

To streamline the approach to providing in home day programming during the COVID-19 crisis for adult clients who are not able to attend day program/services due to Shelter in Place orders, RCEB is encouraging residential providers to apply for In-Home Day Program (service code 091) Services. These services will be effective 3/12/20. However, providers can only bill for services for the days clients began receiving such services in the home. In addition, the vendorization will only cover the period that the shelter in place order is active (unless otherwise directed by DDS) and during which RCEB clients are not able to attend day program/services.

The In-Home Day Program (service code 091) services differ from Supplemental Residential Program Support (service code 109, that you may already be vendored for) in that you will be planning and providing a day program for the participant(s). The In-Home Day Program services shall be provided during the participants' day program hours only.

*If you are a home provider that also has clients who attend your day program, and you are sending day program staff into the homes to cover the day program hours, you will not be eligible to apply for the In-Home Day Program services.

*If you are a children's home provider, RCEB is not able to vendor for 091 service code. Children's home providers may use code 109 for times when individuals would typically be attending school.

General Information

One Vendorization Per Home Location - Pursuant to Regulations, each location/site must be vendored separately. What this means, is that if one agency owns several homes we cannot vendor the agency once and apply it to all their homes. Each home must have its own vendorization.

Rate - During the vendorization period which will be during the Shelter in Place order that is currently in place until May 3rd, the rate will be the In-Home Day Program median rate for 1:1 hourly services (RCEB Median Rate, \$27.05 per participant per hour), plus Supplemental Rate Increase (8.2%) (totaling \$29.27 per participant per hour). However, based on the staffing ratio for the home, a multi-ratio rate has been developed and will be applied to the staffing ratio established per level of care home you are vendored for. Each client in the home will receive a POS per the rate established. Please note that if the shelter in place order extends past May 3rd, the vendorization period will extend accordingly unless DDS directives indicate otherwise.

Process:

Adding In-Home Day Program (SC 091)

Please send an email to inhomedp@rceb.org to request application for 091 services

*If you are a CPP provider for Specialized Residential Facility (service code 113), please email Heather Jacobs directly. [hjacob@rceb.org](mailto:hjacobs@rceb.org)

RCEB staff will respond and forward the following documents for you to complete:

- 1. Vendor Application (DS 1890) and Home and Community-Based-Services Provider Agreement (HCBS)**
- 2. Rate letter**
- 3. Program Design (template to be provided by RCEB)**

Once all documents are received and approved, RCEB will expedite vendorization. However, please note that it may take up to 14 days to complete vendorization once all documents have been received. This is due to the anticipated high volume of applications. Once providers are vendored for 091 services, RCEB will work internally to process POS' retroactively for services being provided under service code 091.