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To: Therapy Agencies, Case Management Agencies, CORE Team and Interested Parties

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Subject: Therapy Documentation and Budget Requests – Additional Transitional Information

The Clinical Criteria V.4, as well as the elimination of the Therapy Services Prior Authorization Request (TSPAR) form and the evaluation unit, necessitated some changes to the Therapy Documentation Form (TDF). The TDF now includes the Therapist's request for units based on the Therapy Intervention Plan (TIP) as well as a means to request an INITIAL or NEW Therapy budget.

The chart below details how transition to the new documentation and budget request requirements should occur and outlines related procedures.

A variety of resources are attached to assist therapists, case manager's and interested parties.

For additional questions, please contact the Clinical Services Bureau or your Case Management Coordinator at the Regional Office.

THERAPY DOCUMENTATION AND BUDGET REQUESTS – Transitional and Procedural Information

Transition Topic	Procedural Information
<p>Completing the Semi-Annual Report section of the TDF after 3/1/18, when an earlier version of the 2/15/18 TDF was utilized for the initial request</p>	<p>Therapists may submit the Semi-Annual Report section of the TDF on the original TDF. There is no need to transfer all information to the current TDF.</p> <p>The therapist is required to utilize the 2/15/18 TDF when creating a new annual or initial Therapy Intervention Plan (TIP) for submissions to the OR on or after 3/1/18.</p>
<p>Requesting Budget Revisions when an earlier version of the 2/15/18 TDF was submitted with a TSPAR to make the original budget request, prior to 3/1/2018</p>	<p>If a revision is needed for a budget originally requested by submission of a TSPAR and TDF, the therapist must submit the following to the case manager:</p> <ul style="list-style-type: none"> -A Statement of Justification for the revision detailing the therapist’s clinical justification for the revision AND <i>the specific number of additional units needed</i> including the specific number of additional therapy units and COTA or PTA units, as applicable. -The original TDF with edits to the TIP related to the revision, if the therapy budget revision request is based in whole or part on TIP revisions.
<p>Requesting an Initial Budget following use of an evaluation unit authorized prior to 3/1/18</p>	<p>Following completion of an evaluation, which was prior authorized with an evaluation unit, therapists should complete the 2/15/18 TDF. The number of units needed to implement the TIP must be entered in the first box of the bolded row of page one of the TDF, labeled “Therapist’s Request for Units based on the TIP.” The amount is determined by adding all amounts of the “Budget Development Worksheet for Therapists,” and entered in the Annual column of this box, including COTA or PTA units, as applicable.</p>
<p>Utilizing the 2/15/18 TDF to add a NEW Therapy service as requested by the IDT</p>	<p>An Instruction Sheet for the 2/15/18 TDF was issued on 3/20/18 and is attached as a resource for additional detail.</p> <ul style="list-style-type: none"> • The CM identifies a new needed therapy service (per the IDT) and sends the signed SFOC form to the therapy agency. • The therapist completes the header, footer, and the middle-bolded box on the first page of the TDF as noted in the TDF Instruction Sheet. Up to 180 units (45 hours) are allowed when the IDT determines the need for a NEW therapy service. The therapist signs or places a scan of the therapist’s original signature below the middle box. • The therapist submits the <u>first page only</u> of the TDF to the CM within 14 days of receiving the SFOC. • The CM submits the TDF with a budget worksheet to the OR. • When the units appear on the Therapy Agency prior authorization report in the Medicaid Portal, initial therapy services may begin.

Transition Topic	Procedural Information
Submitting the first Therapy Documentation Form after 3/1/18 based on the Initial Therapy Evaluation and TIP	<p>After the therapist has completed the Initial Therapy Evaluation, the TDF TIP can be completed. The therapist will determine the amount of units needed for the ISP term and submit the first Request for Therapy Units based on the TIP.</p> <ul style="list-style-type: none"> • The request will include the time needed to complete the Initial Therapy Evaluation + the TIP + units needed per the Budget Development Worksheet for Therapists (3rd column of the TDF). • The therapist will complete the first box in the bolded row on page 1, labeled "Therapist's Request for Units Based on Therapy Intervention Plan". The therapist will enter the number of units more (+) or less (-) than 180 under the Revision header. This amount supersedes the original award of 180 units (45 hours). It may be more or less than the original 180 units (45 hours). <i>If it is the same (180 units), no entry is needed in this box.</i> • The therapist sends the revised TDF (all pages) to the IDT. • If the request differs from the original 180-unit amount or if a COTA/PTA will be added to the budget, the CM adjusts the budget worksheet and submits it along with the TDF, and any other documentation submitted by the Therapist such as a Statement of Justification, to the OR per the CMs required process.
Use of the COTA/PTA Calculator	<p>The therapist MAY NOT use the COTA/PTA calculator when requesting an initial budget (180 units or 45 hours) for a NEW therapy service. The therapist MAY use the COTA/PTA calculator when completing the "Therapist's Request for Units Based on Therapy Intervention Plan".</p> <p>The purpose of the COTA/PTA calculator is to allow the therapist to maximize use of the dollar amount of the Therapy Budget allowed. If the therapist is utilizing COTA or PTA services, the cost per unit will be lower. Therefore, use of the calculator incentivizes use of COTA or PTA services and generally allows more units than for the same therapy budget with therapist only service provision.</p> <p>The COTA/PTA calculator and basic instructions can be found on the DDSD – CSB Website under "Therapy Services → Tools".</p>
Required Therapy Documentation, due dates, distribution requirements	<p>The DD Waiver Standards no longer allow the use of the TSPAR. The Therapy Documentation Table (attached) is a summary of Therapy Documentation Requirements, due dates, template availability, and distribution.</p>

Resources Attached:

- Therapy Documentation Table
- Therapy Documentation Form (2/15/18)

Therapy Documentation Form Instructions (3/20/18)