

ATTACHMENT 1
COUNTY MENTAL RETARDATION PROGRAMS
INCOME AND EXPENDITURE REPORT COST CENTERS
EFFECTIVE JULY 1 2010

The following information contains a list of the cost centers numbers, associated cost center definitions, and applicable ODP mental retardation services within each cost center. This information will be used by each County Mental Health and Mental Retardation Program (County Program) to develop the Income and Expenditure Report. This report includes any service funded by base funds through the County Program as well as Waiver Administrative monies.

0100: ADMINISTRATOR'S OFFICE (AO)

Cost center 0100 includes activities and services provided by the Administrator's Office of the County Mental Health and Mental Retardation Program (County Program). The activities included under this cost center include:

- General administration, programmatic and fiscal responsibility for the County Base MH/MR program.
- Development of Planning Documents that address the needs of the mental retardation program, including local planning efforts and other pertinent information available to plan and provide an adequate mental retardation service delivery system for base-funded individuals.
- Continuation of relationships with the County MH/MR Board, ODP Regional and Central Offices, contracted base-funded mental retardation service providers, and family and consumer groups.
- Initiation of guardianship proceedings for a base-funded individual with mental retardation, where required.
- Activities of the County MH/MR Board related to the community base program.

0200: COMMUNITY HABILITATION (CH)

Community Habilitation services are direct services (face-to-face) that must meet the regulatory requirements of either 55 Pa.Code Chapter 2380 (Adult Training Facilities) or 6 Pa.Code Chapter 11 (Older Adult Daily Living Centers). Services consist of supervision, training, and support in general areas of self-care, communication, community participation, and socialization. Areas of emphasis include: therapeutic activities, fine and gross motor development, mobility, personal adjustment, use of community resources, and relationship development for base-funded individuals.

The following mental retardation services are covered by cost center 0200:

- **Community Habilitation (2380 - Adult Training Facilities)**
 - Procedure Codes: W7072, W7073, W7074, W7075, W7076, W7076 TD, W7076 TE, W7035, W7036, W7036 TD, W7036 TE
- **Licensed Day Habilitation – Older Adult Living Centers**
 - Procedure Code: W7094

0300: COMMUNITY RESIDENTIAL SERVICES (CR)

This cost center includes the care, habilitation, and social and personal development services provided to Base-funded individuals in a licensed or unlicensed community residential program. Residential Habilitation services are provided to protect the health and welfare of individuals who reside at the residential setting by assisting them in acquiring, retaining, and improving self-help, socialization, and adaptive skills necessary to reside successfully in home and community-based settings. Services consist of support in the general areas of self-care, communication, fine and gross motor skills, mobility, therapeutic activities, personal adjustment, relationship development, socialization, and use of community resources. Residential Habilitation is provided for 24 hours a day based on the need of the individual receiving services.

The following mental retardation services are covered by cost center 0300

- **Child Residential Services (3800)**
 - Procedure Codes: W7011, W7013, W7015, W7017, W7019
 - Codes could also contain one of the following modifiers: UC, UD
- **Community Residential Rehabilitation for the Mentally Ill (5310)**
 - Procedure Codes: W7021, W7023, W7025, W7027, W7029
 - Codes could also contain one of the following modifiers: UC, UD
- **Family Living Homes (6500)**
 - Procedure Codes: W7292, W7294, W7296, W7298
 - Codes could also contain one of the following modifiers: UC, UD
- **Community Homes (6400)**
 - Procedure Codes: W6091, W6093, W6095, W6097, W6099
 - Codes could also contain one of the following modifier or combination of modifiers: UC, UD, and UA
- **Community Homes, Unlicensed**
 - Procedure Codes: W7079, W7081, W7083
 - Codes could also contain one of the following modifiers: UC, UD

- **Family Living Homes, Unlicensed**
 - Procedure Codes: W7038, W7040
 - Codes could also contain one of the following modifiers: UC, UD
- **Supplemental Habilitation**
 - Procedure Codes: W7070, W7084
- **Additional Individualized Staffing**
 - Procedure Codes: W7085, W7086
- **Permanent Vacancy**
 - Procedure Codes: W7030
- **Child Residential Services 11+ Home**
 - Procedure Code: W7098
- **Community Residential Rehabilitation for the Mentally Ill 11+ Home**
 - Procedure Code: W7203
- **Community 11+ Home**
 - Procedure Code: W7221

0400: NO LONGER USED

0500: EMPLOYMENT SERVICES (ES)

These services support base-funded individuals in obtaining and maintaining competitive employment. Competitive employment refers to paid employment in the public or private sector in integrated settings where individuals receive at least minimum wage, but generally receive the prevailing wage, benefits, and training of coworkers performing comparable work. **Note:** This cost center can also be used after a county's employee pilot program funds have been exhausted.

The following mental retardation services are covered by cost center 0500:

- **Supported Employment**
 - Procedure Code: W7235
- **Transitional Work Services**
 - Procedure Code: W7237, W7239, W7241, W7245

0600: FAMILY DRIVEN/FAMILY SUPPORT SERVICES (FD)

This cost center is used for indirect services to the individual or family and allows cash or voucher payments to the family for rendered family support services. This cost center does not include services where a provider is contracted directly with and paid by the County Program.

The following mental retardation service is covered by cost center 0600:

- **Family Support Services (FSS)/Individual Payment**
 - Procedure Code: W7320

0700: HOME AND COMMUNITY SERVICES (HC)

These services are provided in home and community settings to assist in acquiring, retaining, and improving self-help, socialization, and adaptive skills. This cost center also includes services that provide supervision or care and assistance to the individual where there is no habilitation outcome.

The following mental retardation services are covered by cost center 0700:

- **Home & Community Habilitation (Unlicensed)**
 - Procedure Codes: W7057, W7058, W7059, W7060, WW7061, W7061 TD, W7061 TE, W7068, W7069, W7069 TD, W7069 TE
- **Companion Services**
 - Procedure Codes: W1724, W1725, W1726, W1727
- **Supports Broker Services**
 - Procedure Code: W7096
- **Home Accessibility Adaptations**
 - Procedure Code: W7279
- **Vehicle Accessibility Adaptations**
 - Procedure Code: W7278
- **Homemaker/Chore Service**
 - Procedure Codes: W7283, W7283 UA
- **Educational Support Services**
 - Procedure Code: W7284
- **Specialized Supplies**
 - Procedure Code: W6089
- **Support (Medical Environment)**
 - Procedure Codes: W7305, W7306, W7307, W7309, W7321, W7321 TD, W7321 TE, W7322, W7323, W7323 TD, W7323 TE
- **Family Aide**
 - Procedure Codes: W7310, W7311, W7312, W7314, W7324, W7324 TD, W7324 TE, W7325, W7326, W7326 TD, W7326 TE
- **Recreation/Leisure Time Activities**
 - Procedure Code: W7316
- **Home Rehabilitation**
 - Procedure Code: W7317
- **Base Service Not Otherwise Specified**
 - Procedure Code: W7219

0800: OTHER (OT)

This cost center includes those activities and miscellaneous programs that are not included in other cost centers. Expenditures and associated functions performed by Intermediate Service Organizations (ISO), or Vendor Fiscal Agent/Financial Management Services (FMS) or Agency with Choice FMS, are to be reported in the Other Cost Center. The term Financial Management Services has replaced the term ISO for fiscal year 2009-2010 and beyond.

ISOs fees for administrative functions are no longer considered a Waiver Service and ISO's and FMS's fees for administrative functions are to be viewed as administrative costs. When the expenditure with an ISO or FMS is on behalf of a Waiver-enrolled participant, the Waiver Administration Categorical is to be used for the administrative fee expenditure. Base dollars may be used for Base-funded clients at the 90% level for FMS expenditures, which must be reported in the Other Cost Center.

The 'Other' Cost Center includes expenses associated with the Employee Pilot Project up to the amount of the county allocation for that purpose. These expenses require prior authorization from BFO. Employment expenses unrelated to the Employee Pilot Project are to be reported in Cost Center 0500.

The 'Other' Cost Center requires prior authorization from ODP with the exception of the entries regarding administrative costs of FMS Vendor Fiscal Agents or FMS Agencies with Choice.

The following administrative functions are covered by cost center 0800:

- **Vendor Fiscal/Employer Agent Monthly Administrative Fee**
 - Procedure Code: W7318
- **Agency With Choice Monthly Administrative Fee**
 - Procedure Code: W7319
- **Administrative Fee for One Time Vendor, VF/EA FMS**
 - Procedure Code: W0027, W0027 U2
- **Administrative Fee for One Time Vendor, AWC FMS**
 - Procedure Code: W0026, W0026 U2
- **Base-Funded Categorical Administrative Fee**
 - Procedure Code: W0025
- **Employment Pilot Project**

0900: PRE-VOCATIONAL SERVICES (PV)

This service is provided to assist individuals in developing skills necessary for placement in a higher level vocational program and ultimately into competitive employment. The service may be provided as facility-based employment, occupational training, vocational evaluation, a vocational facility, or a work

activities center. These services are rendered through facilities licensed under 55 Pa.Code Chapter 2390. **Note:** This cost center can also be used after a county's employee pilot program funds have been exhausted.

The following mental retardation services are covered by cost center 0900:

- **Prevocational Services (2390)**
 - Procedure Codes: W7087, W7088, W7089, W7090, W7091, W7091 TD, W7091 TE, W7092, W7093, W7093 TD, W7093 TE

1000: RESPITE SERVICES (RS)

Respite services are direct services that are provided to supervise and support individuals on a short-term basis due to the absence or need for relief of those persons normally providing care.

The following mental retardation services are covered by cost center 1000:

- **Respite in Child Residential Services (3800)**
 - Procedure Code: W9591
- **Respite in Community Residential Rehabilitation Services for the Mentally Ill (5310)**
 - Procedure Code: W9592
- **Respite in Family Living Home (6500)**
 - Procedure Code: W9593
- **Respite in Community Home (6400)**
 - Procedure Code: W9594
- **Respite Base, Out of Home, 24 Hours**
 - Procedure Codes: W7287, W7288, W7290, W7099, W7099 TD, W7099 TE, W7100, W7101, W7101 TD, W7101 TE

1100: SPECIALIZED SUPPORTS (SS)

This includes therapies and other supportive services that enable a person to live in the community.

The following mental retardation services are covered by cost center 1000:

- **Nursing Services**
 - Procedure Codes: T2025 TD, T2025 TE
- **Physical Therapy**
 - Procedure Code: T2025 GP
- **Occupational Therapy**
 - Procedure Code: T2025 GO
- **Speech and Language Therapy**
 - Procedure Code: T2025 GN

- **Behavior Therapy**
 - Procedure Codes: T2025 HE, T2025 HE HQ
- **Visual/Mobility Therapy**
 - Procedure Code: W7246
- **Behavioral Support**
 - Procedure Code: W7095
- **Assistive Technology**
 - Procedure Codes: T2028 SE, T2029 SE
- **Special Diet Preparation**
 - Procedure Code: W7315

1200: SUPPORTS COORDINATION (SU)

This includes activities involved in planning, locating, coordinating and monitoring supports and services for an individual for a base-funded individual. It includes non-TSM supports coordination.

- **Non-TSM Supports Coordination** (Base-funded Case Management)

1300: TRANSPORTION SERVICES

This service is the provision of transportation for individuals to enable them to access community services and resources as specified in their approved individual support plans. It is not transportation that is an integral part of the provision of activities within Habilitation Service settings nor is it transportation associated with Residential Habilitation Services, as transportation in these situations is built into the rate for the habilitation service.

- **Transportation Mile**
 - Procedure Code: W7271
- **Public Transportation**
 - Procedure Code: W7272
- **Transportation Per Diem**
 - Procedure Code: W7273
- **Transportation Trip**
 - Procedure Code: W7274, W7275, W7276