

July 9, 2020

Updated Guidance for DD Waiver
Customized Community Supports (CCS) and Community Integrated Employment (CIE)

- As referenced in Memo #22 issued June 25, 2020, “**Retainer Payments:** Effective June 30th, 2020; retainer payments for DD Waiver and Mi Via Waiver services will be discontinued. DDS’s authorization from the Centers for Medicare and Medicaid Services (CMS) allowing retainer payments does not extend beyond June 30th, 2020. CMS plans to issue additional guidelines regarding criteria for continued approval of retainer payments. DDS will issue information as it is received by CMS.”
 - CCS and CIE can be provided in the home and remotely through January 26, 2021. To be clear, in order to bill for remote services, staff must be present in the home offering support to access remote services.
- CCS and CIE budget revisions:
 - Must not be dated prior to 7/1/2020 and can run up to the end of the expiration date of the ISP budget year.
 - Must be person centered and meet Clinical Criteria.
 - CCS/CIE agency requesting additional units must provide and attach a written accounting to the Case Manager of the 80% Retainer Payment amount/units billed from 3/16/20 to 6/30/20, remaining units, and justification for additional units. Revisions are not necessary if they are being submitted for the sole purpose of resuming services in the home.
 - ISP must contain a Vision and Outcome that is directly linked to the budget request for additional units of CCS and/or CIE.
 - For CCS, the budget revision supporting documentation must include a schedule/calendar of how the units will be utilized as referenced in the DD Waiver Service Standards (pg. 119 of 285), 11.6.2 General Service Requirements, “..individualized schedules that can be modified easily based on individual needs, preferences and circumstances that outline planned activities per day, week and month including date, time location and cost of activity.”
 - If an individual requires a higher level of care, justification of need, and IDT meeting minutes must document discussion, decisions and consensus by the team.
 - ONLY Budget revisions for CCS and CIE can be submitted to the OR with a start date of 7/1/2020 without retroactive requests through 7/31/2020. Any other budget items added or included will result in the entire budget returned as “unable to work”. CCS and CIE Budget revisions with a start date of 7/1/2020 submitted after 7/31/2020 will require a retroactive approval through the DDS Case Management Coordinator.
- CCS and CIE agencies cannot:
 - Bill for services as referenced in the DD Waiver Standards, pg. 247-249, 21.8 Non-billable Services, Activities, Circumstances (i.e. attendance at IDT meetings, program set up/clean up, etc.).