transportation Trip service units authorized for the year as of January 2020 or those authorized in the FY22-23 ISP, whichever is greater. Maintenance of the number of CPS units includes: the units of service(s) that have been re-allocated among In-Home and Community Supports, Companion, and/or Respite services. For example, if an individual was authorized for 400 annual units of CPS as of January 2020, which was reallocated to 400 annual units of In-Home and Community Support in July 2022, 400 units is the maximum amount of In-Home and Community Support and CPS services the individual can receive under this exception.
- Cap exceptions are needed to ensure that participants will not lose services due to the adoption of the temporary enhanced rates for CPS and Transportation Trip services as the fee schedule rates from November 2023 until the next fee

Cap exception questions should be directed to your ODP Regional Waiver Capacity Manager.

When the FY 2023-2024 Renewal is adjusted to be annualized, it is possible that either the \$41,000 P/FDS cap or \$85,000 Community Living Waiver cap could be exceeded. AEs who have access to the Enterprise Data Warehouse (EDW) should review the ODP AE Performance Dashboard for a list of waiver participants with current FY 2023-2024 authorizations near the waiver cap. AEs are strongly encouraged to share this information with SCOs. To access the AE Performance Dashboard, click on the following link:

<https://www.dhsanalytics.dhs.state.pa.us/analytics> > Sign in through User ID and password



(must have Cognos Cube and Report License) > Team Content > HCSIS > Near Real Time Reports > ODP AE Reports > ODP AE Performance Dashboard > Run through HTML

FY 2023-2024 WAIVER RATE LOAD IN HCSIS, CONTRACTS AND SERVICES AND SUPPORTS DIRECTORY (SSD)

Fiscal Year 2023-2024 rates were loaded to HCSIS on April 3, 2023, and the HCSIS FY 2023-2024 contract creation batch job began creating FY 2023-2024 contracts on Saturday, April 8, 2023. The majority of FY renewals created after April 8, 2023, will show as real contracts with services authorized. If a FY renewal was created before the contract creation batch job ran on April 8, 2023, service contracts on the FY renewal will be in a provisional on hold (POH) status until the POH to real batch job is run on April 21, 2023. Services on these FY Renewals may need to be Pre-Authorized, after the contract status is updated to real.

If a rate fails to load into the FY 2023-2024 Renewal plan, please contact [ra-ratesetting@pa.gov](mailto:ratesetting@pa.gov) mailbox.

When a *new* service offering is added to a provider's service location, a contract is created for FY 2023-2024 by the overnight "Contract Creation" batch job. If a service contract was created before the "Contract Creation" batch job's start date of April 8, 2023, the contract may contain the FY 2023-2024 rate and be in provisional status. These contracts will be updated with the FY 2023-2024 rate once the overnight "*provisional to real*" job is run automatically. The "Provisional on Hold" batch job is anticipated to begin running overnight on April 21, 2023 and will continue running until all provisional on hold contracts are converted to real. This batch job runs daily overnight and converts provisional contracts to real contracts if a FY 2023-2024 rate exists in PROMISE™. If the provisional contracts were converted to real, then users will see the FY 2023-2024 rate reflected in the SSD and the FY



renewal plan will reflect the FY 2023-2024 rate for services pre-authorized on the plan. If the provisional contracts were not converted to real, then users will see the reason for the exception in the “Provisional On-Hold to Real Contract Conversion Exception Report” which will be automatically added to the user’s Reports Inbox.

If a FY 2023-2024 service is missing in the SSD but existed in the SSD for FY 2022-2023, then a contract was **not** created. This could happen for the following reasons:

1. Mass rate change corrections could be pending because the P/FDS or Community Living waiver cap was exceeded and the plan needs to be adjusted but was not completed yet by the AE or,
2. If the FY 2023-2024 renewal is created while a FY 2023-2024 plan is in draft status (contact AE) or,
3. The qualified provider chose not to offer the service in FY 2023-2024 for a particular county or the provider is not qualified to render the service in the upcoming fiscal year or,
4. When the FY 2023-2024 rate does not exist in PROMISE™ or a contract needs to be manually created, then a contract will not be created. This can be reviewed by requesting the Contract Creation Exception Report. For this specific scenario, e-mail the rate setting mailbox: ra-ratesetting@pa.gov.

If none of the scenarios above are true for your situation, contact the HCSIS helpdesk (1-866-444-1264, c-hhcsishd@pa.gov) request a TFS ticket is opened, explain your issue, provide them with a Master Client Identifier (MCI) number, provider Master Provider Identifier (MPI)



number, service location code and procedure code to enable them to perform a root cause analysis.

NEEDS LEVEL/NEEDS GROUP CLEAN-UP

SCOs and AEs are strongly encouraged to review the individual's needs level/needs group (NL/NG) and assess if the services on the individual's FY 2022/2023 ISP have the correct NL/NG before creating a FY Renewal. If the plans are not corrected before the FY renewal is created, the incorrect service(s) will be copied over to the new FY plans. Both the current Approved plan and the FY Renewal should reflect the correct service.

The Needs-Based Services Misalignment Report is available in HCSIS. This report provides users with details about an individual's demographics, Needs Level/Needs Group information, and service details for authorized and pre-authorized needs-based services. The services listed on this report currently exist on FY 2022/2023 Approved plans and do not align with the individual's most current Needs Group. To run the Needs-Based Services Misalignment Report, navigate to HCSIS > Tools > Reports > Detail Report(s) > Needs-Based Services Misalignment Report. Available report formats are Excel and .CSV

Users may also view the *Needs Level/Needs Group Tip Sheet* to learn more about the NL/NG and available reports. The tip sheet is found in the HCSIS LMS by navigating as follows: LMS > ODP-ID/A: FM100I County Financial Management > Needs Level Needs Group (Stakeholders) _3-22-2022

VARIANCE PROCESS FOR ESTABLISHED SERVICE REQUIREMENTS

For services subject to the Variance Process, AEs should only authorize services on the 2023-2024 FY Renewal through the currently approved end date.

CONSOLIDATED WAIVER FEE SCHEDULE RESIDENTIAL RATE EXCEPTION

ODP will carry forward all approved Needs Exception Allowances from FY 2022-2023 to FY 2023-2024. Existing Needs Exception Allowance rates will remain in effect through 12/31/23. SCs will need to include the existing NEA and include a service end date of 12/31/2023.

Although not available at this time, ODP is in the process of updating systems to support a Needs Group 5, which is anticipated to be available January 1, 2024. Needs Group 5 will eventually be represented in HCSIS with the service name plus “NG5” as part of the service name and will be attached to the applicable service procedure codes as modifier “U9”. Many Needs Exception Allowances will eventually translate to the NG5 services. Once the NG5 becomes active, ODP will be reaching out to all applicable parties to provide guidance on adjusting plans accordingly.

WHEN TO CREATE FY 2023-2024 ISPS

ODP recommends the following schedule for your fiscal year activities based on timeframe of activities occurring. In consultation with the applicable AE, the SCO may decide to organize their workload based on preference.

SERVICE COMPOSITION IN	DEPENDENCIES	WHEN TO BEGIN
SC Services Only		Now
Base services		Now

SERVICE COMPOSITION IN	DEPENDENCIES	WHEN TO BEGIN
ARPA Funded Services (Base)		Now
Base services funded with Base dollars <u>but use waiver rates</u>	This activity is dependent on the FY 2023-2024 rate load which occurred on 4/3/23	Now
P/FDS, Consolidated and Community Living Waivers	This activity is dependent on the FY 2023-2024 rate load which occurred on 4/3/23	Now
<p>Note: The ISP Readiness Report will begin running on 4/24/23 to 07/31/2023, Monday – Saturdays. Daily activity will end at 7 PM6</p>		

R2E: RESERVE TO ENCUMBRANCE

AE/COUNTY ACTION: *Please note that the following actions are contingent upon ODP entry of the projected allocation which is anticipated to occur on May 27, 2023.*

A. Preparation tasks before running the year end R2E process¹

1. Run the Provider Service Status Report (contract types) for FY 2023-2024 and Provisional On-Hold Contracts: **Tools --> Reports --> Reports Request**

¹ Resource located in HCSIS > LMS > FM Guidebook and Supporting Materials > “Year End R2E Process Checklist v2.0 06/17/10”



2. Run the Provider Service Status Report for FY 2023-2024, Real Contracts:

Tools --> Reports --> Reports Request

3. Run the Projected Plan Budget Amount Exceeded Report for FY 2023-2024

Tools --> Reports --> Reports Request

4. Review the base allocation amount by accessing the **Funding Level** screen. To make changes, navigate to the **Non-Service Encumbrance, Overbooking and Revenue Adjustment** screens.

5. Run the County Funding Level Report for the upcoming FY and all Funding Streams: ***Tools --> Reports --> Reports Request***

6. Run R2E after:

- ODP communicates the R2E batch has been released
- There are no incorrect rates for real contracts in the upcoming FY
- Providers have service authorizations and can begin providing services

B. Enter the Projected Plan Budget (PPB) for base ISPs

1. Use the last year's (FY 2023-2024) PPB amounts to populate the PPB amounts for FY 2023-2024. This task can be accomplished by doing one of the following:

- a. The county user can use the **View / Update Budget Amount By Individual** option from the **Budget Management Menu** screen to enter the PPB amount for one individual at a time - or -



- b. The county user can use the **Populate Future Fiscal Year Projected Plan Budget Amounts** option to auto-populate future fiscal year (target fiscal year) PPB amounts for all the individuals within their scope using existing data from the previous fiscal year (source fiscal year).
2. If the user entered the PPB amounts by copying over the prior year's funding ***before ODP entered the FY 2023-2024 funding streams***, the FY 2023-2024 funding stream(s) would have been selected. Once the AE runs the Reserves to Encumbrance (R2E), the funding stream(s) will automatically be replaced by the corresponding funding stream applicable for FY 2023-2024. The request to copy over the PPB amounts is processed overnight. The next day, the **Populate Future Fiscal Year Projected Plan Budget Amounts Report** is made available on the **Reports Inbox** screen.
3. If manually entering the PPB amounts ***after ODP entered the FY 2023-2024 funding streams***, select the "HUMAN SERVICE DEVELOPMENT FUND - Waiver Ineligible" funding stream.

NOTE: R2E process may be run many times, however it must be run at least once AFTER 6/30 and BEFORE providers submit claims

RESOURCES

For information related to special considerations, please contact the ODP Regional Program Office assigned to your region.

For questions related to the participant-directed services (PDS rate table or calculator), please contact your ODP Regional Financial Management Services (FMS)/PDS Lead.



See the resource *ODP-ID/A: SC100I Supports Coordination > Chapter 17: Fiscal Year Renewal: ISP - v8.0 9/21/13* in the LMS for information on how to perform a FY Renewal.