



To: Care Coordination Organizations (CCOs)
CEOs of Voluntary Provider Agencies
Developmental Disabilities State Operations Offices (DDSOO) Directors
Developmental Disabilities Regional Offices (DDRO) Directors
Providers Associations
Willowbrook Consumer Advisory Board

From: Abiba Kindo, Deputy Commissioner, Regional Offices

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Date: December 13, 2022

Subject: Day Habilitation Program Code Change and Service Plans

I. Introduction

The purpose of this memorandum is for the Office for People With Developmental Disabilities (OPWDD) to communicate to Care Coordination Organizations (CCOs), Fully Integrated Duals Advantage for Individuals with Intellectual and Developmental Disabilities (FIDA/IDD) and Provider Agencies the impact the recent Day Habilitation program codes changes will have on individuals' service plans. Since 2006, one master code has been used to enroll all individuals receiving voluntary-operated Day Habilitation (DH) services in TABS / CHOICES regardless of which specific type of program an individual was attending. This master code created a variety of limitations in OPWDD's data for this program type.

Beginning on 10/24/22, Day Habilitation enrollments in TABS now consist of four subtypes:

- Day Habilitation Site Based
- Day Habilitation Site Based – Supplemental
- Day Habilitation Without Walls
- Day Habilitation Without Walls – Supplemental

A training was held by the Division of Quality Improvement (DQI) on October 24th on the amended Day Habilitation program codes titled *Day Habilitation Program Enrollment Project Training*. This training recording is available in the SLMS under class code **OPWDD-EL-DHPEPT** or [enroll here](#). You will be prompted to sign in to the SLMS. For detailed instructions on how to access the SLMS, visit the [SLMS Reference](#) page on the OPWDD website.

There will be an additional training for Provider Agencies, FIDA/IDD and CCO's on this project and the information found in this memo. Communication on the details of this training will be forthcoming.

II. Implementation Timeline

Conversion to the new Day Habilitation program codes:

New DH Enrollees	Starting October 24 th , 2022, new individuals must be enrolled using the DDP1 in the program code(s) for each subtype they will be attending.
Existing DH Enrollees	Reassignment of DH enrollees from existing master DH program codes to one or more programs using the new subtypes will be accomplished using the temporary CHOICES Day Hab Selection form. All such re-assignments by DH providers should be completed no later than December 13 th , 2022.

Life Plans and Staff Action Plans (SAPs) should begin using the four Day Habilitation subtypes:

New Life Plans and SAPs	CCO & FIDA/IDD HIT will be updated to align with these changes by 1/1/2023 and they can be included in plans going forward from this date.
Existing Life Plans and SAPs	For consistency across plans we recommend updating existing plans at the next annual review / Life Plan meeting or by [1/1/2024] (12 months)

III. Impact to Service Plans

Reassignments of individuals from the existing master Day Habilitation program codes into the new subtypes and associated new program codes represents an **information systems change** rather than a **change in the nature of services**.

OPWDD considers Day Habilitation, Group Day Habilitation, and each of the four subtypes outlined above to be functionally equivalent for audit and billing review purposes.

OPWDD's current [Group Day Habilitation ADM #2006-01](#) requires that the Life Plan document the service category (or type) as Day Habilitation. This requirement will continue to be met when documenting the four subtypes of Day Habilitation outlined above in the Life Plan. ADM #2006-01

will be updated at a future date to be inclusive of the four subtypes. Providers and CCOs will be notified of any changes prior to the ADM being finalized.

Best practice is that Life Plans and Staff Action Plans are developed or revised to identify the subtype of Day Habilitation as listed above. Section IV of the Life Plan should list each subtype of Day Habilitation a person is receiving even if it is from the same provider for clarity and planning purposes.

It is recommended that plans are updated by the next Life Plan meeting or within a year of implementation 01/01/2024.

After the Life Plan is updated – the Staff Action Plan, as required, will be updated to document the Day Habilitation subtype(s) to align with the Life Plan. As currently listed in Group Day Habilitation ADM #2006-01, for provider agencies that serve individuals enrolled in more than one Day Habilitation service subtype, the Staff Action Plans will continue to have a separate section that identifies the supports and services associated with each Day Habilitation subtype or separate plans for each subtype.

The service request (Request for Service Authorization (RSA) and Service Amendment Request Form (SARF)) will continue to specify the subtype of Day Habilitation authorized. A SARF must be submitted to the Regional Office to request transitions from Without Walls to Site Based programs and from Site Based to Without Walls programs. All service requests will result in the issuance of a Service Authorization Notice of Decision (NOD.09). NOD.09s will not be issued or reissued for existing enrollees.