

ATTACHMENT C

REPORTING UNITS OF SERVICE FOR PURCHASED SERVICES

Counties must report standard units of service for purchased-service expenditures in Column B of the SEAGR Report. Note that these are standard units for reporting purposes only. County agencies may contract or pay using non-standard units. In fact, for many MA-reimbursable services, other units are used. Conversion tables to these standard units are included later in this Attachment. For some BRASS services a standard unit of service could not be defined, and for other services units of service data was not meaningful. In these cases Column B is crossed out and no units of service need be reported.

STANDARD BRASS PURCHASED-SERVICE UNIT TYPE DEFINITIONS

Standard units are listed on the SEAGR Report in the column entitled Unit Type Purchased Service, next to Column B. Report the number of units in Column B. There are five standard unit types for CY2008:

HOURL. Hours must be reported in whole hours or decimal fractions, consistent with how time for staff-provided services is reported in Column D. HOUR is the most common unit type.

DAY. Days must be reported in whole days and decimal fractions. All residential services have DAY as the unit type if a unit type is required.

GROUP HOUR. This unit is for *Group Counseling* only (156x and 656x). The actual time of service provision (i.e., the counselor's time) must be reported.

MEAL. This unit represents a count of individual meals provided for 628x *Home Delivered Meals* and 629x *Congregate Meals*.

SCREENING. This unit is used for one screening event for 505x *DD Screening*.

Note that CLIENT-TRIP is no longer a unit of service required for 317x *Detoxification Transportation*. The legislative requirement to track the total number of individuals transported to detoxification facilities has been dropped.

If Column B of the SEAGR Report is crossed out, purchased-service units of service are not to be reported. SEAGR will report only dollars (in Column A) for these services when purchased. However, counties may be required to provide client counts for some of these services on the Annual Client Summary Report (CSR). Also note that SEAGR and CSR reporting will not require units for the Mental Health CSP (Community Support Program) services and the FCSS (Family Community Support Services). For these and for other mental health services, counties should continue to provide the permissible unit types for services in the Community Mental Health Reporting System in accordance with the instructions for that system.

There are cases where some of the services included in a particular BRASS service description cannot be expressed in the standard unit. For example, the Initial Clothing Allowance for *Child Family Foster Care* cannot be expressed by DAY. In these and in similar cases use the prescribed unit, but do not report any units for the miscellaneous costs within the service that do not translate into the standard unit.

SPECIAL PROBLEMS IN REPORTING UNITS OF SERVICE

A number of county agencies have indicated that reporting units of purchased service may present special problems in particular situations. The problems identified typically fall into two categories:

1. Fixed Grants to Vendors:

A county agency may contract to a vendor to provide whatever services are required, from none to many, at a fixed cost. No units of service may be known at the time payment is made.

Solutions Available:

- Switch from the fixed grant approach to a fee for service system.
- Separate the fixed grant payment from the collection of units. Arrange for the vendor to report the actual units of service provided at the end of the quarter, and report this data on SEAGR.

2. Late Unit Data:

A county agency may receive units-of-service data from the vendor, but the data routinely comes too late for inclusion in the SEAGR Report.

Solutions Available:

- Arrange for timely reporting. This should be a reasonable contract requirement for county agencies to insist upon.
- If timely reporting is genuinely impractical, DHS will accept the prior quarter's unit data. In other words, report current expenditures, and the units of service provided in the previous quarter. This procedure must be consistently followed quarter after quarter until timely reporting becomes feasible, and must be restricted to the specific vendor(s) and service(s) involved.

CONVERSIONS FROM NON-STANDARD UNITS

One of the major concerns expressed by counties is that many of their vendor contracts or MA reimbursement procedures call for units different from those standard units required to be reported for purchased-services in the SEAGR Report. While DHS encourages counties to write their contracts to conform to these standard units, it is recognized that this is not always

possible or advantageous, as in the case of waived services and child care. Counties may continue to use multiple unit types for single BRASS services for their own record-keeping purposes and in vendor contracts; however, only the one standard unit type for each BRASS service will be accepted on the SEAGR Report.

For those BRASS services where counties are likely to have unit types different from the standard, conversion formulas have been developed. For example, many waived services have two or more Health Care Procedure Codes (HCPCs) in order to accommodate different available time units for MA billing. Therefore, if one BRASS service has two HCPCs, one with a 30-minute unit and one with a day unit, formulas are provided to translate these units into the standard unit (e.g., HOUR).

Most non-standard units that are expressed in time, such as "minute" or "week", can be converted to the standard BRASS unit very simply according to a formula. Table 1 provides the formulas that can be used as general rules for time conversions to HOUR or DAY. Table 2 lists the BRASS services, HCPCs, and formulas that are exceptions to the rules in Table 1. Note that some BRASS services convert to several HCPCs, some have units that follow the general rule, and some of which are exceptions. Only the exceptions are listed in Table 2.

SSIS will automatically translate and convert non-standard units for the SEAGR Report. Counties not using SSIS to submit their SEAGR Report will have to set up their own conversion program or procedures.

TABLE 1
GENERAL RULES FOR CONVERTING TIME UNITS

Time units to **HOURS**:

15-minute units ÷ 4 = HOURS

30-minute units ÷ 2 = HOURS

1-minute units ÷ 60 = HOURS

Time units to **DAYS** (residential services only):

24-hour day units x 1 = DAYS

WEEK units x 7 = DAYS

HALF-MONTH units x 15 = DAYS

MONTH units x 30 = DAYS

QUARTER units x 90 = DAYS

Table 2, listing exceptions to the above conversion rules, follows. The BRASS services listed in Table 2 are identified on the sample SEAGR Report at the end of this bulletin by an asterisk (*) next to the unit type. Table 2 reflects a realignment of HCPCs that corresponds to the current MMIS.

TABLE 2: BRASS UNIT CONVERSION FORMULAS - EXCEPTIONS TO STANDARD CONVERSIONS

BRASS SERVICES	HCPC	BRASS UNIT	OTHER UNIT	CONVERSION FORMULA
CHILDREN'S SERVICES				
105x Long Term Care Consultation		HOUR	SCREENING	HOURS = SCREENING X 5
124x Home-Based Support Services		HOUR	DAY	HOURS = DAY X 6
125x Homemaking Services		HOUR	DAY	HOURS = DAY X 6
156 Group Counseling	S5110	GROUP HOUR	15 MINUTES	GROUP HOURS = 15MIN / 4
		GROUP HOUR	15 MINUTES	GROUP HOURS = 15MIN / 4
		GROUP HOUR	30 MINUTES	GROUP HOURS = 30MIN / 2
CHILD CARE/ STRIDE				
211x Basic Sliding Fee Child Care		HOUR	DAY	HOURS = DAY X 10
		HOUR	WEEK	HOURS = WEEK X 50
		HOUR	1/2-MONTH	HOURS = 1/2-MONTH X 107.5
		HOUR	MONTH	HOURS = MONTH X 215
		HOUR	PART-DAY	HOURS = PART-DAY X 5
212x MFIP Child Care		(THE SAME CONVERSIONS AS 211X ABOVE)		
214x Other Child Care		(THE SAME CONVERSIONS AS 211X ABOVE)		
CHEMICAL DEPENDENCY				
305x Rule 25 Assessment/Rule 24 Financial Eligibility Determination		HOUR	CONTACT	HOURS = CONTACT X 1.5
		HOUR	PERSON	HOURS = PERSON X 1.5
		HOUR	SESSION	HOURS = SESSION X 1.5
352x Primary Outpatient Treatment		HOUR	DAY	HOURS = DAY X 5

TABLE 2: BRASS UNIT CONVERSION FORMULAS - EXCEPTIONS TO STANDARD CONVERSIONS

BRASS SERVICES	HCPC	BRASS UNIT	OTHER UNIT	CONVERSION FORMULA
MENTAL HEALTH				
467x Child Day Treatment		HOUR	DAY	HOURS = DAY X 4
		HOUR	1/2-MONTH	HOURS = 1/2-MONTH X 44
		HOUR	MONTH	HOURS = MONTH X 88
		HOUR	QUARTER	HOURS = QUARTER X 264
		HOUR	PART-DAY	HOURS = PART-DAY X 4
468x Adult Day Treatment		(THE SAME CONVERSIONS AS 467X ABOVE)		
DEVELOPMENTAL DISABILITIES				
531x In-Home Family Support Services	S5116	HOUR	SESSION	NONE
		HOUR	DAY	HOURS = DAY X 8
534x Semi-Independent Living Services (SILS)		HOUR	DAY	HOURS = DAY X 6
		HOUR	WEEK	HOURS = WEEK X 30
		HOUR	1/2-MONTH	HOURS = 1/2-MONTH X 66
		HOUR	MONTH	HOURS = MONTH X 132
564x Adult Supported Living Services		DAY	EACH TIME	NONE
		DAY	15 MINUTES	DAYS = 15 MINUTE / 24
		DAY	30 MINUTES	DAYS = 30 MINUTE /12
		DAY	HOUR	DAYS = HOUR / 8
565x Child Supported Living Services		(THE CONVERSIONS AS 564X ABOVE)		
566x Day Training & Habilitation (DAC)		DAY	30 MINUTES	30 MINUTE / 12
		DAY	GROUP HOUR	DAYS = GROUP HOUR / 6
		DAY	1/2-MONTH	DAYS = 1/2-MONTH X 11
		DAY	MONTH	DAYS = MONTH X 22

TABLE 2: BRASS UNIT CONVERSION FORMULAS - EXCEPTIONS TO STANDARD CONVERSIONS

BRASS SERVICES	HCPC	BRASS UNIT	OTHER UNIT	CONVERSION FORMULA
ADULT SERVICES				
605x Long Term Care Consultation		HOUR	SCREENING	HOURS = SCREENING X 5
622x Companion Services		HOUR	DAY	HOURS = DAY X 6
		HOUR	WEEK	HOURS = WEEK X 30
		HOUR	1/2-MONTH	DAYS = 1/2-MONTH X 66
		HOUR	MONTH	HOURS = MONTH X 132
		HOUR	PART-DAY	HOURS = PART-DAY X 4
624x Home-Based Support Services	S5116	HOUR	SESSION	NONE
	T1021	HOUR	VISIT	NONE
		HOUR	DAY	HOURS = DAY X 6
625x Homemaking Services		HOUR	DAY	HOURS = DAY X 6
634x Semi-Independent Living Services		HOUR	DAY	HOURS = DAY X 6
637x Employability		HOUR	DAY	HOURS = DAY X 6
		HOUR	1/2-MONTH	DAYS = 1/2-MONTH X 66
		HOUR	MONTH	HOURS = MONTH X 132
649x Adult Day Care		HOUR	DAY	HOURS = DAY X 6
		HOUR	WEEK	HOURS = WEEK X 45
		HOUR	1/2-MONTH	DAYS = 1/2-MONTH X 96.75
		HOUR	MONTH	HOURS = MONTH X 193.5
		HOUR	PART-DAY	HOURS = PART-DAY X 4
656 Group Counseling	S5110	GROUP HOUR	15 MINUTES	GROUP HOURS = 15MIN / 4
		GROUP HOUR	15 MINUTES	GROUP HOURS = 15MIN / 4
		GROUP HOUR	30 MINUTES	GROUP HOURS = 30MIN / 2

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-TABLE C3-