

**PART II**

**POLICIES AND PROCEDURES**  
**for**  
**NURSING FACILITY SERVICES**



**GEORGIA DEPARTMENT OF COMMUNITY HEALTH**

**DIVISION OF MEDICAID**

Revised: July 1, 2019

## Policy Revisions Record

### Part II Policies and Procedures Manual for Nursing Facility Services

2019

REVISION DATE	SECTION	REVISION DESCRIPTION	REVISION TYPE	CITATION
			A=Added D=Deleted M=Modified	(Revision required by Regulation, Legislation, etc.)
01/2019	Chapter 1002.2 X-6	<p>Changed: For dates of service beginning July 1, 2017, the 2012 Cost Report was the basis for reimbursement.</p> <p>Revised To: For dates of service beginning July 1, <b>2018</b>, the 2012 Cost Report was the basis for reimbursement.</p>	M	
01/2019	Chapter 1002.2 X-6	<p>Changed:</p> <p><u>Growth Allowance</u> = Effective July 1, 2017, a summation of 6% of Allowed Per Diem.....</p> <p>Revised To: <u>Growth Allowance</u> = Effective July 1, <b>2018</b>, a summation of <b>10.3%</b> of Allowed Per Diem.....</p>	M	
04/2019	Chapter 1002.2 X-6	<p>Changed: For dates of service beginning July 1, 2018, the 2012 Cost Report was the basis for reimbursement.</p> <p>Revised To: For dates of service beginning <b>July 1, 2018, the June 30, 2012 Cost Report is the basis for reimbursement for all nursing facilities except those nursing facilities reimbursed in accordance with the rules applicable to nursing facilities purchased from an unrelated party between January 1, 2012 and June 30, 2014. For those facilities, the June 30, 2012, June 30, 2014, or December 31, 2014 cost report is the basis for reimbursement.</b></p> <p><b>Effective July 1, 2018, the basis for reimbursement for the Supplemental Administrative and General – General and Professional Liability Insurance cost center will be the June 30, 2018 GL-PL Insurance Supplemental Report.</b></p>	M	

04/2019	Chapter 1002.2 X-6	<p>Changed: Summation of the (Net Per Diem or Standard Per Diem, whichever amount is less as to the facility; for Nursing Facilities, the resulting per diem amount for Routine and Special Services is multiplied by a facility's quarterly case mix score as determined by the Division for Medicaid patients during the most recent calendar quarter for which information is available) for each of the four Non-Property Cost Centers plus the Net Per Diem for the Property and Related Cost Center. The Property and Related Cost Center reimbursement for those facilities whose cost reimbursement is limited to the standard (90<sup>th</sup> percentile) per diem in this cost center will be based upon the standard per diem calculated from the cost reports for the year ending June 30, 1981.</p> <p>Revised To: Summation of the (Net Per Diem or Standard Per Diem, whichever amount is less as to the facility; for Nursing Facilities, the resulting per diem amount for Routine and Special Services is multiplied by a facility's quarterly case mix score as determined by the Division for Medicaid patients during the most recent calendar quarter for which information is available) for each of the four Non-Property Cost Centers <b>(including the Supplemental Administrative and General and Professional Liability Insurance cost center)</b> plus the Net Per Diem for the Property and Related Cost Center. <b>The Property and Related Cost Center reimbursement is the facility's computed Fair Rental Value per diem.</b></p>	M	
04/2019	Chapter 1002.2a X-8	<p>Added New Section:</p> <p><b><u>Supplemental Administrative and General – General and Professional Liability Insurance Net Per Diem=</u></b></p> <p><b>Historical Administrative and General – General and Professional Liability Insurance, Freestanding GL-PL Insurance Supplemental Report, Section C4, Divided by Total Patient Days, Section C5, Hospital-Based GL-PL Insurance Supplemental Report, Section C10, Divided by Total Patient Days, Section C9.</b></p>	A	
04/2019	Chapter 1002.2b X-9	<p>Changed: The grouping will be done using Net Per Diem for each cost center that has been reported by the facility, and calculated by the Division. Standards effective July 1, 2014, will not be recalculated based upon changes in rates due to subsequent determination of additional allowable cost, disallowance of previously allowable cost or any change in the Net Per Diem in any cost center. The following examples show groupings by Net Per Diem:</p>	M	

		<p>Revised To:  The grouping will be done using Net Per Diem for each cost center that has been reported by the facility, and calculated by the Division in each facility's rate sheet. <b>Effective July 1, 2018, the Administrative and General cost center standard per diem will be recalculated in the rate sheet by removing general and professional liability insurance cost and determining a new Net Per Diem amount. General and professional liability insurance costs will be recorded in the rate sheet in the Supplemental Administrative and General – General and Professional Liability Insurance cost center which will not have a standard per diem calculated. Subsequent to the recalculation of the Administrative and General cost center standard, there will not be any recalculation of standards based upon changes in rates due to subsequent determination of additional allowable costs, disallowance of previously allowable cost or any change in the Net Per Diem in any cost center.</b> The following examples show groupings by Net Per Diem:</p>		
04/2019	Chapter 1002.2b X11	<p>Added New Section:</p> <p><b><u>Supplemental Administrative and General – General and Professional Liability Insurance Standard Per Diem</u></b></p> <p><b>Costs for general and professional liability insurance expense, as defined in the Uniform Chart of Accounts, are calculated separately and are not subject to the Administrative and General cost center Standard Per Diem.</b></p>	A	
04/2019	Chapter 1002.3A X-13	<p>Changed:</p> <ul style="list-style-type: none"> <li>e. Providers will continue to receive rates based on the new owner's cost report until a later cost report is approved for rebasing.</li> <li>f. Effective April 1, 2017 through June 30, 2017, the growth allowance is 12% for nursing facilities reimbursed in accordance with the rules applicable to nursing facilities purchased from an unrelated party between January 1, 2012 and June 30, 2014.</li> </ul> <p>Added e and g (resulting in renumbering):</p> <ul style="list-style-type: none"> <li><b>e. The Administrative and General cost center per diem shall not increase as a result of the rate adjustments.</b></li> <li><b>f. The Property and Related per diem as determined through the Fair Rental Value</b></li> </ul>	M	

		<p><b>Reimbursement methodology shall not change as a result of the rate adjustment.</b></p> <p><b>Providers will continue to receive rates based on the new owner's cost report until a later cost report is approved for rebasing</b></p>		
04/2019	Chapter 1002.3A.f X-13	<p>Removed:</p> <p>f. Effective April 1, 2017 through June 30, 2017, the growth allowance is 12% for nursing facilities reimbursed in accordance with the rules applicable to nursing facilities purchased from an unrelated party between January 1, 2012 and June 30, 2014.</p> <p>g.</p>	D	
04/2019	Chapter 1002.3B X-13	<p>Changed:</p> <p><u>Total Allowed Per Diem Billing Rate For Facilities For Which A Cost Report or Case Mix Score Cannot Be Used To Set A Billing Rate</u></p> <p>If the Division determines that a cost report cannot be used to set a billing rate per diem rate will be established, as follows:</p> <p>Revised To:</p> <p><u>Total Allowed Per Diem Billing Rate For Facilities For Which A Cost Report or Case Mix Score Cannot Be Used To Set A Billing Rate</u></p> <p>If the Division determines that a <b>cost report/GL-PL Insurance Supplemental Report</b> cannot be used to set a billing rate per diem rate will be established, as follows:</p>	M	
04/2019	Chapter 1002.3B X-13	<p>Changed:</p> <p>b. Newly enrolled facilities will be reimbursed the lower of: projected cost; or 90% of the appropriate cost center ceilings, plus a growth allowance and the appropriate Property and Related Net Per Diem until a cost report is submitted which can be used to establish a rate.</p> <p>Revised To:</p> <p>b. Newly enrolled facilities will be reimbursed the lower of: projected cost; or 90% of the appropriate cost center ceilings, plus a growth allowance and the appropriate Property and Related Net Per Diem until a cost report is submitted which can be used to establish a rate. <b>The Allowed Per Diem for general and professional liability insurance will be the lower of projected costs or 90% of 105% of the median Net Per Diem in the current Supplemental Administrative and General – General and Professional Liability Insurance cost center.</b></p>	M	

04/2019	Chapter 1002.3B.c X-13	<p>Changed: The <u>Total Allowed Per Diem Billing Rate</u> for facilities with more than 50 beds determined by the Division to be newly constructed facilities is equal to 95% of the four Non-Property and Related Standard Per Diem amounts plus the appropriate growth allowance and Property and Related Net Per Diem.</p> <p>Revised To: The <u>Total Allowed Per Diem Billing Rate</u> for facilities with more than 50 beds determined by the Division to be newly constructed facilities is equal to 95% of the four Non-Property and Related Standard Per Diem amounts plus the appropriate growth allowance and Property and Related Net Per Diem. <b>The Allowed Per Diem for general and professional liability insurance will be the lower of projected costs or 90% of 105% of the median Net Per Diem in the current Supplemental Administrative and General – General and Professional Liability Insurance cost center.</b></p>	M	
04/2019	Chapter 1002.3B.d X-14	<p>Changed:</p> <p>d. In all other instances where the Division determines that a cost report cannot be used to set a reimbursement rate, the <u>Total Allowed Per Diem Billing Rate</u> will be resolved as described in the provisions discussed below for unauditible cost reports. If the Division determines that a cost report which was to be used to set a reimbursement rate is unauditible (i.e., the Division’s auditors cannot render an opinion using commonly accepted auditing practices on the filed cost report, either on the desk review or on-site audit), or unreliable (See Appendix D2(h)), the Division may reimburse the facility the lower of the following:</p> <p>The last Total Allowed Per Diem Billing Rate issued prior to the reimbursement period to be covered by unauditible cost report;</p> <p>The Total Allowed Per Diem Billing Rate calculated from the unauditible cost report; or</p> <p>The Total Allowed Per Diem Billing Rate calculated according to 90% of the four Non-Property and Related Standard Per Diem amounts plus the appropriate growth allowance and Property and Related Net Per Diem.</p> <p>Once a cost report becomes auditable and appropriate, the Total Allowed Per Diem Billing Rate will then be calculated using the audited cost report as a basis. The resulting</p>	M	

		<p>reimbursement rate will then be applied to the appropriate period.</p> <p>Revised To:</p> <p>d. In all other instances where the Division determines that a <b>cost report/GL-PL Insurance Supplemental Report</b> cannot be used to set a reimbursement rate, the <u>Total Allowed Per Diem Billing Rate</u> will be resolved as described in the provisions discussed below for unauditible cost reports. If the Division determines that a <b>cost report/GL-PL Insurance Supplemental Report</b> which was to be used to set a reimbursement rate is unauditible (i.e., the Division’s auditors cannot render an opinion using commonly accepted auditing practices on the filed cost report, either on the desk review or on-site audit), or unreliable (See Appendix D2(h)), the Division may reimburse the facility the lower of the following:</p> <p>The last Total Allowed Per Diem Billing Rate issued prior to the reimbursement period to be covered by unauditible <b>cost report/GL-PL Insurance Supplemental Report</b>;</p> <p>The Total Allowed Per Diem Billing Rate calculated from the unauditible cost report; or</p> <p>The Total Allowed Per Diem Billing Rate calculated according to 90% of the four Non-Property and Related Standard Per Diem amounts plus the appropriate growth allowance and Property and Related Net Per Diem. <b>The Allowed Per Diem for general and professional liability insurance will be the lower of projected costs or 90% of 105% of the median Net Per Diem in the current Supplemental Administrative and General – General and Professional Liability Insurance cost center.</b></p> <p>Once a <b>cost report/GL-PL Insurance Supplemental Report</b> becomes auditible and appropriate, the Total Allowed Per Diem Billing Rate will then be calculated using the audited <b>cost report/GL-PL Insurance Supplemental Report</b> as a basis. The resulting reimbursement rate will then be applied to the appropriate period.</p>		
04/2019	Chapter 900 Sec 905	<p>Added:</p> <p><b><u>Revenue Code appropriate for Mechanical Ventilator</u></b></p> <p>Enter the appropriate Revenue Code</p> <p>192-Accommodations Level II</p> <p>183-Leave of Absence/Therapeutic</p>	A	

		Providers are allowed to bill Revenue Code 190 for accommodation charges alone. However, if a provider is billing for patient leave days (182 or 185), Revenue Code 190 is required on a separate detail line.		
04/2019	Chapter 900 Sec 905	<p>Added:</p> <p>Providers should complete the form 501 for patient liability (PL) adjustments on untimely claims. All PL adjustments/updates made by DFCS have to have support from the DFCS Summary Notification, and this information must be sent to DXC.</p> <p>There should be no adjustments made in GAMMIS of a paid claim for a PL update that is past timely as these funds are subject to denial and recoupment. Rather, complete the F501 and send to DXC to request the adjustment.</p> <p>If there is a change to a patient liability amount after a provider's claim has already adjudicated, it will be at the provider's discretion to adjust the claim in order to capture the new PL amount.</p>	A	
07/2019	Chapter 900 Sec 905	<p>Added:</p> <ul style="list-style-type: none"> <li>• Failure to file a claim so that it is received within six (6) months after the month in which service was rendered and/or failure to obtain prior approval or precertification when required will result in the denial of the claim.</li> <li>• If a member has a type of Medicaid in GAMMIS (SSI, QMB, SLMB, S99, etc), during the time in which a member is in a NH facility, the provider should bill and receive those denials; which will lock in their rendering service/span dates and prevent claims from denying untimely.</li> <li>• If a member has active eligibility with SSI or Title XIX, claims are to be submitted within 6 months and kept timely until the Nursing Home segment/Level of Care/Aid Category has been approved/updated. Retro eligibility will not be automatically granted if the member has active eligibility with Medicaid during the dates of service.</li> </ul> <p>Once Long-Term Care eligibility is established, the claims will process in the cycle as the system is designed to do. Providers are not to wait for DFCS to change the category of service in order to bill when the member has Medicaid eligibility in the system.</p> <p>If providers do not bill on the active Medicaid that the member has in the system due to waiting for their provider</p>	A	

		information to show on GAMMIS, when the claims are filed and deny for timely, that timely denial will stand. Those claims will not be overridden.		
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FOR  
NURSING FACILITY SERVICES**

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**PART II – CHAPTER 600  
SPECIAL CONDITIONS OF PARTICIPATION**

**601 Certification from the Department of Community Health**

In order for a facility to participate in the Medicaid program, the following information must be provided:

- a. Certification that the facility is in compliance with the requirements for participation, the period of time covered by the certification, and any specific conditions pertaining to the certification. Certification requirements are found in the Code of Federal Regulations (CFR) at 42 CFR, Section 483.
- b. License number and effective date of license to operate a nursing facility or an intermediate care facility for the intellectually disabled. Licensure requirements are found in Rules of Department of Community Health (DCH), Chapter 290-5-8 for nursing facilities and Chapter 290-5-9 for the Intermediate Care Facilities for Intellectual Disabilities (ICFs/ID).
- c. Verification that the entire facility is certified to participate in the Medicaid program.

**601.1 Facility Classification**

Facilities participating in the Program may be certified as Nursing Facilities (NFs) or ICFs/ID. All NFs and ICFs/ID must meet the conditions as set forth under 42 CFR, Sections 442 and 483.

Rev. 04/08

**601.2 Nursing Facilities must:**

Have a governing body which is responsible for the overall conduct of the facility and for compliance with pertinent laws and regulations;

Be under the supervision of an appropriately licensed administrator;

Fully disclose ownership and make known to the State corporate officers and others owning ten percent or more of the ownership;

Satisfy fire, safety, sanitation and health requirements;

Have a written transfer agreement in effect with one or more hospitals or nursing homes, as appropriate, to assure prompt transfer of care when needed;

Be operated according to policies established by DCH;

Maintain separate personnel folder for each employee containing all personal information; application and qualifications for employment; physical examination and job title assigned;

Provide social services by on-staff caseworkers or through arrangements with an appropriate outside agency;

Comply with State and Federal laws and regulations in providing pharmacy services and in handling patient medication;

Provide care to each patient/resident according to need and the individual plan of care;

Have an effective microbial and infection control program;

Use restraint and/or forcible seclusion only on a signed physician order except in emergency and then only until a physician can be consulted;

Maintain medical and health records for each patient/resident according to accepted professional standards and practices;

Provide patient activities according to the needs and interests of patients/residents;

Be constructed, equipped and maintained to protect the health and safety of patients, personnel and the public and be accessible to and functional for the physically handicapped;

Have a written, acceptable disaster plan.

## **602 Enrollment**

Medicare Certification is required for nursing facilities in the State of Georgia. Facilities must be enrolled as a Medicare provider, as a condition of enrollment in the Georgia Medicaid Program.

Rev. 01/13

**Note: In emergency situations, the Department of Community Health may make exceptions to the out-of-state provider enrollment policy as noted in Part I, Chapter 100, Section 105.1 c). An example would be if it is determined a Georgia Medicaid member requires immediate/urgent/sustained care and transport back to Georgia is not medically advised.**

**An exception is predicated on sufficient documentation to justify care when supported by a timely request. Please know timeliness is critical given authorization and claims processing protocols.**

For billing, please refer to section 1000, which provides that Medicare must be billed first for all Medicare-eligible members.

Facilities must maintain a valid provider Medicaid application on file with the Department of Community Health to be reimbursed under this program. The type of facility certified by the DHS must be noted on the nursing facility permit.

Upon the Division's acceptance of the provider application, the effective date of participation will be the same as the certification date approved by the DHS if the application package is received by the Division on or prior to the certification date. If received after the certification date, the effective date of participation will be the date the provider application is postmarked or hand-delivered to the Division.

Enrollment for facilities is subject to the following conditions:

- a. The maximum time limitations for agreements with facilities certified under Medicare (Title XVIII) shall be in accordance with the period of time prescribed by the Secretary of Health and Human Services (HHS).
- b. The maximum time limitations for the agreements with nursing facilities and intermediate care facilities for the intellectually disabled shall be in accordance with the period of time prescribed by the DHSR.
- c. Any enrolled provider that undergoes a change (including, but not limited to, lease, dissolution, incorporation, reincorporation, reorganization, change in ownership of assets, merger or joint venture), so that as a result, the provider either becomes a different legal entity or is replaced in the program by another provider, must give the Division at least ten days prior written notice. The successor provider simultaneously must submit a new enrollment application that includes an executed Statement of Participation to become effective at the time of the above described change. Failure of the successor to submit a new application package will prevent the Division from reimbursing services as of the date of change (see Part I Section 104 of the Policies and Procedures for Medicaid/PeachCare Manual {the Manual}). A provider that undergoes a change of ownership, but does not become a different legal entity must execute a new enrollment application, and must notify the Division in writing of the change in ownership in accordance with all pertinent requirements.

A nursing facility that undergoes a change, regardless of whether or not the change creates a new legal entity, will follow the procedure described above, however, the provider number previously assigned to that facility will remain in effect.

Rev. 01-09

Only when there is a Change of Ownership (CHOW) can a new owner of a Nursing Facility have the Loss of Nurse Aide Training Program (NATP) status removed.

- d. The Official Code of Georgia Annotated (OCGA), Section 31-6-45.2 provides for a monetary penalty when a proposed or existing facility that obtained a certificate of need (CON), based in part on assurances that it will participate as a provider of medical assistance, terminates its participation in the Medicaid program.

The monetary penalty amount is the difference between the Medicaid covered services the facility agreed to provide in its CON application and the amount actually provided.

The monetary penalty shall begin upon notification that a facility has terminated participation in the Medicaid program. The penalty shall be levied and collected on an annual basis for each year that the facility fails to participate.

This Code section does not apply if the following conditions exist:

The proposed or existing facility's CON application was approved by the planning agency prior to April 6, 1992, or the planning agency's approval of such application was under appeal on or after April 6, 1992, and ultimately affirmed;

the facility's participation as a provider of medical assistance is terminated by the state or federal governments;

the facility establishes good cause for terminating its participation as a provider of medical assistance and gives 30 days written notice.

- e. When a facility voluntarily terminates participation in the Medicaid program, OCGA Section 49-4-146.2 provides that the facility develops a resident transfer plan and assist in relocation efforts. A nursing facility may voluntarily terminate participation in the program by giving 60 days written notice to the Division and complying with the following requirements:

Provide the residents or their representatives with a contact name and information regarding appropriate facilities for replacement.

Contact identified facilities on behalf of the residents.

Develop a transfer plan for each resident addressing the resident's individual needs.

Make arrangements for the safe and orderly transfer of residents.

Provide counseling to residents or their representatives regarding available community resources and appropriate state or social service organizations.

Enter into a limited provider agreement and continue to serve Medicaid eligible residents during the period of time from notice of termination through Decertification. Decertification occurs at such time when no Medicaid eligible residents reside in the facility.

A facility may voluntarily terminate upon 60 days written notice to the Division. The notice should include the reason for termination; the names and Medicaid numbers of all eligible residents; the names of residents with pending Medicaid applications along with names of authorized representatives; copies of notices the facility intends to provide to residents and any other information deemed necessary to process the termination.

### **603 Conditions of Participation**

The following general conditions of participation, which were previously noted in Part I, Section 105 of the manual, are modified for all enrolled nursing facilities (see Appendix B).

#### **603.1 Medicaid Payment**

**The facility must agree to accept the Division's payment as payment in full for covered services.** The provider agrees to accept no payment from a recipient except as provided for by the Department of Family and Children Services (DFCS) or the Long Term Care Unit (LTCU) in accordance with appropriate state and federal regulations. **Under no circumstances will a**

**recipient, relative, sponsor, or other interested party be asked or required to make payment for covered services.**

The facility will not contact Medicaid recipients for the purpose of soliciting requests for the facility's services.

Providers of nursing care, who meet conditions of participation in the Georgia Medicaid Program, are not prohibited from displaying Medicaid Approval in directories and brochures outlining services of the facility.

***However, all such facility advertisements shall contain the following statement: "By its approval, the Georgia Medicaid program does not guarantee either: (1) that the quality of service offered in this facility is superior to that offered by other facilities, or (2) that all of the costs of care in this facility will be paid by Medicaid. Federal law provides that Medicaid recipients shall have freedom of choice among nursing facilities."***

General advertising to the general public, to promote an increase in the patient utilization of services, is not related to the care of patients and therefore, **not allowable as reimbursed cost. Costs of advertising should be removed from any cost reports submitted to the Department.** (See Section 1002-Reimbursement Methodology)

603.2 **Certification and Re-certification for Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICFs/IID)**

A physician must certify for each applicant or recipient that ICF/IID services are or were needed. The initial certification must be made at the time of admission or if an individual applies for assistance while in an ICF/IID. The certification must be signed and dated by the physician in his/her handwriting.

A physician, or physician assistant or nurse practitioner acting within the scope of practice as defined by State law and under the supervision of a physician, must re-certify for each applicant or recipient that ICF/IID services are needed. Re-certification must be made at least every 12 months after the initial certification.

Failure to comply with this requirement shall result in the loss of reimbursement to the facility for each day an ICF/IID recipient is not certified. The amount shall be determined by multiplying the facility's applicable billing rate by the number of days of non-compliance for each recipient not certified on that date.

603.3 **Bed Registry**

Nursing facilities and ICFs/ID are required to participate in the Bed Registry Program. The Bed Registry Program, administered by the Long Term Care Contractor, herein referred to as the Contractor, will provide a mechanism to monitor bed availability. It is the facility's responsibility to provide accurate information regarding bed availability requested by the Division.

#### 603.4 Admission Preferences

As enrolled providers in the Medicaid program, facilities are expressly prohibited by federal law from discriminating on the basis of handicap, history or condition of mental or physical disease or disability (including patients infected with the HIV Virus), race, color, or national origin. Giving preference in admissions to prospective private-pay residents over Medicaid recipients for any of the above reasons constitutes a violation of these prohibitions and subjects facilities to civil fines as well as programmatic sanctions such as termination from the Medicaid program.

Rev. 07/13

Providers may not designate a certain number of beds as Medicaid only beds. If a facility is certified for enrollment in Medicaid, then all of its bed are certified for use by Medicaid recipients including dually eligible Medicare/Medicaid recipients; there is no such thing as “limited certification.” As long as any bed designated for a prospective Medicaid recipient is unoccupied, a Medicaid-enrolled facility may not refuse that bed to a recipient on the grounds that it is not certified as a Medicaid bed. Making the bed unavailable on such grounds will subject the facility to the same programmatic sanctions that apply in cases of discrimination on the basis of handicap or other conditions as stated above.

Rev. 07/13

A Medicaid nursing facility can however, designate a portion of their beds as MEDICARE only beds when following the Healthcare Facility Regulation Division licensure process.

#### 603.5 Private-Pay Duration-of-Stay Agreements

Providers may not engage in the practice of having prospective residents sign documents in which the prospective resident agrees to reside as a private-pay resident at the facility for a specified minimum period of time prior to becoming a Medicaid-pay resident. In some cases, the prospective resident is already Medicaid-eligible; in others, an application for eligibility is either pending or is to be held in abeyance until a later date.

Where a prospective resident is already Medicaid-eligible, all such agreements are illegal and unenforceable under federal law, and subject the facility to criminal prosecution and fines of up to \$25,000 plus imprisonment for up to five years. The law states that:

- a. Whoever knowingly and willfully-
  - 1) Charges, solicits, accepts, or receives, in addition to any amount otherwise required to be paid under a State plan approved under title XIX, any gift, money, donation, or other consideration (other than a charitable, religious, or philanthropic contribution from an organization or from a person unrelated to the patient)
    - a) as a precondition of admitting a patient to a hospital, nursing facility or intermediate care facility for the intellectually disabled, or

- b) as a requirement for a patient's continued stay in such a facility, when the cost of the services provided therein to the patient is paid for (in whole or in part) under the State plan, shall be guilty of a felony and upon conviction thereof shall be fined not more than \$25,000 or imprisoned for not more than five years, or both. [42 U.S.C. Section 1320a-7b(d)]

In the cases in which a prospective resident is not already Medicaid eligible, such an agreement is unenforceable as soon as the resident becomes Medicaid-eligible. At that time, the facility must convert the resident's status from private-pay to Medicaid immediately, and return the balance of any and all fees paid by or for the recipient. The facility may not in any way solicit, encourage, or coerce any prospective recipient in delaying or abstaining from applying for Medicaid. This means that facilities are also prohibited from arranging private-pay agreements without fully disclosing to prospective residents their right to apply for and obtain Medicaid coverage at their earliest convenience. [See also OCGA 10-1-421; DHS Rule 290-5-39-03.] [Part I, 106.17.]

#### 603.6 Responsible Party Agreements

Providers may not request or require that prospective Medicaid-eligible residents have family members or friends sign statements that they will be responsible for the recipient's financial affairs. The federal law cited in the preceding section also specifically prohibits this practice with respect to Medicaid-covered services regardless of the reason for non-payment, and carries with it the \$25,000/5 year penalty for violations. [42 U.S.C. Section 1320a-7b(d)(1)] Any such statement or agreement must be specifically restricted to services that are not covered by Medicaid. Facilities must accept Medicaid's payment as payment in full for covered services, even if that payment is zero for a specific service.

Providers may not require that prospective Medicaid-eligible residents, family members or friends sign statements that they will either give a specified time of notice before voluntary discharge, or that they will be privately responsible for any charges for days beyond the date of discharge if prior notice was not given.

### 604 Program Requirements for Participation

The conditions of participation and the requirements for long term care facilities are defined in 42 CFR, Section 483, Subpart B, as specified in the Omnibus Budget Reconciliation Act of 1987 as amended in 1989 and 1990.

#### 604.1 ICF/IID Onsite Review

The Division's contractor performs on-site review in ICFs/ID. The conditions of participation and the requirements for ICFs/ID are defined in 42 CFR, Section 442, Subpart C and Section 483, Subpart I.

Following an on-site visit, the contractor will forward a report of its findings to the Division for appropriate action. If the Contractor's on-site report documents specific findings, the Division will notify the facility of the findings and request that the facility submit a plan of correction which identifies the actions it will take to correct the cited deficiencies and an estimated timetable for compliance with the plan.

The Division must receive this plan of correction, which is responsive to each cited deficiency, within 15 calendar days from the date of the Division's notice. If a facility's plan is not responsive to the cited deficiencies, or if the facility fails to submit the required plan of correction, the Division will issue a warning letter to the facility indicating that failure to submit a satisfactory plan of correction will render the facility subject to denial of reimbursement for future admissions and/or suspension or termination from the program.

The contractor will be requested to perform a follow-up review to determine whether the cited deficiencies have been corrected and whether the health, safety or welfare of any recipient has been damaged or endangered. Should the follow-up review demonstrate that the approved plan of correction has not been successfully implemented in its entirety, the Division may immediately deny payment for further admissions or suspend or terminate the facility's participation in the Medicaid program. Since the facility will have been given the opportunity to correct previously cited conditions, the five-day opportunity provided in Part I, Section 409 of the Manual to correct conditions will not be renewed if the follow-up review requires imposition of sanctions.

Rev. 04/08

#### 604.2 Intermediate Sanctions

If the Division finds that a facility does not or did not meet a Program Requirement governing nursing facilities, it may impose intermediate sanctions, independently or in conjunction with others, subject to provisions for notice and appeal. The Division adopted the November 10, 1994 Final Rule of the Medicare and Medicaid Programs; Survey, Certification and Enforcement of Skilled Nursing Facilities and Nursing Facilities issued by the Centers for Medicare & Medicaid Services (CMS).

Rev 07/13

DCH is the State agency overseeing survey responsibilities, which includes certification, enforcement for compliancy, and remedy recommendations to CMS. CMS may impose Remedies subsequent to DCH recommendations such as a Civil Monetary Penalty (CMP) and may initiate other adverse actions or enforcement remedies to the facility.

DCH may impose the following Remedies:

- a. A facility's loss of Nurse Aide Training Program
- b. CMP
- c. Mandatory Denial of Payment for New Admissions (DPNA)

- d. Appointment of Temporary Management
- e. State Monitoring
- f. Mandatory or in Emergency Cases Termination/Closure of the facility and/or transfer of residents

The State provides notification to the facility when taking an enforcement action in accordance with 42CFR488.402

#### 604.3 Advanced Directives

Nursing facilities are required to sign a letter of understanding, thereby agreeing to provide all adult individuals with information on advance directives as mandated by Section 1902 (a) (57) of the Social Security Act. (See Section 909).

#### 604.4 Resident Assessment Instrument

Nursing facilities shall use the Centers for Medicare & Medicaid Service's (CMS) version of the Resident Assessment Instrument (RAI). Nursing facilities in Georgia may use forms with variations to CMS's Resident Assessment Instrument, provided that any RAI accurately and completely represents the CMS Version. That is, it includes all and only the items on the CMS RAI with the exact wording and in the same sequence.

#### 604.5 Nurse Aide Training and Competency Evaluation Program

Under 42 CFR, Section 483.75 and Section 483 Subpart D, effective as of 4-1-92, and the requirements of OBRA 1987, as amended in 1989 and 1990, nurse aides are required to be certified by a state approved program. The Division's Contractor has been designated to review, approve and monitor nurse aide training and competency evaluation programs.

Rev 07/09

The Contractor will maintain a registry of certified nurse aids. The registry is sufficiently accessible to the public and health care providers. You may access the registry by calling 678-527-3010 or 1-800-414-4358. The registry is also WEB accessible at [www.mmis.georgia.gov](http://www.mmis.georgia.gov). For adverse findings and certification status, go to the "Nurse Aide/Medication Aide Tab". This tab will allow the public/providers to view links related to nurse/medication aides and to search for a nurse aide by entering certain search criteria.

**Note:** The website does not provide a printed list of all nurse aides on the registry.

Nurse aides are required to have a minimum of 12 hours of in-service education annually in accordance with federal regulations.

#### 604.6 Dining Assistants Program

Effective October 27, 2003, new federal regulations allows a long-term care facility to employ specially trained personnel to supplement the services of certified nurse aides and licensed nursing staff. The intent of the federal regulations, which

were amended in 42 CFR Parts 483 and 488, is to provide assistance to residents with feeding and hydration and to reduce the occurrence of unplanned weight loss and dehydration.

The term \*”Dining Assistant” means an individual employed or compensated by the nursing home, or who is used under an arrangement with another agency or organization, to provide assistance with feeding and hydration to residents in need of such assistance. **Such individuals shall not provide other personal care or nursing services unless certified as a nurse aide or licensed as a registered nurse or practical nurse.**

Rev. 10/16

**Dining assistants shall have certification** of successful completion of all work under the direct supervision of a registered nurse or a licensed practical nurse. **Direct supervision means that the registered nurse or licensed practical nurse is present in the same room and available to respond to the need for assistance.**

Rev. 10/16

- a. The registered nurse directing the training program must certify successful completion by a dining assistant of the required training program. At a minimum, the certification must include the dining assistant’s name and address, the nursing home’s name and address, the name and signature of the registered nurse, and the date.
- b. Such certifications are transferable from one nursing home to another provided that prior to assisting residents in the new facility to which certification is being transferred, the dining assistant satisfactorily performs a return demonstration of the minimum skills on which such dining assistant was trained in order to demonstrate competency on training program components and an understanding of the practical application of feeding and hydration skills. Such satisfactory demonstration of skills shall be documented by a registered nurse and retained by the facility in the employee’s record along with a copy of the initial documentation of successful completion of the training program as specified in the Federal rules.

In addition to all other documents required by state or federal regulations, the nursing home shall maintain the following records:

- a. A copy of the nursing home’s Dining Assistant Training Program
- b. Documentation of successful completion of the training program for each dining assistant.

**\*Dining assistants are intended to supplement, not replace, existing nursing staff requirements and as such are not considered nursing staff and are not to be included in computing the required minimum hours of direct nursing care.**

**\*See DHS Rules and Regulations for Nursing Homes (Chapter 111-8-56-.25) for complete Regulations.**

**605 Pre-Payments or Deposits**

The following sets forth the policy on pre-payments or deposits:

605.1 Eligible Recipient

No pre-payment, application fee, or deposit may be required from an eligible recipient or his/her family by a participating facility.

605.2 Individuals with Eligibility Pending

Facilities may collect pre-payments or deposits from individuals whose Medicaid eligibility is pending, provided the funds are held in escrow until the pending application is acted upon. If an individual is declared eligible, the total deposit/prepayment must be refunded to the patient prior to payment by Medicaid.

**606 Free Will Contributions**

Voluntary gifts or donations accepted by nursing facilities are not prohibited by federal regulations unless the donation is coerced and extracted on other than a purely voluntary basis. Donations may not be required as a condition of admission to the nursing facility or retention in the nursing facility. It is a violation of federal regulations to provide inferior care to those patients whose relatives or other interested parties do not make such donations.

606.1 On a monthly basis, nursing facilities are required to report all voluntary contributions made to the nursing facility by a Medicaid recipient, or by the family, guardian or sponsor of that recipient. This report must be sent to the DCH Nursing Facility Program Specialist. The listing must contain the following information:

- a. The name of the person making the contribution;
- b. The amount of the contribution;
- c. Whether the contribution was “restricted” or “unrestricted”. “Restricted” contributions are funds, cash or otherwise, which must be used only for a specific purpose designated by the donor. “Unrestricted” contributions are funds, cash or otherwise, which are given to a provider without restrictions by the donor;
- d. The list of all contributions received in the prior calendar month must be approved by the administrator of the facility and submitted to the Division.

606.2 Audit and completion of payment of the claims will be delayed if the listing of contributors is not attached to, or there is no certification for, contributions included with faxed information or indicated on the certification sheet if the provider bills electronically.

606.3 Nursing facilities are prohibited from contacting recipients, their families, or other interested parties, either personally or by letter, for the purpose of coercing

contributions.

606.4 Copies of the voluntary contribution reports will be made available by the Division to the appropriate units of the Internal Revenue Service.

**607 Reporting Interest on Recipient Funds**

On a quarterly basis, the nursing facility must submit to DFCS a listing showing the resident's name, Medicaid number and the amount of interest earned on the resident's funds for the period.

**608 Freedom of Choice, see 42 CFR 431.51**

Freedom to choose from among participating health care providers is a legal right of every Medicaid recipient. Freedom of choice relates to the individual's opportunity to make decisions for personal reasons free from the arbitrary authority of others. The purpose of free choice is to allow Medicaid recipients the same opportunities to choose among participating providers of covered health care and services as are generally offered to the general population. This means that Medicaid recipients are subject to the same reasonable limitations in exercising such choice as are non-recipients.

Some medical services which are usually furnished on a fee-for-service basis may occasionally be provided as part of a package of medical care. Package plans may be offered by nursing facilities and must be strictly voluntary. Once the recipient has chosen a package of medical services offered by a particular plan, he or she has exercised the right of freedom of choice for all items of medical care included in the package. The recipient retains the right of free choice of providers of any covered services not included in the package.

Recipients who were patients before a provider instituted a package plan of medical care must be afforded the opportunity to accept or reject the package and must be fully advised of their rights under the freedom of choice regulation as stated above.

If a recipient chooses to use a pharmacy other than the one contracted by the facility, the pharmacy chosen must conform to the drug delivery systems or procedure that are used by the nursing facility. This does not include the production of special reports or forms as these are duties of the consulting pharmacist that are not reimbursable under the pharmacy program.

**609 Required Nursing Hours**

Nursing facilities are required to provide a minimum of 2.0 nursing hours (actual working Hours) per patient day. In addition to the minimum requirement, nursing facilities must also comply with all provisions of 42 CFR, Section 483.30.

The minimum expected nursing hours are 2.50 to qualify for participation in the Quality Improvement Program and the 1% add-on. (See 1002.4).

**610**     **Program for Licensing Nursing Home Administrators**

Rev. 04/08

The Georgia Board of Nursing Home Administrators manages the licensing of nursing home administrators and to ensure quality administration and sound management of nursing homes. The Board also administers an administrator-in-training program.

**611**     **Records**

Rev. 10/16

It is the responsibility of all Georgia Department of Community Health (DCH) enrolled providers to ensure the health records of Medicaid members are documented accurately and maintained in compliance with both state, federal and national laws. Providers are responsible for being aware of record keeping requirements as outlined by the Centers for Medicare & Medicaid Services (CMS), Georgia DCH, other program affiliated associations and Health Insurance Portability and Accountability Act (HIPAA) guidelines. The Georgia DCH recommends the following record keeping guidelines. These recommendations should be considered *basic* - a minimum standard for each provider's practice. It is not inclusive of all record keeping requirements and providers will be responsible for any additional documentation requested in the event of audits. Records should include:

Rev. 04/18

- DCH's current regulations require a Comprehensive Care Plan. This Comprehensive Care Plan must be completed for all residents and must include any requirements for behavioral health or all other specialized services. There is a requirement that the facility not only include the provision of the recommended services in the Comprehensive Care Plan, in addition, the facility must also address the need for services, if applicable, in the baseline care plan on admission to the facility. Within the plan of care each recommendation will identify the resident's needs and wishes and the disciplines within the team and outside agencies that will be responsible for overseeing that the plan is implemented. Also, it is to provide guidance to all staff members on how to consistently deliver the recommendations within the Comprehensive Care Plan.
- A complete medical file on each patient containing sufficient information to validate the diagnosis and to establish the basis upon which treatment is given.
- A care plan that includes clear and specific coordination with all providers involved in the treatment of the individual. It should include (but not be limited to) individualized expectations, prescribed services, service frequency, scope and duration and goals to be achieved.
- Progress notes that are legible, detailed, complete, signed and dated.
- All documentation requiring signatures must be legible, original and belong to the person creating the signature. If illegible, the name should be printed as well as signed. All signatures must be dated the actual date signed. Rubber stamp signatures are not acceptable. Electronic signatures are acceptable in certain circumstances. See Part I Policies and Procedures for Medicaid/PeachCare for Kids, Section 106, General Conditions of Participation.

- If corrections are needed, they should be made by striking one line through the error, writing the correction, and including the initials of the person making the correction along with the date the correction is made. White-out **cannot** be used for corrections.
- Records should be documented in ‘real time’ and should **not** be back-dated.
- At a minimum, member records should include but not be limited to the following:
  1. Individual’s name and/or other information related to their identification (SS#, Medicaid ID, etc...)
  2. Date and time of admission
  3. Admitting Diagnosis
  4. Verified Diagnosis
  5. The name, address and telephone number of the responsible party to contact in an Emergency
  6. Appropriate authorizations and consents for medical procedures
  7. Medical necessity of the service being provided
  8. Results of testing and/or assessments
  9. Records or reports from previous or other current providers, including previous assessments
  10. Documented correlation between assessed need and care plan
  11. Documentation of treatment that supports billing
  12. Financial and insurance information
  13. Pertinent medical information;
  14. Physicians’ progress notes
  15. Nurses’ notes
  16. Practitioner and case management notes
  17. Clear evidence that the services billed are the services provided
  18. Treatment and medication orders
  19. Date and time of discharge or death
  20. Condition on discharge

**PART II- CHAPTER 700  
ELIGIBILITY CONDITIONS**

**701 Eligibility Criteria**

In order to be eligible for Medical Assistance in a nursing facility or an intermediate care facility for the intellectually disabled, an individual must meet the eligibility criteria established by the Division of Medical Assistance. In addition to the basic eligibility criteria, the Division allows a higher income for individuals who are residents in, or who are seeking admission to, a nursing facility. The Board of the Division of Medical Assistance, based on existing economic indicators, periodically establishes higher income limits for these individuals (see Part I, Section 102).

Should a recipient leave a nursing facility to return home, the higher income limit would no longer apply, and only the basic eligibility criteria would be used to determine continued eligibility for Medical Assistance.

In addition, nursing facility applicants must complete the prior approval/admissions procedures and community care assessment described in Section 800 of the manual.

**702 Spousal Impoverishment**

Institutionalized individuals with spouses who are not institutionalized are allowed to provide their spouses with income and resources. It is important for the Medicaid provider to refer couples to the DFCS office or LTC Unit for adequate assessment. DFCS or the LTC Unit will conduct assessments for these recipients on request.

**703 Transfer of Resources**

The Department complies with the provisions of State and Federal law with respect to transfer of resources. Disposal of resources for less than fair market value will affect eligibility for certain services, except in those instances where the Department determines that the transfer rules would work an undue hardship. Such transfers may result in denial of certain Medicaid services and/or a period of ineligibility for payment of nursing home and home and community based services.

Institutionalized individuals, and the spouses of such individuals, who transfer non-exempt assets or dispose of assets for less than fair market value will be subject to a “penalty period” of ineligibility. In order to determine if a transfer of assets occurred, the Department will look-back over a period of time, as specified under federal law, to find non-exempt transfers of assets. If a non-exempt transfer of assets occurred during the look-back period, a penalty period of ineligibility will be assessed. Each transfer is assigned its own penalty period. In instances wherein multiple transfers occurred, consecutive penalty periods of ineligibility will occur.

Nursing Facilities should not attempt to submit claims for residents during a Transfer of Resources period (between the TOR begin and end date as indicated on the member’s file).

The Department will deny payment to institutionalized individuals for the following services:

1. Nursing facility services;

2. Nursing facility level of care provided in a medical institution;
3. Home and community-based services under a 1915(c) or (d) waiver.

The beginning date of each penalty period imposed for an uncompensated transfer of assets is the first day of the month in which the asset was transferred. The number of months of ineligibility shall be equal to the total, cumulative uncompensated value of all assets transferred by the individual (or individual's spouse) on or after the look-back date, divided by the average monthly cost to a private patient of nursing facility services in the State at the time of application.

The agency does not impose a penalty period for transferring assets for less than fair market value in those instances in which the agency determines that such an imposition would work an undue hardship. An undue hardship occurs if imposing a penalty period would deprive the individual of the following:

1. Medical care such that the individual's health or life would be endangered; or
2. Food, clothing, shelter, or other necessities of life.

The procedures for a hardship waiver include the following:

1. Notice to the recipient subject to the penalty, that an undue hardship exception exists;
2. A timely process for determining whether an undue hardship waiver will be granted; and
3. A process, which is described in the notice, under which an adverse determination may be appealed.

(See 42 U.S.C. § 1396p(c); Georgia State Plan under Title XIX of the Social Security Act)

## PART II – CHAPTER 800

### PRIOR APPROVAL/ADMISSION PROCEDURES AND COMMUNITY CARE ASSESSMENT

#### 800 General

All individuals seeking nursing facility admission must have pre-admission screening for mental illness and intellectual disabilities. A physician will sign a DMA-6 or a **\*Pediatric DMA-6A [Pediatric form for individuals 18 years of age or under]** for those who seek Medicaid payment for nursing facility services. The DMA-6 will serve as authorization by the physician that the resident meets the “nursing facility level of care”. See minimal requirements page VIII-3 for applicants 19 years of age and older and VIII-4 for the minimal requirements for individuals the age of 18 years of age and under. The DMA-6 must be kept in the resident’s file in the nursing facility. Nursing facility staff will complete the Minimum Data Set (MDS) within fourteen (14) days of admission. Nursing facility staff will also continue to complete MDS documentation as required by the federal mandate.

Rev. 01/13

All nursing facility admissions are prefaced on the completion of the DMA-6 Level of Care signed by a physician and a Pre-Admission Screening and Resident Review DMA-613 (described below). The only exception to this rule is in instances of emergency placement by the State Adult Protective Services office. In these instances, the DMA-6 requirement may be waived for 72 hours.

If at the initial MDS assessment or any time during the admission, the resident no longer meets a nursing facility level of care, the nursing facility must initiate the discharge process. All admissions will be considered permanent until the resident no longer meets a nursing facility level of care. Each nursing facility is responsible for making that decision. **Additionally, all individuals seeking nursing facility admission must be given information on options for Home and Community-Based services** (see Section 802). Individuals seeking Medicaid payments for services in an Intermediate Care Facility for the Intellectually Disabled (ICF/IID) must receive prior approval for the services from the Long Term Care Contactor. These individuals must have an evaluation of continued need of care once per year.

#### 801 Pre-Admission/Prior Approval Procedures for Nursing Facilities

Rev. 07/12

Pre-admission screening (PAS), DMA-613, Level I assessment is mandatory for all individuals seeking admission to a nursing facility, regardless of payment source. Pre-admission screening procedures must be completed at the time a facility enrolls with the Division as a Medicaid provider for all individuals residing in the facility on the enrollment date. The pre-screening may proceed to further assessment (Level II) to determine if the resident may be appropriately admitted into a nursing facility.

801.1a Pre-Admission Screening and Resident Review (PASRR) for all residents including hospice and private pay applicants must be performed to determine if there are indicators of mental illness and/or intellectual disabilities. All nursing facilities must ensure that a person does not require Level II screening before any

applicant is admitted to a nursing facility. The completion of the Level I/Level II screening process is mandatory to receive the issued Prior Authorization (PA) number which can be entered on claim for Medicaid reimbursement. Authorization must be received and remain in member's file. The DMA-6 or P6A and the DMA-613 are the forms that are required for nursing facility admission.

The form DMA-6 (Physician's Recommendation Concerning Nursing Facility Care or Intermediate Care for the Intellectually Disabled) (see Appendix E) or the P6A (see Appendix F) must be completed and signed by the physician. The dated signature of a physician on the DMA6 or P6A must not exceed thirty (30) days prior to the DMA-613 pre-authorization (see 801.1) of a resident. *It is the responsibility of the nursing facility to secure the signed DMA-6 or P6A and the DMA-613 prior to admission. The forms are kept on file in resident's permanent chart in the facility. If the resident is transferred to another facility, the original DMA-613 should go with the resident and a copy kept on file.*

Rev. 01/14

**Note:**

A new DMA-6 or P6A **is not necessary** if the resident is transferred from the facility's Medicaid Program *into* the Hospice Program. (This is considered a status change; *however*, only the **DMA-59 is to be completed**. (A DMA-59 is **required** to report status change to DFCS/LTC Unit. *See 801.3*).

See 801.3). A new DMA-613 is not necessary.

If the resident is discharged **with anticipated return (returns after hospital, annual leave, or private bed hold without a DMA-59 discharge)**, the resident is considered a readmission; the admission process does not need to be repeated. A new DMA-6 or P6A or DMA-613 **is not required**. (A DMA-59 **is required** to report status change to DFCS/LTC Unit. *See 801.3*).

**Note:**

If a resident is discharged from the nursing facility **without anticipated return**, but there is no "break in service" because the resident does not return "home", a new DMA-613 is not necessary if there has been no new mental health diagnosis or hospitalization for behavior management. For example: The family does not hold the bed after seven days of the resident's admission to the hospital or the resident is transferred to another nursing facility but later returns to the same nursing facility placement after the resident was previously discharged by a DMA-59 sent to DFCS/LTC Unit, the admission process *starts over* with a new DMA-6 and a new DMA-59. The initial DMA-613 pre-authorization continues to be valid. If the resident has returned home, a "break in service", a new DMA-613 is required.

**Note:**

The minimal requirements to qualify for a nursing facility level of care are on the following six (6) pages and you may also use this Web shortcut for the pediatric minimal requirements:

[http://dch.georgia.gov/vgn/images/portal/cit\\_121.21.38.31946825Katie\\_LOC.pdf](http://dch.georgia.gov/vgn/images/portal/cit_121.21.38.31946825Katie_LOC.pdf)

**The minimal requirements for an applicant to qualify for a nursing facility level of care:**

**LEVEL OF CARE CRITERIA**

1. Intermediate care services may be provided to an individual with a stable medical condition requiring intermittent skilled nursing services under the direction of a licensed physician (Column A Medical Status) AND a mental or functional impairment that would prevent self-execution of the required nursing care (Column B and C Mental Status, Functional Status).
2. Special attention should be given to cases where psychiatric treatment is involved. A patient is not considered appropriate for intermediate care services when the primary diagnosis or the primary needs of the patient are psychiatric rather than medical. **This individual must also have medical care needs that meet the criteria for intermediate care facility placement.** In some cases, a patient suffering from mental illness may need the type of services which constitute intermediate care because the mental condition is secondary to another more acute medical disorder.
3. **Requirements:** Number one (1) and one other condition from 2-8, must exist from **Column A** (medical status), one from **Column B** (mental status) or **C** (functional status) with the exception of #5, **Column C**.

COLUMN A	COLUMN B	COLUMN C
<i>Medical Status</i>	<i>Mental Status</i>	<i>Functional Status</i>
<ol style="list-style-type: none"> <li>1. Requires monitoring and overall management of a medical condition(s) under the direction of a licensed physician. <b>In addition to the criteria listed immediately above, the patient's specific medical condition must require any of the following (2-8) plus one item from Column B or C</b></li> <li>2. Nutritional management; which may include therapeutic diets or maintenance of hydration status.</li> <li>3. Maintenance and preventive skin care and treatment of skin conditions, such as cuts, abrasions, or healing decubiti.</li> </ol>	<p><b>Mental Status</b> The mental status must be such that the cognitive loss is more than occasional forgetfulness.</p> <ol style="list-style-type: none"> <li>1. Documented short or long-term memory deficits with etiologic diagnosis. Cognitive loss addressed on MDS/care plan for continued placement.</li> <li>2. Documented moderately or severely impaired cognitive skills with etiologic diagnosis for daily decision making. Cognitive loss addressed on MDS/care plan for continued placement.</li> </ol>	<ol style="list-style-type: none"> <li>1. Transfer and locomotion performance of resident requires limited/extensive assistance by staff through help or one-person physical assist.</li> <li>2. Assistance with feeding. Continuous stand-by supervision, encouragement or cueing required and set-up help of meals.</li> <li>3. Requires direct assistance of another person to maintain continence.</li> <li>4. Documented communication deficits in making self-understood or understanding others.</li> </ol>

<ul style="list-style-type: none"> <li>4. Catheter care such as catheter change and irrigation.</li> <li>5. Therapy services such as oxygen therapy, physical therapy, speech therapy, occupational therapy (less than five (5) times weekly).</li> <li>6. Restorative nursing services such as range of motion exercises and bowel and bladder training.</li> <li>7. Monitoring of vital signs and laboratory studies or weights.</li> <li>8. Management and administration of medications including injections.</li> </ul>	<ul style="list-style-type: none"> <li>3. Problem behavior, i.e., wandering, verbal abuse, physically and/or socially disruptive or inappropriate behavior requiring appropriate supervision or intervention.</li> <li>4. Undetermined cognitive patterns which cannot be assessed by a mental status exam, for example, due to aphasia.</li> </ul>	<p>Deficits must be addressed in medical record with etiologic diagnosis address on MDS/care plan for continued placement.</p> <ul style="list-style-type: none"> <li>5. Direct stand-by supervision or cueing with one-person physical assistance from staff to complete dressing and personal hygiene. <b>(If this is the only evaluation of care identified, another deficit in functional status is required).</b></li> </ul>
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Level of care criteria are based on definitions and guidelines derived from the Federal regulations and are used to assist assessors in evaluating clinical information submitted.

**PEDIATRIC**

**NURSING FACILITY LEVEL OF CARE**

**Summary:**

1. Nursing facility level of care is appropriate for individuals who do not require hospital care, but who, on a regular basis, require licensed nursing services, rehabilitation services, or other health-related services *ordinarily provided in an institution*. With respect to an individual who has a mental illness or intellectual disabilities, nursing facility level of care services are usually inappropriate unless that individual’s mental health needs are secondary to needs associated with a more acute physical disorder.
2. The criteria set forth herein encompass both “skilled” and “intermediate” levels of care services.
3. A nursing facility level of care is indicated if the conditions of Column A is satisfied in addition to the conditions of Column B being satisfied. Conditions are derived from 42 C.F.R.409.31 – 409.34.

COLUMN A	OR	COLUMN B
<p>1. The individual requires service which is so inherently complex that it can be safely and effectively performed only by, or under the supervision of technical or professional personnel such as registered nurses, licensed practical (vocational) nurses, physical therapists, and speech pathologists or audiologist,</p> <p style="text-align: center;"><b>AND</b></p> <p><b>In addition to the condition listed above, one of the following subparts of #2 must be met:</b></p> <p style="text-align: center;"><b>I.</b></p> <p>2. <b>The service is one of the following or similar and is required seven days per week:</b></p>	<p><b>OR</b></p> <p><b>II.</b></p> <p>3. <b>The service is one of the following or similar and is required five days per week:</b></p> <p>a. Ongoing assessment of rehabilitation needs and potential: services concurrent with the management of a patient care plan</p> <p>b. Therapeutic exercises and activities performed by PT or OT</p> <p>c. Gait evaluation and training to restore function to a patient whose ability to walk has been impaired by neurological, muscular, or skeletal abnormality</p>	<p>1. The service needed has been ordered by a physician.</p> <p>2. The service will be furnished either directly by, or under the supervisor of, appropriately licensed personnel.</p> <p>3. <i>The service is required and is ordinarily furnished, as a practical matter, on an inpatient basis.</i></p>

<ul style="list-style-type: none"> <li>a. Overall management and evaluation of a care plan for an individual who is totally dependent in all activities of daily living.</li> <li>b. Observation and assessment of an individual's changing condition because the documented instability of his or her medical condition is likely to result in complications, or because the documented instability of his or her mental condition is likely to result in suicidal or hostile behavior</li> <li>c. Intravenous or intramuscular injections or intravenous feeding</li> <li>d. Enterable feeding that comprises at least 26 percent of daily calorie requirements and provides at least 501 milliliters of fluid per day</li> <li>e. Nasopharyngeal or tracheostomy aspiration</li> <li>f. Insertion and sterile irrigation or replacement of suprapubic catheters</li> <li>g. Application of dressings involving prescription medications and aseptic techniques</li> <li>h. Treatment of extensive decubitus ulcers or other widespread skin disorder</li> <li>i. Heat treatments as part of active treatment which requires observation by nurses</li> </ul>	<ul style="list-style-type: none"> <li>d. Range of motion exercises which are part of active treatment of a specific condition which has resulted in a loss of, or restriction of mobility</li> <li>e. Maintenance therapy when specialized knowledge and judgement is needed to design a program based on initial evaluation</li> <li>f. Ultrasound, short-wave, and microwave therapy treatment</li> <li>g. Hot pack, hydrocollator, infrared treatments, paraffin baths, and whirlpool treatment when the patient's condition is complicated by circulatory deficiency, areas of desensitization, open wounds, etc. and specialized knowledge and judgement is required</li> <li>h. Services of a speech pathologist or audiologist when necessary for the restoration of function in speech or hearing</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p style="text-align: center;"><b>III.</b></p> <p><b>4. The service is one of the following only if an additional special medical complication requires that it be performed or supervised by technical or professional personnel:</b></p> <ul style="list-style-type: none"> <li>a. Administration of routine medications, eye drops, and ointments.</li> <li>b. General maintenance care of colostomy or ileostomy.</li> </ul>	
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<ul style="list-style-type: none"> <li>j. Initial phases of a regimen involving administration of medical gases</li>   <li>k. Rehabilitation nursing procedures, including the related teaching and adaptive aspects of nursing, that are part of active treatment</li> </ul>	<ul style="list-style-type: none"> <li>c. Routine services to maintain satisfactory functioning of indwelling bladder catheters.</li>   <li>d. Changes of dressings for non-infected postoperative or chronic conditions.</li>   <li>e. Prophylactic and palliative skin care, including bathing and application of creams, or treatment of minor skin problems.</li>   <li>f. Routine care of incontinent individuals, including use of diapers and protective sheets.</li>   <li>g. General maintenance care (e.g. in connections with a plaster cast).</li>   <li>h. Use of heat as a palliative and comfort measure (e.g. whirlpool and hydrocollator).</li>   <li>i. Routine administration of medical gases after a regimen of therapy has been established.</li>   <li>j. Assistance in dressing, eating, and toileting.</li>   <li>k. Periodic turning and positioning of patients.</li>   <li>l. General supervision of exercises that were taught to the individual and can be safely performed by the individual including the actual carrying out of maintenance programs.</li> </ul>	
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**INTERMEDIATE CARE FACILITY (ICF/IID) LEVEL OF CARE**

1. ICF/IID level of care is appropriate for individuals who require the type of active treatment typically provided by a facility whose primary purpose is to furnish health and rehabilitative services to persons with intellectual disabilities or related conditions.
  
2. An ICF/IID level of care is generally indicated if one condition of Column A is satisfied in addition to the conditions of Column B and Column C being satisfied. Conditions derived from 42 C.F.R. 440.150, 435.1009, and 483.440(a).

COLUMN A	COLUMN B	COLUMN C
<ol style="list-style-type: none"> <li>1. The individual has an intellectual disability.</li> <li>2. The individual has a severe chronic disability attributable to cerebral palsy or epilepsy.</li> <li>3. The individual has a condition, <i>other than mental illness</i>, which is found to be closely related to an intellectual disability because it is likely to last indefinitely, requires similar treatment and services, constitutes an impairment of general intellectual functioning, and results in substantial limitations in three or more of the following: self-care, understanding and use of language learning, mobility, self-direction, and capacity for independent living.</li> </ol>	<p>On a continuous basis, the individual requires aggressive consistent implementation of a program of specialized and generic training, treatment, health services, and related services which is directed towards—</p> <ol style="list-style-type: none"> <li>a. The acquisition of the skills necessary for the individual to function with as much self-determination and independence as possible; and</li> <li>b. The prevention of further decline of the current functional status or loss of current optimal functional status.</li> </ol>	<ol style="list-style-type: none"> <li>1. The service needed has been ordered by a physician.</li> <li>2. The service will be furnished either directly by, or under the supervisor of, appropriately licensed personnel.</li> <li>3. The service is required and is ordinarily furnished, as a practical matter, on an inpatient basis.</li> <li>4. The service is above room and board, maintenance of a generally independent individual who is able to function with little supervision, and interventions or activities to address age appropriate limitations.</li> </ol>

801.1b The form DMA-613 (Level I PASRR Request, Appendix F) must be completed and a copy kept in the resident’s file. The DMA-6 will serve as authorization by the physician that the resident meets the “nursing facility level of care”. The physician does not need to sign the DMA-613, but the person completing the form should attest to the accurateness of the “foregoing” information submitted. The document must be submitted to the Contractor via the web for pre-admission screening and Prior Authorization. The electronic version of the DMA-613 may be accessed at [www.ghp.georgia.gov](http://www.ghp.georgia.gov). To start prior authorization, select the Provider Information tab; scroll down to PASRR Request and proceed to enter physician-completed information for the applicant in the online DMA-613 (PASRR) Form.

The Contractor’s screening/determination may result in prior authorization for a resident to be admitted into a nursing facility or may “pend” for further review and/or trigger a Level II pre-admission screening. Level II assessments are performed by the Department of Behavioral Health and Developmental Disabilities (DBHDD).

When the Level I pre-admission screen is approved, a Prior Authorization number is issued by the Contractor in approved status and submitted to the MMIS. The Prior authorization number and status may be tracked through the secure login of the Provider Workspace function under the Prior Authorization tab in the web portal. If the Contractor’s review determines that a Level II is necessary, the Level II assessment must be completed by DBHDD. DBHDD or its agent will perform the Level II screening to determine whether the applicant may be admitted into a nursing facility.

The results of a Level II screen may be one of the following:

1. Applicant cannot be appropriately served in a nursing facility and Level II is denied.
2. Applicant can be appropriately served in a nursing facility and Level II is approved.
3. Applicant can be appropriately served in a nursing facility ***with specialized services*** and Level II is approved.

A determination of result #2 or #3 must be made and a prior authorization number obtained before the applicant may be admitted into a facility.

Level II prior authorization numbers are issued by DBHDD’s agent, Beacon Health Options. To obtain the Level II Prior Authorization number, contact Beacon Health:

- Phone: 1-855-606-2725
- Website: [www.GeorgiaCollaborative.com](http://www.GeorgiaCollaborative.com)

Once approved and the applicant is placed in a facility according to PASRR guidelines/timelines, the prior authorization number may be utilized for the duration of a resident's Nursing Facility stay as long as there is no break in service or change in condition.

A prior authorization does not relieve the nursing facility from its requirement to provide an annual Physician Attestation Statement certifying the member meets the nursing facility level of care.

Rev. 01/11

#### Prior Authorization Claims Requirement

Beginning July 1, 2012, the prior authorization number (either the number assigned when Level I/DMA-613 is approved or the approved Level II number when DBHDD or its agent has made a determination regarding the support needs of the applicant) will be required to be entered on Nursing Facility claims. Claims submitted without the prior authorization number will be denied. Claims submitted with an incorrect prior authorization number are subject to recoupment if not denied by the MMIS.

Other claims processes and requirements related to the prior authorization include:

1. A Level II prior authorization can be submitted to MMIS in **denied** status. A denied Level II does not authorize placement in or claims for service provided by a nursing facility. Claims submitted with a Level II authorization in denied status will be denied.
  2. Claim dates of service must be covered by the effective and end dates of the prior authorization.
  3. Claims must reference the most current approved prior authorization for the dates of services being billed. If a member has a Level I prior authorization in history, but subsequently a Level II was approved, the provider must use the Level II authorization.
  4. If a new Level I or Level II is generated based on a change in condition or readmission after a break in stay, the new prior authorization number will automatically end date the prior authorization number that is already in the system to the day before the new one starts. Claims for DOS must match to the correct prior authorization.
- c) The DMA-613 is not necessary when a resident is admitted directly from a hospital after receiving acute inpatient care, requires NF services for the condition for which care was provided in the hospital and whose attending physician has certified before admission to the facility that the resident is anticipated to require less than thirty (30) days nursing facility services.

d) The DMA-613 ***is not necessary*** if the physician certifies before the admission that admission is ***for an anticipated stay*** of not more than 30 days *following hospitalization for treatment of the same condition for which the individual was hospitalized.*

Rev. 04/16

e) If a resident is admitted and the expected stay is less than 30 days **AND** there is other health insurance coverage in place for those 30 days, a PASRR DMA-613 is ***not required***. However, IF the provider will expect to be able to bill Medicaid for any of those 30 days, a PASRR DMA-613 ***should be submitted*** since that submission will trigger the creation of the required L1 or L2 Prior Authorization for nursing facility stay.

Rev. 01/18

f) If the resident stays more than 30 days, a resident review must be conducted by the State mental health and intellectual disability authority *within 40 days* of the admission. *Contact the contractor with a completed DMA-613 to initiate process for an authorized facility stay.* IF the contractor is not notified by day 40 that patient will be staying longer than 30 days, a new PASRR will need to be submitted.

g) The DMA-613 ***may be postponed*** for provisional admissions in *emergency situations requiring Protective Services*, with placement *not to exceed* seven (7) days. *Contact the Contractor with a completed DMA-613 to initiate process for an authorized facility stay.*

h) The DMA-613 ***may be postponed*** for very brief and finite anticipated stays of *not more than 30 days* in a nursing facility, to provide *respite relief* to in-home caregivers to whom the individual with MI or ID is expected to return. *Contact the Contractor with a completed DMA-613 to initiate process for an authorized facility stay.*

Rev. 01/13

The Contractor will determine whether the individual may be admitted to a nursing facility utilizing the following procedures described in section 800. If the DMA-613 as determined by the Contractor's assessment does not reveal indicators for serious mental illness or intellectual disability, the individual may be admitted by a valid Physician's Recommendation Concerning Nursing Facility Care DMA-6 form and DMA-613 form (See Section 801).

Rev. 07/12

If the DMA-613 reveals indicators for serious mental illness or intellectual disability, the Contractor will initiate a Level II Assessment ***before*** a person can be admitted into a nursing facility *or upon the specified times indicated in 801.1c, e, and f.*

Note: The procedure for the DMA-613 is also a requirement for physical or mental status change for any Nursing Facility resident. A status change occurs if a resident is newly diagnosed with a serious mental illness or discovered to be diagnosed with intellectual disabilities before the age of eighteen (18) or hospitalized, e.g. mental health care, emotional care, etc., for an extended period or if physical illness impairs resident so severely that resident could not be expected to benefit from specialized services. The

status change will pend for a Level II. Hospice and private pay residents are subject to this residential review (RR).

Rev. 07/09

The Level II Assessment determines if there is serious mental illness or intellectual disabilities and whether the individual requires the level of care provided by a nursing facility. If the individual meets both determinations, DBHDD will also determine whether the individual requires specialized services for the mental illness and/or intellectual disability or developmental disability during the nursing facility stay. Any final decisions about the specific treatment, duration, and method of service delivery for specialized services are made collaboratively by the nursing home medical director, nursing home staff, the resident or his/her representative, and the mental health service provider continues as current and previous processes.

DBHDD will inform the Contractor that the individual may be admitted and the Contractor will assign a Restricted Authorization Code (See 801.2). DBHDD will also inform the Contractor if a time limit is imposed and specify the time limit when the individual may be reassessed. A new DMA-6 will need to be signed by the physician for continued stay within thirty (30) days of the time limit expiration date.

If the level of care provided by a nursing facility is not required, admission will not be granted. DBHDD will inform the Contractor and assign a Restricted Authorization Code indicating a denial of placement. The decision may be appealed as specified in Appendix I.

Rev. 07/09

**NOTE:** Effective July 1, 2009, Medicaid Certified Nursing Facilities are responsible to arrange Specialized Services to PASRR population nursing home residents. **SEE Appendix H, PASRR and SPECIALIZED SERVICES, for complete overview of policy and documentation requirements for PASRR and Specialized Services for the PASRR Resident.**

#### 801.2 Restricted Authorization Code

The Contractor will assign a Restricted Authorization Code (DMA-6, field 9A/9B) on completion of the DMA-613 review. If the applicant does meet admission criteria (See 801.1), the Contractor will assign a Restricted Authorization Code which should be recorded in the specified field 9A or 9B on the DMA-6.

The 9A field is used for recording a newly issued Authorization Code number from the Contractor. This Authorization Code designates initial admission into a nursing facility. The 9B field is for an Authorization Code number previously issued by the Contractor and designates that the resident has been previously authorized with admission privileges into nursing facility placement.

**NOTE:** The dated Authorization of the DMA-613 must not exceed sixty (60) days prior to the facility's admission of a resident.

Rev. 01/14  
Rev. 07/15

### 801.3 Payment/DMA-59

Effective April 1, 2003, a nursing facility is required to send the DMA-59 to the DFCS or the LTC Unit. The DMA-59 will serve as the DFCS/LTC Unit notice that the resident meets a nursing facility level of care and eligibility processing should begin immediately. The nursing facility staff will mark “skilled care” on the DMA-59 form. The skilled block on the DMA-59 form is for record keeping purposes of residents meeting a nursing facility level of care. DCH and DFCS/LTC Unit will consider the resident eligible for nursing facility admission via the physician’s signature on file. No additional information is needed by DFCS/LTCU to substantiate a resident’s eligibility for a nursing facility level of care.

The DMA-59 will remain in force until such time the resident has a status change i.e., Hospice, transfers out to another facility, is discharged out of the facility, or dies. For any of the referenced circumstances, the nursing facility will generate a DMA-59 and advise the local DFCS/LTC Unit of the resident’s status.

For the resident’s status change into Hospice, advise DFCS/LTC Unit that the NF member is transferring into Institutional Hospice (IH) as indicated in Section IV-Terminations, Discharge Destination-D, Other and enter IH on the line.

Rev. 07/15

For those residents who discharge into Money Follows the Person (MFP)/Community Care Services Program (CCSP)/Independent Care Waiver Program (ICWP)/New Options Waiver (NOW) or Comprehensive Supports Waiver Program (COMP), complete Section IV-Terminations, Discharge Destination-D, Other and enter “home with a health plan” on the line. A copy of the DMA-59 should be provided within a maximum of 3 calendar days to the transition coordinator and DFCS and/or LTC Unit for continuity of care of the member.

Medicaid payment can only be made for services during an approved length of stay. Medicaid payment cannot be made for services prior to the admission date. Additionally, Medicaid payment cannot be made until DFCS/LTC Unit determines that the individual is eligible for Medicaid and the Division is notified by form DMA-59. Medicaid payment will not be made for the days the individual was not eligible for Medicaid.

Rev. 07/15  
Rev. 01/16

When a QMB recipient is admitted into or discharged from a nursing facility under Medicare Skilled Nursing Facility Care, the nursing facility should complete Form DMA-59 Sections I, II, III and fax to 404-463-2538. Please write across the top of the DMA-59: “Medicare SNF for QMB only.”

Complete Section IV of Form DMA-59 when the QMB recipient is discharged and fax to DCH at 404-463-2538.

### 801.4 Annual Updates

It is required to update each nursing facility resident’s file annually to ensure a nursing facility level of care. After reviewing the MDS, the Physician will sign an

annual attestation form to attest that the resident continues to meet a nursing facility level of care. A standardized form has not been adopted. See one example for the Physician's Attestation Form that may be used, on the following page.



Rev. 04/12

801.5 PASRR Limited Length of Stay

If a limited length of stay was recommended by the assessors, the facility must initiate the process for pre-admission again. (Refer to Section 801) The facility will submit a new DMA-6 to the attending physician to sign, authorizing the resident a nursing facility level of care. A new DMA-613 must be submitted to the Contractor via web, phone, fax, or mail for continued stay in the facility. If a Restricted Authorization Code for a limited time is issued, the DMA-6 must be submitted at least (5) business days prior to the expiration of the currently approved length of stay to allow time for the DBHDD contractor to conduct a reassessment. The attending physician may sign the DMA-6 up to thirty (30) days prior to the expiration of the currently approved length of stay, attesting to their need for continued nursing facility placement. The DMA-6 is to remain in the resident's file at the nursing facility.

Rev. 01/13

801.6 Transfer to/from Another Nursing Facility/Readmissions Documents

When a person is transferred from one nursing facility in Georgia to another, the admitting facility must secure a valid DMA-6 or P6A. The physician-signed DMA-6 certifies that the resident meets a nursing facility level of care as described in 801.3. For all readmissions and transfers, enter the restricted authorization code and date assigned by the Contractor on Item 9B: State Authority (MH and ID Screening) field of the DMA-6 or P6A.

In addition, documentation by the nursing facility is required for all referrals to community behavioral health service providers. Community Behavioral Health Service Provider Agency name and date of referral including follow up on the status of the referral is required. The following documentation should follow the resident/member to the new facility:

- DMA-613
- DMA-6
- Resident's Diagnosis
- Evaluation/Summary of Findings
- CMH notes and information regarding resident's SMI information (Acquired from copy in NH chart):
  - Symptom's behaviors or skill deficits
  - Treatment Plan and Objectives
  - Interventions
  - On-going progress toward the objectives
  - Termination or discharge summary

801.7 Application for Medicaid

When a person residing in a nursing facility applies for Medicaid, the facility must submit a DMA-59 to the local DFCS or LTC Unit as described in 801.3 to obtain a payment date.

801.8 Joint Medicare/Medicaid Recipients

As a resource within the context of 42 CFR, Section 433, Subpart D, an individual with both Title XVIII (Medicare) and Title XIX (Medicaid) is required to utilize Medicare benefits prior to payment for services under Medicaid, but only if the Medicare services are actually available to the individual. In order to utilize Medicare benefits, the individual must be admitted to a nursing facility certified to participate in the Medicare program in accordance with Sections 1861 (i) and 1861 (j) of the Social Security Act.

In the determination of whether Medicare services are available, such factors as travel distance, family and attending physician proximity, as well as medical needs, will be considered by DFCS or LTC Unit. For example, the State will not require use of a nursing facility which participates in both Medicare and Medicaid if the travel distance is excessive, if there are no vacancies, if the facility does not provide the kind of services needed, or if the use of the particular nursing facility would require a change of attending physician against the wishes of the individual.

Persons eligible for Medicare Part B may be admitted directly to a nursing facility without regard to Section 1861 (i) of the Social Security Act. Prior to being admitted into a nursing facility, pre-admission approval must be obtained.

801.9 Medicare Part A Coverage for Nursing Facility Services

Residents who appear to be eligible for both Medicare and Medicaid may be admitted as Medicaid. The question frequently arises as to why an individual who apparently meets Medicare and Medicaid eligibility requirements is not covered for nursing facility services under Medicare and is admitted as a Medicaid-only recipient.

Ineligibility for Medicare Part A coverage can result from one of the following conditions:

- a. The person has not been approved (added to eligibility file) for Medicare.
- b. The person was not admitted to the nursing facility within 30 days following hospitalization.
- c. The available benefits under Title XVIII (Medicare) have been exhausted.

Rev. 10/09

**Note:** Residents who are approved for Specialized Services through the Level 2 PASRR assessment who are Medicare only or dual eligible for Medicaid and Medicare must receive Specialized Services through Medicare.

In addition, it should be noted that Medicare has more stringent criteria with regards to the practitioners' that can serve these members through Specialized Services.

**802 Home and Community-Based Services Option Requirements**

*It is the policy of the State of Georgia that services are delivered in the least restrictive manner to address the service needs of the individual while enhancing the promotion of social and community integration. Based on this policy, all potential residents and/or their authorized representatives will be afforded an opportunity to make an informed choice concerning services.*

*It is the responsibility of the nursing facility to inform all potential and existing residents and/or their authorized representatives of home and community-based service options. This will be performed for all persons who are Medicaid eligible or potentially Medicaid eligible at the time of admission and on an annual basis at the time of the annual comprehensive reassessment (i.e., RAI/MDS) required by federal regulations. *The nursing facility will advise applicants and residents of home and community-based service options through completion of the MDS/Section Q. The facility should document mailing of the booklet to the authorized representative if he/she was unavailable at the time of the annual comprehensive assessment. Use the DMA 385 form (Acknowledgement of Receipt of Home and Community Based Services Information) to document. However, Nursing Facilities are no longer required to submit the DMA 385 form to DCH.**

Rev. 01/14

Rev. 01/14

To ensure applicants/residents and/or their representatives are given the information necessary to make an informed choice concerning service options, the nursing facility will **provide each applicant/resident or authorized representative with the Department of Community Health (DCH) Home and Community Services booklet.** *The booklet is distributed upon admission and annually thereafter.* The booklet may be ordered through the Georgia Health Partnership (GAMMIS) web portal by downloading and filling out a Request for Forms or Handbooks DMA-292 Form. Submission instructions are printed on the form and may be found at:

<http://www.mmis.georgia.gov/portal/Portals/0/StaticContent/Public?ALL/FORMS/DMA%20292-Request%20for%20Forms%20011311%2013-02-2012%2012635.pdf>

Rev. 04/08

**803 Pre-Admission/Prior-Approval Procedures for Intermediate Care Facilities for Individuals With Intellectual Disabilities (ICFs/ID)**

Before admission to an ICF/ID institution for the intellectually disabled or related conditions, an interdisciplinary team of health professionals makes a comprehensive medical and social evaluation and a psychological evaluation of each applicant's/recipient's need for care in the institution.

Evaluations made before admission include:

- a. Diagnosis
- b. Current medical, social, and developmental findings.
- c. Mental/physical functional capacity

- d. Prognoses
- e. Services needed
- f. Recommendation of admission to or continued ICF-ID care

A physician must legalize a written plan of care, the active treatment services, by personally signing the plan for each applicant or recipient before admission to an ICF-ID. Medical and social information is required to be submitted on the Plan of Care which contains the following elements:

- a. Identification of the recipient
- b. Name of the recipient's physician
- c. Date of admission (if application is after admission in the institution)
- d. Dates of application for and authorization of Medicaid benefits, if application is made after admission
- e. Diagnoses, symptoms, complaints, and complications indicating the need for admission
- f. Description of the functional level of the individual
- g. Objectives
- h. Orders for medications, treatments, restorative, and rehabilitative services, activities, therapies, social services, diet, and special procedures designed to meet the objectives of the plan of care
- i. Plans for continuing care, including review and modification of the plan of care
- j. Plans for discharge

The team must review and follow through each plan as required by 42 CFR 483.440.

Persons seeking Medicaid payment for services in an ICF/IID must have the following information submitted to or provided by the Department of Community Health (DCH) for pre-admission review in a state owned nursing facility or a non-state owned nursing facility.

- a. Form DMA-6 (Physician's Recommendation Concerning Nursing Facility Care or Intermediate Care for the Intellectually Disabled [see Appendix E] or the DMA-P6A must be completed and must be signed by the attending physician within (30) days;
- b. psychological evaluation, which must have been completed within one (1) year period prior to the review;
- c. social evaluation within ninety (90) days; and
- d. developmental care plan within ninety (90) days.

Before admission to an ICF-ID, if the physician recommends services for an applicant or recipient whose needs could be met by alternative services that are currently unavailable, the facility must enter this fact in the recipient's record and begin to look for alternative services.

Rev. 04/08

Prior to admission to the ICF-ID, final evaluation is provided for each patient by the contractor who determines whether the applicant requires the level of care provided in an ICF/IID and the feasibility of meeting the recipient's health and rehabilitative needs through alternative arrangements shall also be discussed.

- a. If the level of care provided in an ICF/IID is required, the contractor will complete fields 36 and 37 on the DMA-6. The length of stay will be given up to twelve (12) months. The approved time period will be specified in days. The individual may then be admitted to the ICF/IID. If the admission does not occur within 60 days, the approval will not be valid and an updated DMA-6 must be resubmitted for pre-admission review and approval. An updated psychological evaluation will be required if the one previously submitted was done more than (1) year prior to the new review.
- b. If the level of care provided in an ICD/IID is not required, admission will be denied. This decision may be appealed (see Appendix I).

#### 803.1 Payment Date

When the person is admitted to the ICF/IID, the facility must enter the admission date on the DMA-6 (field 8) and return the forms to the Contractor. If the forms are received by the Contractor, the payment date will be the date of admission. Medicaid payment can only be made for services during an approved length of stay. No Medicaid payment can be made for services prior to the admission date. Additionally, Medicaid payment cannot be made until DFCS or the LTC Unit determines that the individual is eligible. Medicaid payment will not be made for those days the individual was not eligible for Medicaid.

### 803.2 ICF-ID Continued Stay

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Rev. 04/08

The contractor will do a review every six (6) months to determine the need for continued placement at this level of care; determine the adequacy, appropriateness and quality of services received, and whether the recipient is receiving active treatment for an intellectual disability or related condition.

The facility must submit a new DMA-6 or P6A to the contractor to obtain prior approval for continued stay in the facility beyond the designated date. The DMA-6 or P6A may be submitted up to 30 days prior to the expiration of the currently approved stay. The contractor conducts a desk evaluation of continued need of care for each Medicaid recipient in an ICF/IID in the State of Georgia once per year. Reviews are based on information submitted on the DMA-6 and a current developmental care plan. A current psychological examination must also accompany the forms if the resident is under the age of eighteen (18) every three (3) years.

If the resident continues to require ICF/IID care, the contractor will assign an approved length of stay. If the new DMA-6 is received prior to the expiration of the currently approved stay, there will not be a lapse in payment.

### 803.3 Transfer from Another ICF/IID

When a person is transferred from one ICF/IID in Georgia to another, the admitting facility must submit Form DMA-6 to the contractor (see Manual Section 803.1).

### 803.4 Application for Medicaid

When a person residing in an ICF/IID applies for Medicaid, the procedures in the manual, Sections 803 and 803.1 must be completed before any Medicaid payment can be made.

Rev. 04/08

The State includes in nursing facility services provision for assuring necessary transportation of recipients to and from providers. Please see Appendix L of this manual for more information. You may also see detailed information for providers in the Part II Policy and Procedure Manual at [www.mmis.georgia.gov](http://www.mmis.georgia.gov) regarding Non-Emergency Transportation Broker Services.

## **804 Mechanical Ventilation Services**

Rev. 07/11

Mechanical ventilation services are Nursing Facility-specific services available to members who meet the established eligibility requirements. Mechanical ventilation services may only be provided by Nursing Facilities approved by the Department. Eligibility requirements for members and enrollment requirements for providers are outlined below.

### 804.1 Mechanical Ventilation Provider Agreement

To participate in Mechanical Ventilation services, a nursing facility must meet all of the requirements outlined in this Section and enter into a Provider Agreement specifically for Mechanical Ventilation services. This agreement is in addition to the standard nursing facility provider enrollment approval and certificate of need process.

Rev. 01/13

Rev. 01/15

The Department reserves the right to award agreements at its discretion based on geographic coverage as evidenced by a demonstration of the demand for service in the specific service area of request. Other considerations involve market saturation and/or the ability of the nursing facility to demonstrate a history of high quality performance based on survey results and Nursing Home Compare scores, and that requirements for providing mechanical ventilations services have been met. The award of an agreement is dependent upon successful completion of an application packet demonstrating appropriate policies have been established to support the operations of mechanical ventilation services and a pre-service site-visit by Healthcare Facility Regulation surveyors.

The Agreement includes attestations regarding required equipment and staffing ratios consistent with this policy. The Agreement also must document a formal relationship between the nursing facility and a local hospital that confirms the ability and willingness of the hospital to serve the acute care needs of members utilizing mechanical ventilation on an as-needed basis as well as in emergency situations where the entire population of the unit must be temporarily transferred to the hospital.

The Department reserves the right to terminate an agreement based on failure to comply with policy guidelines and/or citations by Healthcare Facility Regulation surveyors. Upon receipt of a termination notice, the facility has ten (10) days to submit a transfer plan for each resident which fully addresses their medical, social, and safety support needs in anticipation of and throughout the transfer process. Upon Department approval of the plan, all transfers that result from the termination of the agreement shall be completed within thirty (30) days from the date of the termination notice. Providers notified of termination may appeal this decision pursuant to Section 404.3 of Part I, Policies and Procedures for Medicaid/PeachCare for Kids manual. Should the compliance failure be so egregious in nature that the safety of residents is threatened, the Department reserves the right to enforce immediate transfer. If terminated, the provider may not reapply to provide mechanical ventilation services for one (1) year from the date of termination.

Rev. 04/13

Failure to comply with any policy stated herein or failure to render services according to quality standards or practice will be considered cause for claims suspension and/or agreement termination.

Rev. 01/12

A provider Agreement application is available from the Department by contacting the Nursing Facility Program Specialist. This application must be completed and approved by the Department for a nursing facility to be considered as a mechanical ventilation services provider. A facility has thirty days from the date of receipt to complete the application process. Failure to provide the requested

information or documentation within this 30-day timeframe will result in the application being closed. Once closed, a provider is not eligible to apply again for three (3) months.

804.2 Mechanical Ventilation Admission/Continued Stay Requirements

Individuals seeking placement in a nursing facility who require mechanical ventilation will meet the following eligibility requirements:

- Have a health condition which requires close medical supervision, 24 hours a day of licensed nursing care, and specialized services or equipment
- Require mechanical ventilation greater than 6 hours per day for greater than 21 days

OR

- Have a tracheostomy with the potential for weaning but require mechanical ventilation for a portion of each day for stabilization,
- Admission from the hospitalization or other location shall demonstrate two (2) weeks clinical and physiologic stability including applicable weaning attempts prior to transfer.

AND

- Require pulse oximetry monitoring to check stability of oxygen saturation levels
- Require respiratory assessment and documentation daily by a Licensed Respiratory Therapist or Registered Nurse
- Have a physician's order for respiratory care to include suctioning as needed
- Require tracheotomy care at least daily
- Admission from hospitalization or other location shall demonstrate two (2) weeks clinical and physiologic stability prior to transfer.

#### 804.3 Weaning and Discharge from Mechanical Ventilation

Mechanical ventilation services provide the necessary training for members to be weaned from their dependency on respiratory equipment. Only in situations where the potential for weaning is not viable may the member be admitted to the nursing facility for mechanical ventilation services without the inclusion of weaning in his or her plan of care. Weaning may not be considered viable when the duration of ventilation has been too long and/or the underlying health conditions requiring ventilation have not been and are unlikely to be resolved. It is incumbent upon the nursing facility ventilator unit clinical team to make and document the determination of viability according to standard practice guidelines available at the American Association of Respiratory Care.

Following successful weaning from mechanical ventilation with stabilization, members are to be transferred from the mechanical ventilation unit. Members are considered stabilized after 72 hours of spontaneous breathing on their own (including with the trach if decannulation is not planned). In situations where the pulmonologist and respiratory therapist have recommended to also progress to decannulation of the tracheostomy, then stabilization is considered to be 72 hours after decannulation. Therefore, transfer/discharge from the mechanical ventilation unit into a standard nursing facility bed at the nursing facility's established per diem rate must occur accordingly at either the conclusion of 72 hours of stabilized, independent breathing or 72 hours post decannulation.

Any intervening medical illness such as a pneumonia or increased congestive heart failure could result in a need to return to mechanical ventilation. A transfer back to the mechanical ventilation unit in such situations may occur as needed. If a return to the mechanical ventilation unit occurs within a current ninety (90) day authorization period due to medical necessity according to eligibility guidelines, the member is considered eligible without reapplication unless the member has been discharged for more than thirty (30) days. A new prior authorization will be required if the transfer back to the mechanical ventilation unit occurs more than 30 days after discharge from the unit or if the previous prior authorization has expired. With the new prior authorization request, a new DMA-6 and any other necessary clinical documents and notes must be resubmitted for review.

#### 804.4 Hospice and Mechanical Ventilation

When a member elects the hospice benefit and is receiving Medicaid Nursing Facility Services, § 1905(o) of Title XIX of the Social Security Act [42 U.S.C. § 1396d(o)] indicates the individual becomes a hospice patient and is no longer a Nursing Facility resident. Therefore, a member cannot be enrolled in the nursing facility program receiving mechanical ventilation services and also be enrolled in the hospice program at the same time.

Once the individual elects the hospice benefit, the individual is considered a hospice patient. As such, the hospice is responsible for providing all services as they relate to the terminal illness at established Hospice rates. A member who elects hospice may continue to utilize a nursing facility bed according to the rules of the Hospice Program. In such circumstances, the Hospice Program reimburses the Nursing Facility for room and board and in turn the nursing facility remains responsible for personal care services and other services and supports not related to the terminal illness as outlined in the Hospice Program Policies and Procedures Manual.

#### 804.5 Nursing Facility Staffing, Equipment and Requirements

Nursing facilities that provide care to residents requiring mechanical ventilation must meet certain conditions. These conditions include the staffing and equipment resources as outlined below. When the required infrastructure is in place, the facility must submit an application to DCH to be approved as a provider of mechanical ventilation services. Only approved providers will be able to obtain prior authorization and submit claims for ventilator dependent members. Providers of mechanical ventilation services will provide the following as part of or in addition to the requirements for traditional nursing facility care:

- Licensed nursing services on the ventilator unit 24 hours a day; at least 12 hours a day must be provided by a Registered Nurse. Nursing services will be provided in an appropriate ratio according to patient acuity not to exceed a ratio of 1:10 nurses per ventilator dependent resident.

For facilities with more than 10 filled beds but less than 15, this ratio may be satisfied by one RN plus one LPN rather than 2 RNs. For example:

Rev. 01/13

1-10 patients = 1 RN  
11-14 patients = 1 RN + 1 LPN  
15-20 patients = 2 RNs

- Respiratory services provided by a licensed Respiratory Therapist on site 24 hours a day. Respiratory Therapists will provide care in an appropriate ratio according to patient acuity not to exceed 1:10 Respiratory Therapist per ventilator dependent resident.

Rev. 01/12

- Oversight of the ventilator-dependent residents by a pulmonologist or physician experienced in ventilator care. A resume or curriculum vitae should indicate a minimum of 1 year cumulative experience working primarily with ventilator dependent patients; further documentation may include a copy of the physician's/pulmonologist's American Medical Association member profile indicating specialty, verified degrees and residency and absence of sanctions. On call, 24 hour a day availability of

the Medical Director or designated physician for the facility or ventilator unit in the event that the resident's primary care physician is not available

- Dietary services at the level of complexity or sophistication that requires provision by a Registered Dietitian
- Durable medical equipment and supplies to meet the needs of the ventilator-dependent resident to include but not to be limited to:
  1. Portable positive pressure mechanical ventilators with internal battery backup.
  2. Pulse oximetry monitors
  3. Endtidal CO2 analyzers
  4. An audible, redundant external alarm system located outside the patient room to alert caregivers of ventilator failure
  5. Supplies required to support the equipment such as suction catheters, tracheostomy supplies, oxygen, etc.
  6. Oxygen delivery systems must be maintained per manufacturer's recommendation and FI02 must be verified and documented at least once daily for those on mechanical ventilation, and monthly for other oxygen delivery devices.
  7. A backup ventilator unit for every ten (10) beds designated for ventilator care (minimum of one backup unit).
- Policy and procedures for ventilator-dependent residents to include monitoring expectations, routine maintenance of equipment, and specific staff training related to ventilator use and care.
- In order to maintain quality standards and reduce cross contamination, the facility policy and procedure for cleaning and maintain equipment must include a designated soiled utility room which will be used to clean soiled Respiratory Therapy equipment, as well as a separate area to store clean equipment.
- The ventilator unit must have a designated clean and dirty room. This area may not be a mixed use area. It must be separated from storage and/or office space.

Rev. 10/12

Rev. 01/13

Rev. 10/17  
Rev. 04/12

#### 804.6 Reimbursement for Mechanical Ventilation Services

Mechanical Ventilation is reimbursed at a per diem rate. The per diem rate received by the facility for providing Mechanical Ventilation Services is all inclusive for the resident's care as similarly described in the Basis for Reimbursement, Section 1008. No other Medical billing is allowed for nursing services or routine care.

Rev. 07/11

#### 804.7 Pre-Admission Approval for Ventilator Services

Pre-admission approvals for services provided by nursing facilities is mandatory. Pre-admission approval includes the completion of 1) the physician's recommendation for nursing facility level of care (DMA-6, Appendix F), 2) the Pre-Admission Screening and Resident Review (DMA-613), and 3) a prior authorization for mechanical ventilation services. Copies of the DMA-6 may be obtained by ordering or downloading from:

1-800-414-4358 or 678-527-3010

[www.mmis.georgia.gov/forms](http://www.mmis.georgia.gov/forms)

The prior authorization for mechanical ventilation is obtained through the MMIS web portal from the Georgia Health Partnership (GHP)/Medical Management Contractor (Contractor) when an eligible provider is logged in securely to the web portal. Follow these instructions to enter a Mechanical Ventilation Services request:

1. Go to the **Georgia Web Portal** at [www.mmis.georgia.gov](http://www.mmis.georgia.gov) and log in using your assigned user name and password.
2. On the *Secure Home* page, select **Prior Authorization**; then **Submit/View**.
3. Select **Nursing Facility Mechanical Ventilation Services**.

The contractor has three (3) business days to complete medical review and make a determination.

When the prior authorization is granted, the effective date of payment will be the date of request. When the mechanical ventilation prior authorization request is submitted on the first working day following the weekend or holiday and the admission occurred on the weekend or holiday, the effective date of payment will be made retroactive to the date of admission. Weekends are defined as 12:00am Saturday morning through 11:59pm Sunday night. All other days of the week the DMA-6 must be submitted within the day of admission.

Rev. 01/12

Each prior approval request is for ninety (90) day stay. Every ninety (90) days thereafter, a recertification for continued stay must be obtained through the

Contractor. For purposes of continuity, thirty (30) days prior to the end of each 90 day span, providers shall send all necessary information and documentation required for continued stay review and approval. The nursing facility is required to contact the Contractor with a new DMA-6 for each annual request for extension of services when mechanical ventilation services have been continuous. Failure to submit a new DMA-6 as required annually or following a break in stay as required by policy will result in denial of payment for the period not certified.

The Form DMA-59, Authorization for Nursing Facility Reimbursement, must be completed as instructed in Section 1102 of this policy.

#### Recommendations by the Contractor

The Contractor is responsible for determining whether or not ventilator care offered by the nursing facilities is required. The provider may track the Contractor determination and obtain the prior authorization status by secure login to the Provider Workspace in the web portal under the Prior Authorization tab.

If the individual meets ventilator criteria and the Contractor approves services, Contractor will send the DMA-6 mailer to the facility and to DFCS or the LTC Unit within twenty-four (24) hours of the telephone call to Contractor. See Chapter 1000 for further details concerning patient liability.

#### Web Pre-Admission Approval

Web portal Web address: <http://www.mmis.georgia.gov>

Upon receipt of the pre-admission approval, a DMA-6 “blue” mailer will be mailed to the facility with an approval level of care and a payment date assigned. No payment will be made for any services rendered prior to the date the DMA-6 was submitted to the Contractor by the facility.

The approval is effective for a period of ninety (90) days. A new DMA-6 Form must be completed for each ninety (90) day period the patient is receiving ventilator services. PRE-ADMISSION APPROVAL CANNOT BE UTILIZED FOR THE ADMISSION OF INDIVIDUALS WITH A MENTAL HEALTH OR INTELLECTUAL DISABILITY DIAGNOSIS. Pre-admission approval will be given for these individuals only following receipt and review of a completed DMA-613 Form, and other required documentation.

## PART II – CHAPTER 900

### SCOPE OF SERVICES

#### 901 Covered Services

Rev. 07/18 a. Nursing facility residents are allowed to retain a personal needs allowance from their income each month which can be used for clothing and other personal needs while in an institution. The personal needs allowance has been increased to \$65.00 per month.

Rev. 01/15  
Rev. 07/16 g. Nursing facility residents are allowed ten (10) office or NF visits per calendar year for physician services; additionally, providers may bill ONE (1) preventive health visit (993XX) for a member annually (between January and December of the calendar year). Providers must use one of the following ICD-10 diagnosis codes when billing the preventive health visit code: Z00.00 or Z00.01 (Encounter for adult examination). Requests for prior approval for more than ten (10) physician visits per calendar year for one member may be made if additional visits are deemed as medically necessary. Medical necessity visits include life-threatening situations and situations involving serious acute or serious chronic illnesses. Additional visit(s) are to be requested by the physician via DMA-81 form to Alliant Health Solutions as a Prior Authorization (PA) for medical necessity. The NF resident can receive physician services reimbursable through the Physician Services Program over and above the nursing facility reimbursement (See Physician's Manual Part I).

Rev. 09/14 h. All levels of office and other outpatient E/M services as specified in the current CPT, including definitions and instructions, are incorporated herein by reference. In addition, the following limitations apply for members aged twenty-one years or older:

Rev. 01/16 Reimbursement for office E/M services is limited to **twelve per member per calendar year**, regardless of the number of physicians rendering care, unless prior approval has been obtained or the visit is an emergency. Claims for emergency E/M services must be clearly marked --- EMERGENCY|| and describe the emergent condition. Office records or notes must be submitted with all claims marked --- EMERGENCY|| to support medical necessity.

All emergency claims must be forwarded to:

#### **Prior Authorization & Pre-Certification**

Alliant Health Solutions

PO Box 105329

Atlanta, Ga. 30348

i. Nursing facility covered services: The approved reimbursement rate established for each facility by the Division of Medical Assistance is an inclusive rate that covers the cost of the following services and items at no additional charge to the Division, the recipient, or the recipient's representative:

1. Resident's room and board including special diets and special dietary supplements used for tube or oral feedings, when specifically prescribed by a

physician. Insofar as possible, privacy shall be accorded a recipient with a terminal illness; however, this shall not be interpreted to require a private room.

2. Laundry (including personal laundry)

3. Nursing and routine services:

Routine services include all nursing services, supplies and other equipment related to the day-to-day care of the patient. Items of service which are covered under routine services (regardless of the condition of the patient) include, but are not limited to, the following:

Nursing services (excluding private duty nurses)

Medical social services

Activities program

Physical therapy

Speech therapy

Specialized rehabilitative services

Restorative nursing care

Hand feedings

Enemas

Occupational therapy

Assistance in personal care and grooming

Nursing supplies and dressings

Extra linens

Laboratory procedures not requiring laboratory personnel

Tray services

Durable medical equipment such as, but not limited to beds, bedrails, walkers, wheelchairs, oxygen equipment, oxygen, and related supplies.

**NOTE: Nursing homes who assess a resident and conclude their needs would best be served with a specialized/custom wheelchair in order to**

**facilitate a resident's maximization of independence, must know it is the nursing home's responsibility to cover the expense of specialized/custom wheelchairs.**

4. Incontinency care

Incontinency pads, diapers, and sanitary pads

Special mattresses and pads

5. Routine personal hygiene items and services including, but not limited, to:

shampoo, hair conditioner, comb, brush, bath soap, non-legend disinfecting soaps or specialized cleansing agents (when indicated to treat special skin problems or to fight infection), razors, shaving cream, toothbrush, toothpaste, denture adhesive, denture cleaner, dental floss, petroleum jelly, moisturizing lotion, tissues, cotton balls, cotton swabs, deodorant, towels, washcloths, hospital gowns, nail care, hair care, bathing, and shaving.

6. Over-the-Counter (OTC) Drugs and Related Items:

Each nursing facility shall as part of nursing and routine services supply clinically necessary over-the-counter drugs and related items to be used for members as ordered by the attending physician without additional charge to the Division, the member, or the member's representative. Each item must be available in adequate supply to assure the member's timely receipt of the items as ordered. These items will be provided generically or in a brand of a nursing facility's choosing unless the doctor has a clinically necessary reason to choose a particular brand.

- The resident may only be charged for over-the-counter drugs if, after being informed of the options, he or she chooses to purchase a specific brand for non-clinical reasons from his/her personal needs allowance. The items to be supplied by the nursing facility shall include, but shall not be limited to the following:
  - Stool Softener and Laxative
    - Magnesium Hydroxide Liquid (Milk of Magnesia)
    - Glycerin Suppositories
    - Stool Softener
    - Bulk Laxative
    - Stimulant Laxative
  - Antidiarrheal

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- Non-legend antidiarrheal product
- Antacid
  - Antacid
- Analgesic/Antipyretic
  - Acetaminophen – tablets, liquid, suppositories
  - Aspirin – tablets, suppositories

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- Ophthalmic
  - Artificial tears in multi-does containers labeled for specific patients' use
- Diluents/Irrigants
  - Normal saline
  - Sterile water
- Treatment Solutions
  - Chlorhexidine gluconate (Hibiclens)
  - Rubbing Alcohol
  - Providone-iodine 10% (Betadine)
  - Hydrogen Peroxide 3% (Peroxide)
- Vaccines
  - Influenza Vaccine
  - Hepatitis B Virus Vaccine (ICF-ID only)
- Other
  - Other clinically necessary non-legend drugs ordered by the physician for which there is no substitute covered by Medicaid.

**Drugs Eligible For Coverage By Full Benefit Dual Eligibles Receiving Medicare Part D Benefits**

Rev. 04/07

Effective January 1, 2006, full-dual eligibles may receive Medicaid fee for service payment for only the following drugs and/or therapeutic categories. All therapy, quantity and service limits as well as prior approval requirements remain in effect.

Cyancobalamin Injection

- Generic Megace Suspension\*

Folic Acid 1mg

- Hep-Lock Saline Flush

Legend prenatal vitamins for women

- Legend Injectable Icon
- OTC iron
- Diphenhydramine
- KLOUT, generic permethrin lotion 1%, pyrantel pamoate

Rev. 04/07

OTC generic Loratadine and Loratadine D-

- Enteric coated aspirin
- Meclizine
- ESRD vitamins and antacids:

Calcium Carbonate, Aluminum Hydroxide, calcium acetate, sodium bicarbonate. Calcium Carbonate with Glycine, Calcium Lactate, Docusate Calcium, Docusate Sodium, Niacin, Pyridoxine Hydrochloride, Thiamine Hydrochloride, Legend Vitamin D products, Vitamin B Complex (All Require Prior Approval)

Member <21 years old may receive all medications listed above as well as the following drugs and/or therapeutic categories. All therapy, quantity and service limits as well as prior approval requirements remain in effect.

- Cough and cold products
- CoEnzyme Q10
- Vitamin E

Children's Multiple Vitamins in combination with Fluoride

- OTC Multi-Vitamins and Multi-Vitamins with Iron (chewable or liquid drops)

- Ibuprofen Suspension

\*Generic Megace is covered for the duals “unless its use is for anorexia, or an unexplained, significant weight loss in patients with a diagnosis of acquired immunodeficiency syndrome (AIDS).”

## 902 Prescription Drugs

Prescription drugs are reimbursed under a separate administrative process and not otherwise included in the nursing facility per diem rate.

Rev. 01/10

As part of a member’s care and service, it is important to remind all nursing facilities of their responsibilities associated with the drugs/medications prescribed by physicians.

It is the Divisions expectation that Nursing Homes follow-up with each physician’s order so as to facilitate the timely arrangement and delivery of drugs and medications. If a member wishes to exercise their right to choose their Pharmacy, the Nursing Home Provider must directly contact the pharmacy selected by the member to assist in navigating through the process and establishing a relationship between the member, pharmacy, and Nursing Facility.

Effective January 1, 2006, the Medicare Modernization Act (MMA) provides for Medicare prescription drug coverage to begin. Residents are eligible for the Medicare prescription drug benefit if enrolled in Medicare Part A **and/or** Part B.

For the first time, Medicare will offer prescription drug coverage (Medicare Part D). Residents with Medicare who also have Medicaid coverage should have been informed that the new Medicare prescription drug plan will cover their prescriptions beginning January 1, 2006, and that drug coverage will be provided by Medicare rather than Medicaid.

Full benefit dual-eligibles will be automatically enrolled into a Prescription Drug Plan (PDP) by the Center for Medicare and Medicaid Services (CMS). Members will have an opportunity to select a PDP of their choice once they receive notification from CMS of their assignment in November 2005.

If you have questions about the new Medicare prescription drug program and its impact on your residents, please call: **Georgia Cares/SHIP at 1-800-669-8387**. Questions about residents’ rights relative to the new prescription drug program can be directed to: **Long-Term Care Ombudsman at 1-888-454-5826**.

Rev. 01/09

### **\*\*Effective October 1, 2008\*\*Therapeutic Duplication (TD) Edit and Quantity Level Limits (QLL) for select Benzodiazepines and Sedative Hypnotics**

**\*Revised October 1, 2008\***

Effective October 1, 2008, the Department of Community Health (DCH) will implement therapeutic duplication edits and new quantity level limits for select benzodiazepines and

sedative hypnotics. Therapeutic duplication (TD) edits will be activated within each category of the anxiolytic benzodiazepines and sedative hypnotic benzodiazepines (see Table 1).

A (TD) edit will post if claims for more than one drug in a 34-day period are processed within each of the benzodiazepine categories. Claims that deny for therapeutic duplication are not covered and will **NOT** be overridden with a prior authorization (PA). Also, a quantity level limit (QLL) of 18 per 34 days across sedative hypnotics (benzodiazepine and non-benzodiazepine) will be enforced (see Table 2). The QLL edit will look for a combined quantity total of (18) per (34) days within the sedative hypnotic group. Requests to override the (QLL) edits only will require a prior authorization (PA). Providers may request a PA from the OptumRx Clinical Call Center at 1-866-525-5827. We appreciate your continued participation in the Georgia Medicaid & Peach Care for Kids Programs.

**Table 1**

<b>Therapeutic Duplication Edit <b>**only (1) product from each class allowed without PA**</b></b>	
<b>Anxiolytic Benzodiazepines</b>	<b>Sedative Hypnotic Benzodiazepines</b>
alprazolam, chlordiazepoxide, clorazepate, diazepam, lorazepam and oxazepam	estazolam, flurazepam, midazolam syrup, temazepam and triazolam

**Table 2**

<b>Sedative Hypnotic Group – Quantity Level Limit of (18) per 34 days</b>
(QLL applied across entire group for a combined total of 18 per 34 days)
estazolam, flurazepam, temazepam, triazolam, Ambien CR, Lunesta, Rozerem, zaleplon/Sonata and zolpidem/Ambien

902.1 Requests via Telephone or Facsimile

Requests for drugs to exceed therapy limitations or for drugs that require prior approval shall be directed to the agent, SXC Health Solutions, Inc. by phone. Contact by fax or mail is not preferable, but allowed.

The agent’s Prior Authorization Department is staffed by associates and clinical pharmacists 24 hours/day, 365 days per year. (Clinical pharmacists are on call after normal business hours, from 7pm-9am Eastern Time). Prior Authorization requests may be made telephonically, via facsimile, or in writing via U.S. mail, to:

Rev. 04/03  
Rev. 04/07  
Rev. 07/13  
Rev. 10/15

OptumRx  
Prior Authorization Department  
PO Box 3214  
Lisle, IL. 60532-8214

Rev. 01/07  
Clinical and PA Support           866-525-5827  
Fax Line                               888-491-9742

#### 902.2 Denial of Requests

Rev. 01/07

Any request, which cannot be approved by the agent, will be communicated at the time of the request to the requester.

Appeals of denied requests must be submitted to the agent within ten (10) business days of the denial. The appeal must be reviewed and the requesting provider notified of the results within (7) business days of the receipt of the appeal, unless additional information is required. In this case, the decision must be made within seven (7) days of receipt of the additional information.

If an appeal is denied by the agent, a provider may request a 2<sup>nd</sup> level appeal by DCH within ten (10) business days. 2<sup>nd</sup> level appeals must be faxed to SXC at 888-491-9742. SXC will prepare the appeal for DCH's consideration.

#### 902.3 Requests Returned for Additional Documentation

Any prior approval request that cannot be approved due to insufficient information will be returned to the physician for additional information.

#### 902.4.1 Null and Void Authorization

Should any of the drugs approved, later become non-covered or have dispensing limitations placed on them, the authorization for the drugs will be null and void. In addition, reimbursement is contingent upon the member's eligibility at the time service is rendered.

#### 902.4.2 Appeal of Prior Approval Denials

Residents and responsible parties shall not be liable for cost of medications where timely requests for prior approval have not been sought. Prior approval denials can be appealed in writing to the Medicaid Pharmacy Services Unit. See section 802.3 of Part II Medicaid Pharmacy Policies and Procedures for a complete description of the pharmacy clinical appeals process.

903 **Room Accommodations**

A nursing facility must provide, as a part of routine care, room accommodations as specified in nursing facility licensure and certification requirements. A nursing facility may provide more space per bed, but an increase in reimbursement will not be provided for such extra space or for a private room. A provider of nursing facility services shall be obligated to provide a recipient of medical assistance with only semi-private accommodations which meet appropriate regulations. ***This policy does not prohibit voluntary supplementation by a relative or person other than the recipient for the specific purpose of obtaining a private room for the recipient.*** Such third party supplementation constitutes payment for non-covered services. At no time can more than 10% of nursing facility rooms be used for Medicaid recipients for whom private room supplementations have been made.

The provision of a private room to a recipient, when supplementation is provided, shall not constitute discrimination against other recipients. ***However, under no circumstances may a nursing facility discriminate with respect to accommodations on the basis of the presence or absence of such supplementation.*** If supplementation is not provided, a nursing facility must agree to accept the established reimbursement rate as payment in full for the room, regardless of whether it is private or semi-private. Payments made by relatives or persons other than the recipient to a provider for the specific stated purpose of paying the additional costs of a private room for a recipient will not be considered as income when determining the amount of patient liability toward the nursing facility's payments.

A recipient who is transferred to or admitted to a private room because of a shortage of beds in semi-private rooms *shall not be discharged* because of the absence of a relative or other person who is willing and able to provide supplementation.

If supplementation for a private room is available, the rate charged by the provider to the relative or other person providing that supplementation shall not exceed the difference between the maximum rate charged by the provider for a private room for a private pay patient and the amount which the provider receives, or will receive, from the Division as reimbursement for the recipient's care in a semi-private room.

Any daily benefit payment from a long-term care insurance policy is subject to recovery by the Division even though an adult "child" may be paying the premium on behalf of the parent/recipient. This daily benefit may not be applied to the nursing facility for the additional cost of a private room.

## 904 Reserving Nursing Facility Bed While Recipient is on Leave or Hospitalized

Federal regulations provide that a recipient of Medical Assistance must have complete freedom of choice of providers of services. Therefore, he/she has a right to leave a facility at any time. Recipients will not be detained in a facility when competent or if a responsible member of the family wishes to remove them. Personal belongings must be released. Recipients may also obtain a leave of absence from the nursing facility as follows:

- a. Planned leave of a therapeutic nature away from the nursing facility, when authorized by the attending physician in the patient's plan of care, can be reimbursed with the facility's state payment rate (see Section 1006) under the program when a bed is held for the recipient. The Division cannot assume any portion of the cost for days exceeding the limits specified in Sections 904.1 through 904.3. Arrangements for holding a bed for a recipient for days exceeding the established limit must be made with the family or friend at a mutually agreed upon rate not to exceed the total allowable per diem billing rate that the facility would have been reimbursed had the recipient been in the facility. Any overnight stay away from the nursing facility will constitute one day. *Hours away from the facility are not cumulative.* All planned visits must be supported by a written order by the attending physician.
- b. The Division requires that each patient's record have an easily identifiable leave of absence form. The form should include: Patient's name, Medicaid number, level of care, the date and time the patient leaves the facility and the date and time the patient returns to the facility. The facility staff must sign or initial the form when the patient leaves and returns. The DMA-356 (Nursing Facility Leave of Absence Form) may be used to satisfy this requirement (see Appendix F).

### 904.1 Planned Leave for Nursing Facility Residents

Effective April 1, 2003, a nursing facility resident may spend up to eight (8) days within a calendar year out of the facility for therapeutic purposes to improve the patient's physical or quality of life consistent with the plan of care. These visits are reimbursed according to the facility's state payment rate (see Section 1006) and according to the policy and related rate for planned leave. The attending physician must document in the plan of care that such visits are therapeutic in nature. A recipient's total visits cannot exceed a total of eight days in any calendar year. Payment will not be made to a facility on behalf of a recipient for any days exceeding the number of allowable visits per year.

### 904.2 Intermediate Care Facility for the Intellectually Disabled (ICF/IID)

A recipient in an ICF/IID may visit with a relative or friend up to thirty (30) days per calendar year without reduction in the amount of Medicaid Assistance payment to the facility provided that the attending physician documents in the plan of care that such visits are therapeutic in nature. There is no limit as to the number of days per visit as long as the total number of days does not exceed thirty

(30) days per calendar year. Payment will not be made to a facility on behalf of a recipient for any days exceeding the number of allowable visits per year.

#### 904.3 Hospitalization/Bed-hold Payment

When a recipient in a nursing facility or ICF/IID who is authorized for regular vendor payment is hospitalized, the facility's state payment rate (*see Section 1006*) may be continued for seven (7) consecutive days during the hospital stay. However, it is permissible for the family or other interested party to arrange for the facility to hold the bed for a longer period of time while the recipient is hospitalized. The facility may charge a mutually agreeable rate not to exceed the total allowable per diem billing rate that the facility would have been paid had the recipient been in the facility. The Georgia Division of Medical Assistance cannot pay any portion of the cost of services in a facility for the period of time while the patient is hospitalized beyond the seven-day (7) period.

#### 905 Reporting and Billing Days of Care

The number of days of care charged to a recipient for nursing facility services is always in units of full days. A day begins at midnight and ends twenty-four hours later. The midnight to midnight method is to be used in reporting days of care for recipients, even if the facility uses a different definition of day for internal purposes.

A part of a day, including the day of admission, counts as a full day. However, the day of discharge or death is not counted as an inpatient day. If admission and discharge or death occur on the same day, the day is considered a day of admission and counts as one inpatient day. Leave days or hospital days for which the nursing facility receives reimbursement from any source are to be counted as inpatient days.

Claim(s) must be submitted within six (6) months from the month of service. Claim(s) with third party resources must be submitted within twelve (12) months from the month of service.

#### Claim Submission

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Claim must be filed on the required form with the appropriate information in specific blocks for payment. The correct claim(s) form for nursing facility is the **UB-04** (National Uniform Billing Form). Claim(s) must be submitted within six (6) months from the month of service. Claim(s) with third party resources must be submitted within twelve (12) months from the month of service. The UB-04 claim form should be filed with the Medicare Notice of Admission or Explanation of Benefits attached. The attachment must state that the patient's benefits are exhausted and include the last date of Medicare entitlement. When filing the UB-04, Medicaid liability will not begin until after Medicare benefits are exhausted.

Claims may be submitted using several mechanisms:

- Providers may either use Billing Agents/Clearing House who must register with DXC to submit claims via EDI (Electronic Data Interchange).
- Providers may use the WINASAP software, after registering with DXC to submit claims\*
- Providers may submit their claims via Web. Effective May 1, 2015, the Department will only accept electronic claims. Any paper claims submitted to the fiscal agent for payment will be returned to the provider. Refer to the Medicaid and PeachCare for Kids Part I Policies and Procedures manual, Section 112, for more information.

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Claims are required to **include the prior authorization (PA) number** on every claim:

- Provider Electronic Solutions (PES) – Tab 3
- EDI-2300 Loop, REF 01 segment with a qualifier of G1
- Web Portal – PA/Precert number field
- UB-04 Paper Claim: Field locator 63

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A Nursing Facility must not submit claims for members with a TRANSFER OF RESOURCE (TOR) penalty. If a Nursing Facility has a Central Billing Office (CBO) the Nursing Facility must immediately notify their CBO of the member's TOR penalty and instruct the CBO not to bill for that member until after the TOR penalty has ended.

1		2		3a PAT. CNTRL. #		4 TYPE OF BILL	
				b MED. REC. #			
				5 FED. TAX NO.		6 STATEMENT COVERS PERIOD FROM	
						7 THROUGH	
8 PATIENT NAME				9 PATIENT ADDRESS			
b		c		d		e	
10 BIRTHDATE		11 SEX		12 DATE		13 RR	
14 TYPE		15 SRC		16 DHR		17 STAT	
18		19		20		21	
22		23		24		25	
26		27		28		29 ACCT STATE	
30		31 OCCURRENCE DATE		32 OCCURRENCE DATE		33 OCCURRENCE DATE	
34 OCCURRENCE DATE		35		36 OCCURRENCE SPAN FROM		37 OCCURRENCE SPAN THROUGH	
38		39 CODE		40 VALUE CODES AMOUNT		41 CODE	
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50		51		52		53	
54		55		56		57	
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Completion of the National Uniform Billing Claim Form (UB-04)

Fields that must be completed for Nursing Facility claims to be paid are:

FL 4. Enter a code indicating the specific type of bill (e.g., interim, final).

<u>TYPE OF BILL</u>	<u>First and Second Digits</u>	<u>Third Digit*</u>
Skilled Care	21	1, 2, 3 or 4
Intermediate Care	21	1, 2, 3 or 4
ICF/IID	66	1, 2, 3 or 4

**\*The Third Digit Codes are:**

**1 = Admit through Discharge**

**2 = Interim – First Claim**

**3 = Interim – Continuing Claim**

**4 = Interim – Last Claim**

**Note: For routine continuous stay bills, the TYPE of Bill should be 213 or 663**

FL 5. Federal Tax Number

FL 6. Statement Covers Period.

Enter the beginning and ending service date(s) of the period included on this bill.

FL 8. Patient Name

Enter last name, first name, and middle initial of the patient. If the name on the Medicaid card is incorrect, the recipient or the recipient's representative should contact DFCS or the LTC Unit to have it corrected immediately.

FL 10. Patient Birthdate

Record the date of birth exactly as it appears on the Medicaid Card. An unknown birth date is not acceptable. If the date on the Medicaid Card is incorrect, the recipient or the recipient's representative should contact DFCS or the LTC Unit to have it corrected immediately.

FL. 12 For inpatient services, the date of admission is considered to be the date the patient began receiving care, including the observation period. Preadmission testing must be included on the inpatient claim.

FL 14. Type of Admission

Use Code 3 - Elective

*Elective* – the patient's condition permits adequate time to schedule the availability of a suitable accommodation.

FL 15. Source of Admission  
Use Code 1. Physician Referral

FL 16. Discharge Hour  
Enter the hour (00-23) that the patient was discharged from inpatient care if there is a discharge code in field 22.

FL 17. Patient Status

## **PATIENT STATUS CODES**

### **Still a Patient**

**30 – (Replaces old patient status code “T”)**

**Note: Unless the patient is being discharged from the facility with no expectation of a return, please use a discharge status code.**

### **Discharge**

**01 – Discharge to home or self-care**

**02 – Discharged/Transferred to another short-term general hospital for inpatient care (Replaces old patient status code “B”)**

**03 – Discharged/Transferred to Skilled Nursing Facility**

**04 – Discharged/Transferred to Intermediate Care Facility**

**05 – Discharged/Transferred to another type of institution for inpatient care**

**06 – Discharged/Transferred to home under care of organized home health service organization.**

### **Deceased**

**20 – (Replaces old patient status code “G”)**

### **Examples:**

#### **Example 1**

**Billing for Members still in the facility.**

Billing Period: 04/01/2003 through 04/07/2003

FL 6 – From/Through Dates: 04/01/2003-04/07/2003

FL 7 – Covered Days: 7

FL 22 – Status: 30

**Note: If the patient is being discharged from the facility with no expectation of holding the bed, please use a discharge status code.**

**Note: In the past, providers have often used a Patient Status of “B” when a patient is discharged to a hospital with the expectation that the hospital stay will be an extended one (i.e. one well beyond the 7 bed hold days). If you are billing for that situation, use a Discharge Status 02 (FL 22). Medicaid does not pay for the Date of Discharge nor the Date of Death, so bill your claim accordingly, using valid UB-04 Discharge or Death Status Codes.**

FL 39-41. Value Code and Value amount

*Reporting covered days:* Enter the value code of 80 and the number of days covered by the primary payer in the value amount field. The value amount must be entered to the left of the dotted lines as a whole number. For example, 30 covered days would be reported as 30.00.

*Reporting non-covered days:* Enter a value code of 81 and the number of days non-covered by the primary payer in the value amount field. The value amount must be entered to the left of the dotted lines as a whole number. For example, 30 non-covered days would be reported as 30.00.

FL 42. **Revenue Code appropriate for Swing Bed**

Enter the appropriate Revenue Code

190-Accommodations

182-Planned Leave

185-Hospital Leave

**Revenue Code appropriate for Mechanical Ventilator**

Enter the appropriate Revenue Code

192-Accommodations Level II

183-Leave of Absence/Therapeutic

Effective January 01, 2006, Revenue Code 190 is to be used to bill nursing facility accommodation charges. Providers must bill only the days the member is in the facility.

Providers are allowed to bill Revenue Code 190 for accommodation charges alone. However, if a provider is billing for patient leave days (182 or 185), Revenue Code 190 is required on a separate detail line.

In addition, please be informed that if you are billing for patient leave days, whether planned, or hospital stays, you must bill a Revenue Code 190. This line must only include the days the member is in your facility for that billing period. Then, bill the appropriate Leave Day Revenue Code with a beginning date of service and the total number of days the patient is away from the facility. If you are billing more than one Leave segment during a month, you must bill each segment on a separate line with the correct beginning

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date of service. Both Revenue codes, (190 and/or 182, 185) should total the covered days on the claims.

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NOTE: Providers are not to submit a claim that crosses months/years resulting in span billing. Our claims system cannot determine the correct per diem rate to apply. DCH expects claims to adjudicate successfully and accurately.

### **Example 1:**

#### **First Claim**

**Dates of Service: 01/01/2010 – 01/31/2010 (covered days 31)**

Line 1 – 190 Revenue Code – 01/01/2010 (29 units)

Line 2 – 185 Revenue Code – 01/30/2010 (2 units)

Line 1 and Line 2 = total covered 31 days

#### **Second claim, same member**

**Dates of service: 02/01/2010 – 02/05/2010 (covered days 5)**

Line 1 – 190 Revenue Code – 02/01/2010 (0 units)

Line 2 – 185 Revenue Code – 02/01/2010 (5 units)

Line 1 and Line 2 = total covered 5 days

### **Example 2**

**Dates of service: 01/01/2006 – 01/16/2006 (covered days 16)**

Line 1 – 190 Revenue Code – 01/01/06 – (10 units)

Line 2 – 185 Revenue Code – 01/11/06 – (6 units)

Total = Line 1 and Line 2 total = 16 days

### **Example 3**

**Dates of service: 01/01/06 – 01/16/06 (covered days 16)**

Line 1 – 190 – 01/01/06 – (12 units)

Line 2 – 182 – 01/13/06 – (4 units)

Total = Line 1 and Line 2 total = 16 days

### **Example 4**

**Dates of service: 01/01/06 – 01/31/06 (covered days 31)**

Line 1 – 190 – 01/01/06 (20 units)

Line 2 – 182 – 01/21/06 (6 units)

Line 3 – 185 – 01/27/06 (5 units)

Total = Lines 1, 2 and 3 total = 31 days

The system will price the Revenue code 182 and 185 lines automatically and separate from the 190 Revenue code. These lines will be priced according to the leave rates in the system for each facility.

If you are billing more than one leave segment, you must enter another line with Revenue Code 182 or 185.

**\*PEASE BE SURE YOU COMPLETE ALL REQUIRED INFORMATION ON THE CLAIM FORM.**

FL 43. Page of

If claim has multiple pages, enter the page number on each page. For example, page 1 of 3, page 2 of 3, page 3 of 3.

FL 46. Units of Service

Enter the number of days associated with Revenue Codes in FL 42.

FL 47. Total Charges (by Revenue Category)

Enter the total charges pertaining to the related revenue code for the current billing period as entered in the statement coverage period. Only charges relating to the covered eligibility dates should be included in total charges.

FL 50. Payer

Enter payer name and carrier code\* of any liable third party payer other than Medicare. (\*Carrier codes are located in the Third Party Insurance Carrier listing).

A reasonable effort must be made to collect all benefits from other third party coverage. Federal regulation require that Medicaid be the payer of last resort. (See Chapter 300 of the *Policies and Procedures Manual applicable to all providers*).

When a liable third party carrier is identified on the card, the provider must bill the third party.

FL 54. Prior Payments

Enter the amount that the hospital has received toward payment of this bill from the carrier.

FL 55. Estimated Amount Due

This is the field where the total charges will be captured.

FL 56. National Provider Identifier (NPI)

The provider must enter their NPI in this field.

FL 57(a-c). Medicaid Provider number/Medicare ID/other identifier

The provider must enter their Medicaid provider number in 57a

FL 58. Insured's Name

Enter the insured's last name, first name, and middle initial. Name must correspond with the name on the Medicaid card. If the name on the Medicaid card is incorrect, the recipient or the recipient's representative should contact the local DFCS/LTCU to have it corrected immediately.

FL 60. Certification/SSN/HIC/ID No.

Enter the Medicaid Recipient Client Number *exactly* as it appears on the Medicaid card.

FL 61. Insured Group Name

Enter the name of the group or plan through which the insurance is provided to the insured if the patient has a third party. Medicaid requires the primary payer information on the primary payer line when Medicaid is secondary.

FL 62. Insurance Group Numbers

Enter the identification number, control number, or code assigned by the carrier or payer if the patient has Third Party.

FL 67(a-q). Diagnosis Code

Enter the ICD-9 CM (ICD-10 effective October 1, 2015) code for the *principal* diagnosis, and then enter the ICD-9-CM (ICD-10 effective October 1, 2015) diagnosis codes corresponding to additional conditions that co-exist at the time of admission, or develop subsequently, and which have an effect on the treatment received or the length of stay. Codes prefixed in "E" or "M" are not accepted by the Department. A limited number of "V" codes are accepted.

FL 69. Admitting Diagnosis

Enter the ICD-9-CM (ICD-10 effective October 1, 2015) diagnosis code provided at the time of admission as stated by the physician.

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All UB-04 forms are to be completed in their entirety and uploaded to the Provider Workspace:

[www.mmis.georgia.gov](http://www.mmis.georgia.gov)

Phone: 1-800-766-4456

**Georgia Medicaid has transitioned to a paperless process to improve efficiencies for filing claims, appeals and other items. For more detailed information regarding the paperless initiative, refer to your Part I Policies & Procedures For Medicaid/PeachCare for Kids Manual, Chapter 100, Section 112.**

**Note: Keep your claims timely**

The claim life cycle is the timeline for the total claim process from the date of service to original submission and through the last date by which resubmission (provider adjustment) must occur to remain timely.

Example:

DOS	Original Submit/ Denied Date	1st Resubmit/ Adjustment	2nd Adjustment
July 1, 2016	December 30, 2016	March 31, 2017	June 30, 2017
			(365 days)

- All claim submissions and adjustments for denied claims are to be completed according to policy by 365 days.
- Other timely submission and resubmission system edits will remain in GAMMIS according to GA Medicaid policy (i.e., there is no time limit for adjusting a claim that reverses payment back to the Department).

During claim processing, you may need to FAX certain types of updates to DXC, including:

- Member Services for lock-in
- Patient Liability
- Third Party Liability
- Eligibility

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- Failure to file a claim so that it is received within six (6) months after the month in which service was rendered and/or failure to obtain prior approval or precertification when required will result in the denial of the claim.
- If a member has a type of Medicaid in GAMMIS (SSI, QMB, SLMB, S99, etc), during the time in which a member is in a NH facility, the provider should bill and receive those denials; which will lock in their rendering service/span dates and prevent claims from denying untimely.
- If a member has active eligibility with SSI or Title XIX, claims are to be submitted within 6 months and kept timely until the Nursing Home segment/Level of Care/Aid Category has been approved/updated. Retro eligibility will not be automatically granted if the member has active eligibility with Medicaid during the dates of service.

Once Long-Term Care eligibility is established, the claims will process in the cycle as the system is designed to do. Providers are not to wait for DFCS to change the category of service in order to bill when the member has Medicaid eligibility in the system.

If providers do not bill on the active Medicaid that the member has in the system due to waiting for their provider information to show on GAMMIS, when the claims are filed and deny for timely, that timely denial will stand. Those claims will not be overridden.

Providers should complete the form 501 for patient liability (PL) adjustments on untimely claims. All PL adjustments/updates made by DFCS have to have support from the DFCS Summary Notification, and this information must be sent to DXC.

There should be no adjustments made in GAMMIS of a paid claim for a PL update that is past timely as these funds are subject to denial and recoupment. Rather, complete the F501 and send to DXC to request the adjustment.

If there is a change to a patient liability amount after a provider's claim has already adjudicated, it will be at the provider's discretion to adjust the claim in order to capture the new PL amount.

If you FAX updated information to Member Services, make sure you keep a copy of the page with the date, time, and the FAX number for your records. After faxing the information, allow 10 to 15 business days for the updates to be made.

In the meantime, it is your responsibility to keep your claims timely. You must follow the policy guidelines for timeliness outlined in the Part I Policies and Procedures for Medicaid/PeachCare for Kids, Section 202.

**906 Discharge Date**

Neither the Medicaid program, the recipient nor the sponsor may be charged any monies for the date of discharge or death regardless of the time the patient departs the facility. Additionally, the facility may not charge the Division, the recipient or the responsible party for days subsequent to the discharge date (except when bed is being held as explained in Section 904).

**907 Nursing Facilities with Residents Having Diagnoses of Mental Disease**

Reimbursement is not available to a facility classified as an Institution for Mental Disease (IMD).

The criteria below are to be considered when determining the overall character of a facility and when making a determination on non-payment to a facility. These criteria are to be considered in evaluating the facility's overall character; no single criterion will be sufficient to classify the facility as an IMD.

1. Facility location within a 25-mile radius of an existing mental hospital. If it is physically adjacent or near an existing mental hospital, and the facility regularly accepts a majority of its patients as transfers from a mental hospital, this is one indication that the facility is an IMD.
2. The age distribution of the patients. The age distribution should be substantially younger than the Georgia nursing facility average.
3. The facility's license as a mental health care facility.

4. The types of services and treatments the facility provides. If it provides psychological therapy and counseling on a regular basis to a majority of patients as part of an ongoing plan of care, this is another indication that the facility is an IMD.
5. The backgrounds, specialties and training of the facility's employees and medical staff. If the facility requires its employees to have a psychiatric background, this would indicate that the facility could be an IMD.
6. The diagnoses of the patients. If 50% or more of the patients have a primary diagnosis of mental disease, this is an indication that the facility is an IMD.

The criteria listed below will be used to determine whether a patient has a primary diagnosis of mental disease.

1. A patient with a physical problem necessitating nursing facility care who has no mental disability is considered a physical patient.
2. A patient with mental disability necessitating nursing facility care who has no significant physical problem is considered a mental patient.
3. A patient with physical problems that would not independently necessitate nursing facility care, but who has a mental disability that would preclude the proper handling of this physical problem outside a nursing facility and for whom nursing facility care is necessary due to the mental disability in functioning, is considered a mental patient.
4. A patient with a mental disability and physical problem, either of which would independently require nursing facility care, will generally fit into one of the following groups:
  - a) A patient with long-standing mental disability who develops major physical problems and vice-versa. When it is clear that nursing facility care resulted from one or the other, the patient will be classified according to the original basis for admission, physical or mental.
  - b) A patient for whom no clear-cut distinction is possible, as in group (1), will be considered a physical patient.
5. A patient not fitting into categories (a) through (d) who was admitted to a nursing facility from an inpatient psychiatric facility (i.e., state mental hospital) and who cannot be discharged because of his or her need for intellectual or physically-related care, is considered a mental patient.
6. Mental diseases are those listed under the heading of mental disorders in the International Classification of Diseases, 9<sup>th</sup> and 10<sup>th</sup> Revisions – Clinical Modification ICD-9 CM (ICD-10 effective October 1, 2015), except for intellectual disabilities.

7. Organic brain syndrome, senile dementia and intellectual disabilities are excluded from the definition of mental disease.

**908 Clinic Services to Residents in Nursing Facilities and ICFs/ID**

Clinic services are defined as services that are provided to outpatients. An outpatient is defined as a patient who is receiving professional services at an organized medical facility, or distinct part of such a facility, neither of which is providing the patient with room and board and professional services on a continuous 24-hour-a-day basis.

The definition of outpatient does not exclude residents of Title XIX long term care facilities from receiving clinic services either through an arrangement between the facility and the clinic or from a clinic which is chosen by the resident. The clinic from which they receive services may not provide them with room and board and professional services on a continuous 24-hour-a-day basis. Since clinic services must be provided on an outpatient basis, eligibility for clinic services is limited to the following patients:

- a. who for the purpose of receiving necessary health care go to a clinic, or other sites where the clinic staff is available; and
- b. who on the same day leave the site from which the services are provided.

This requirement precludes residents of nursing facilities and ICFs/ID from receiving clinic services that are provided in the long-term care facility. Therefore, these services must be provided at a location which is not a part of the long-term care facility. If provided at the location of the facility, these services may not be covered as clinic services; they could be covered as long-term care services if included in the package of institutional services provided to the residents of the facility.

**909 Advance Directives**

In compliance with Section 1902 (a) (57) of the Social Security Act, nursing facilities must:

Provide written information to residents regarding their rights under State law to make decisions concerning their medical care, including the right to accept or refuse medical or surgical treatment and the right to formulate advance directives;

Provide written information to individuals regarding the institution's written policies respecting the implementation of the right to formulate advance directives;

Document in the medical record whether or not an advance directive has been executed;

Comply with all requirements of State law respecting advance directives;

Provide (individually or with others) education for staff and the community on issues concerning advance directives;

Not condition the provision of care or otherwise discriminate against an individual who has executed an advance directive.

**PART II – CHAPTER 1000**  
**BASIS FOR REIMBURSEMENT**

**1001 General**

This chapter provides an explanation of the Division’s reimbursement methodology.

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**1002 Reimbursement Methodology**

A facility’s Actual Reimbursement Rate is the amount the Division will reimburse to a facility for nursing services rendered to a particular eligible patient for one patient day and is calculated by subtracting Patient Income from Total Allowed Per Diem Billing Rate. In addition, it is subject to retroactive adjustment according to the relevant provisions of Part I, Chapter 400 of the Manual and Appendix I.

1002.1 Definitions

- a. Patient Income is that dollar amount shown on the Summary Notification letter issued by the Department of Family and Children Services (DFCS) or the Long Term Care Unit (LTC). The patient’s income is deducted in full from the Medicaid reimbursement rate until the income has been exhausted.
- b. Total Allowed Per Diem Billing Rate is the amount derived from the rate setting process, as defined in Sections 1002.2 and 1002.3.
- c. A nursing facility is an institution licensed and regulated to provide nursing care services or intermediate care services for individuals with intellectual disabilities in accordance with the provisions of this Manual. For reimbursement purposes, nursing facilities including hospital based facilities are divided into two types based upon the mix of Medicaid patients residing in the facilities. The type classification of nursing facility may change as described in this chapter. The types are described below:
  1. Nursing Facilities – These facilities provide skilled and intermediate nursing care continuously, but do not provide constant medical and support services available in an acute care facility or hospital.
  2. Intermediate Care Facilities for Individuals With Intellectual Disabilities (ICF-ID) – These facilities provide care to individuals with intellectual disabilities.
- d. Cost Center refers to one of five groupings of expenses reported on Schedule B-2 of the “Nursing Home Cost report Under Title XIX,” hereinafter referred to as the Cost Report. Specifically, expenses for the five cost centers are reported in Column 3 of the Schedule as Routine and Special Services (Lines 17 and 77), Dietary (Line 89), Laundry and Housekeeping and Operation and

maintenance of Plant (Lines 109 and 123), Administrative and General (Line 169), and Property and Related (Line 186). See hospital-based and state institutions cost reports for appropriate cost center expense groupings.

- e. Distinct Part Nursing Facilities are facilities in which a portion operates as a nursing facility and another portion operates separately as an intermediate care facility for individuals with intellectual disabilities.
- f. Total Patient Days are the number of days reported by the facility on Schedule A, Line 13, Column 8 of the Cost Report subject to correction or adjustment by the Division for incorrectly reported data.
- g. Hospital-Based Nursing Facilities – A nursing facility is hospital-based when the following conditions are met:
  - 1. The facility is affiliated with an acute care hospital that is enrolled with the Division in the Hospital Services Program.
  - 2. The facility is subordinate to the hospital and operate as a separate and distinct hospital division that has financial and managerial responsibilities equivalent to those of other revenue producing divisions of the hospital.
  - 3. The facility is operated with the hospital under common ownership and governance. The long-term care facility, as a division of the hospital, must be responsible to the hospital’s governing board.
  - 4. The facility is financially integrated with the hospital as evidenced by the utilization of the hospital’s general and support services. A minimum of four services from Section A and two services from Section B below must be shared with the hospital.

Section A

- a. employee benefits
- b. central services and supply
- c. dietary
- d. housekeeping
- e. laundry and linen
- f. maintenance and repairs

## Section B

- a. accounting
- b. admissions
- c. collections
- d. data processing
- e. maintenance of personnel

Facilities must provide organizational evidence demonstrating that the above requirements of (4) have been met. This evidence will be used to determine which facilities will be hospital-based.

Evidence that the required number of services in Section A and B are shared with the hospital must be included in the hospital's Medicare cost report.

Appropriate costs should be allocated to the nursing facility and the Medicare cost report must be approved by the Medicare intermediary.

In making the determination that a long-term care facility is hospital-based, collocation is not an essential factor; however, the distance between the facilities must be reasonable as determined by the Division or its agents.

The Division will recover the monetary difference reimbursed to the facility between hospital-based and freestanding status for any time period the facility does not qualify for hospital-based status.

To change classification to hospital-based from another class, or to enroll in the program as a hospital-based provider, the following restrictions apply in addition to the requirements described above:

1. Only one hospital-based nursing facility per hospital is allowed.
2. Any cost increases for the change to the hospital-based classification will be reimbursed when the first filed Medicare cost report is used to file the Medicaid cost report to set a per diem rate.

Nursing facilities classified as hospital-based prior to July 1, 1994, will be exempt from the above additional requirements. Hospitals, which

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currently have more than one hospital-based nursing facility, will not be allowed to include any additional hospital-based facilities.

- h. Property Transaction is the sale of a facility or of a provider; the lease of a facility; the expiration of a lease of a facility; the construction of a new facility; an addition to the physical plant of a facility; or any transaction, other than change of ownership of a provider due solely to acquisition of capital stock, or the merger of a provider with another legal entity (statutory merger). For purposes of reimbursement, a sale shall not include any transaction in which acquisition is less than 51% of a partnership or proprietorship, or accomplished solely by acquisition of the capital stock of the corporation without acquisition of the assets of that corporation. The effective date of any Property Transaction shall be the latest of all the following events that are applicable to the transaction:
  - 1. The effective date of the sale or the lease.
  - 2. The first day a patient resides in the facility.
  - 3. The date of the written approval by the Division of Health Planning of the relevant proposal.
  - 4. The effective date of licensing by the Georgia Department of Community Health Standards and Licensure Unit.
  - 5. The effective date of the Statement of Participation in the Georgia Medical Assistance Program.
  - 6. The date on which physical construction is certified complete by whichever agency(s) is/are responsible for this determination.
  - 7. The date of approval of a Certificate of Need by the Division of Health Planning.
- i. Gross Square Footage is the outside measurement of everything under a roof, which is heated and enclosed. When the Division issues the provider a rate under the Fair Rental Value System, it is a tentative rate based upon the data previously submitted to the Division for verification. The data received on gross square footage and age of a facility is subject to audit review (along with other parameters which affect the billing rate calculation). Documentation should include but not be limited to blueprints, architect plans, certified appraisals, etc.
- j. Age is defined in Section 1002.5(5).
- k. Cost is the expense incurred for goods and services used to operate a nursing facility. In the establishment of a per diem billing rate, most costs are

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allowable while certain other costs are not. **A definition of cost and a discussion of allowable and non-allowable costs are contained in Centers for Medicare and Medicaid Services Provider Reimbursement Manual (CMS-15-1).** In addition to those non-allowable costs discussed in CMS-15-1, the costs listed below are non-allowable.

Costs related to lobbying and government relations, including costs for employees with duties related to lobbying and government relations, honorariums and reimbursement of travel or other expenses of elected officials;

Membership in civic organizations;

Out-of-state travel paid by the provider for persons other than board members or those employed or contracted by the provider. Out-of-state travel for provider personnel must be related to patient care;

Vehicle depreciation or vehicle lease expense in excess of the lesser of IRS limits per vehicle or the amount allowed under Medicare reimbursement principles provided, however, such limits shall not apply to specialized patient transport vehicles (e.g. ambulances);

Air transport vehicles that are not used to transport patient care staff or patients. If these vehicles are sometimes used for patient care staff or patient transport, the portion of cost that is unrelated to patient care staff or patient transport is non-allowable. For purposes of this provision, patient care staff includes only those who are transported in order to provide direct medical care to an individual patient;

Fifty percent (50%) of membership dues for national, state, and local associations;

Legal services for an administrative appeal or hearing, or court proceedings involving the provider and the Division or any other state agency when a judgment or relief is not granted to the provider. Legal services associated with certificate of need issuance reviews, appeals, disputes or court proceedings are not allowable regardless of outcome. Legal services associated with a provider's initial certificate of need request shall be allowable;

Advertising costs that are (a) for fundraising purposes, (b) incurred in the sale or lease of a facility or agency or in connection with issuance of the provider's own stock, or the sale of stock held by the provider in another corporation, (c) for the purpose of increasing patient utilization of the provider's facilities; (d) for public image improvement, or (e) related to government relations or lobbying;

Funds expended for personal purchases.

1002.2 Total Allowed Per Diem Billing Rate for Facilities for Which a Cost Report is Used To Set a Billing Rate

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For dates of service beginning July 1, 2018, the June 30, 2012 Cost Report is the basis for reimbursement for all nursing facilities except those nursing facilities reimbursed in accordance with the rules applicable to nursing facilities purchased from an unrelated party between January 1, 2012 and June 30, 2014. For those facilities, the June 30, 2012, June 30, 2014, or December 31, 2014 cost report is the basis for reimbursement.

Effective July 1, 2018, the basis for reimbursement for the Supplemental Administrative and General – General and Professional Liability Insurance cost center will be the June 30, 2018 GL-PL Insurance Supplemental Report.

For these facilities the following formulas apply:

Total Allowed Per Diem Billing Rate =

Allowed Per Diem + Efficiency Per Diem + Growth Allowance + Other Rate Adjustments.

Summation of the (Net Per Diem or Standard Per Diem, whichever amount is less as to the facility; for Nursing Facilities, the resulting per diem amount for Routine and Special Services is multiplied by a facility's quarterly case mix score as determined by the Division for Medicaid patients during the most recent calendar quarter for which information is available) for each of the four Non-Property Cost Centers (including the Supplemental Administrative and General and Professional Liability Insurance cost center) plus the Net Per Diem for the Property and Related Cost Center. The Property and Related Cost Center reimbursement for those facilities whose cost reimbursement is the facility's computed Fair Rental Value per diem.

Efficiency Per Diem =

Summation of (Standard Per Diem minus Net Per Diem) x 75% up to the Maximum Efficiency Per Diem for each of the five cost centers.

Growth Allowance =

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Effective July 1, 2018, a summation of 10.3% of Allowed Per Diem for each of the four Non-Property and Related cost centers (Routine and Special Services; Dietary; Laundry and Housekeeping and Operations and Maintenance of Plant; and Administrative and General). Further explanation of these terms is included below:

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- a. In general, the New Per Diem is determined from the costs of operation of the individual facility in which eligible patients reside. These reports are determined by utilizing the information submitted by the facility on its Cost Report.

All amounts and supporting data submitted on the Cost Report are subject to verification and adjustment by the Division. These modifications concern:

mathematical calculation errors; limitations placed on allowable costs, and the documents, principles, and criteria referenced therein; reasonableness limitations placed on salaries paid employees of the facility; reasonableness limitations using the principles contained in CMS-15-1; or other parameters placed on reasonable cost by the Division. These modifications basically concern what expenses are attributable to the care received and the reasonableness of the amounts of expenses that are attributable to care. See Appendix I for appellate procedures to resolve disputes of specific contested adjustments. Specifically, the Net Per Diem for each of the five cost centers is determined as follows (all Schedule references are to the Cost Report):

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See Section 1002.5 for additional description of such limitation.

Allowable Home Office salary costs are limited to an appropriate maximum.

Fringe benefits are also limited to an appropriate maximum. (A per bed salary ceiling also is imposed, based on the 70<sup>th</sup> percentile of costs per the 1988 home office cost reports, plus an allowance for inflation. Home Office salaries and related fringe benefits are subjected to a \$100,000 maximum salary for CEO, COO, CFO and other Home Office personnel. Therefore, in addition to the per bed salary ceiling, we have incorporated a position maximum of \$100,000 to be applied only to owners of nursing facilities and related parties). Reimbursement for the cost of home office vehicles is eliminated, except to the extent that home office vehicle costs can be included with related home office salaries as a fringe benefit, and in total, fall below any designated maximums.

Routine and Special Services Net Per Diem =

Nursing Facilities Net Per Diem =

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(Historical Routine and Special Services (Schedule B, Lines 5 plus 7, Column 4) divided by (Total Patient Days, Schedule A, Line 13, Column 8); for Nursing Facilities, the resulting per diem amount is divided by a case mix index score as determined by the Division for all residents in the facility during the base period, the cost reporting period identified in Section 1002.2 of the manual. The method by which a case mix index score is calculated is described in Appendix D (Uniform Chart of Accounts, Cost Reporting, Reimbursement Principles and Other Reporting Requirements) of the manual.

ICF-ID Net Per Diem =

(Historical ICF-ID Routine and Special Services (Schedule B, Lines 6 plus 7, Column 4) divided by (Total ICF-ID Patient Days, Schedule A, Line 13, Column 8).

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When costs for State District Part Nursing Facilities can be identified, be they routine services or special services, the costs will be allocated as identified. Where costs have not been identified, the patient days method will be used to allocate costs. The example below shows the treatment of these costs:

Total Routine Services Costs (Medicaid Cost Report)

Schedule B, Line 6, Column 4	\$5,000,000
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Patient Days

Total Medicaid ICF-ID Patient Days (Medicaid Cost Report Schedule A, Line 13, Sum of Columns 4, 5, and 6):	\$40,000	80%
Total Medicaid NF Patient Days (Medicaid Cost Report Schedule A, Line 13, Sum of Columns 4, 5, and 6):	\$10,000	20%
Total Patient Days:	\$50,000	100%

=====

Allocation

Routine Services Cost allocated to ICF-ID (Schedule B, Line 6, Column 4 is \$5,000,000 x 80% = \$4,000,000)

Routine Services Cost allocated to NF (Schedule B, Line 6, Column 4 is \$5,000,000 x 20% = \$1,000,000)

Dietary Net Per Diem =

Historical Dietary, Schedule B, Line 8, Column 4, Divided By Total Patient Days.

Laundry and Housekeeping and Operation and Maintenance of Plant Net Per Diem =

Historical Laundry, Housekeeping, Operation and Maintenance of Plant, Schedule B, Lines 9 plus 10, Column 4, Divided By Total Patient Days.

Administrative and General Net Per Diem =

Historical Administrative and General, Schedule B, Line 11, Column 4, Divided by Total Patient Days.

Supplemental Administrative and General – General and Professional Liability Insurance Net Per Diem=

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Historical Administrative and General – General and Professional Liability Insurance, Freestanding GL-PL Insurance Supplemental Report, Section C4, Divided by Total Patient Days, Section C5, Hospital-Based GL-PL Insurance Supplemental Report, Section C10, Divided by Total Patient Days, Section C9.

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Property and Related Net Per Diem =

Property and Related net per diem calculated under the Fair Rental Value System.

The Return on Equity Percent is 0% for all facilities.

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- b. Standard Per Diem for each of the five cost centers (Routine and Special Services; Dietary; Laundry and Housekeeping and Operation and Maintenance of Plant; Administrative and General; and Property and Related) is determined after facilities with like characteristics concerning a particular cost center are separated into distinct groups. Once a group has been defined for a particular cost center, facilities in a group shall be ordered by position number from one to the number of facilities in the group, arranged by Net Per Diem from the lowest (Number “1”) to the highest dollar value Net Per Diem. The number of facilities in the applicable group shall be multiplied by the Maximum Percentile, or a median net per diem may be chosen, with the Maximum Cost per day being determined as a percentage of the median.

The Maximum Cost per day for the Administrative and General costs of all nursing facilities eligible for an efficiency incentive payment is 105% of the median cost per day within each peer group. The Maximum Percentile is the eighty-fifth for Laundry and Housekeeping and Operation and Maintenance of Plant cost centers. The Maximum Percentile is the ninetieth percentile for the Routine Services and Special Services, and the Property and Related cost centers. For the Dietary cost center, the Maximum Percentile is the sixtieth percentile for the Hospital-Based Nursing Facility group and the ninetieth percentile for the Free Standing Nursing Facility group and the Intermediate Care Facility for individuals with intellectual disabilities group. If the Maximum Percentile does not correspond to a specific value in the array of net per diem amounts, the maximum percentile is determined by interpolation (i.e., finding the mid-point between whole integers).

The grouping will be done using Net Per Diem for each cost center that has been reported by the facility, and calculated by the Division in each facility’s rate sheet. Effective July 1, 2018, the Administrative and General cost center standard per diem will be recalculated in the rate sheet by removing general and professional liability insurance cost and determining a new Net Per Diem amount. General and professional liability insurance costs will be recorded in the rate sheet in the Supplemental Administrative and General – General and Professional Liability Insurance cost center which will not have a standard per diem calculated. Subsequent to the recalculation of the Administrative and General cost center standard, there will not be any recalculation of standards based upon changes in rates due to subsequent determination of additional allowable costs, disallowance of previously allowable cost or any change in the Net Per Diem in any cost center. The following examples show groupings by Net Per Diem:

Routine and Special Services Maximum Percentile at 90%

Nursing Home Net Per Diem for 10 nursing homes from lowest to highest:

\$90, \$95, \$95, \$100, \$115, \$120, \$120, \$130, \$135, \$140

Maximum Percentile Standard Determination

(10 net per diems) X (90<sup>th</sup> percentile) = 9<sup>th</sup> position or \$135

Administrative and General Maximum Cost at 105% of Median

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Nursing Home Net Per Diems for 11 nursing homes from lowest to highest:  
\$90, \$95, \$95, \$100, \$115, \$120, \$120, \$130, \$135, \$140, \$150

Maximum Cost Standard Determination at 105% of Median

Median Net Per Diem is the per diem amount that falls in the middle of the group or \$120

$$\$120 \times 105\% = \$126$$

Administrative and General Maximum Cost at 105% of Median (Interpolation)

Nursing Home Per Diems for 10 nursing homes from lowest to highest:

\$90, \$95, \$95, \$100, \$115, \$120, \$120, \$130, \$135, \$140

Maximum Cost Standard Determination at 105% of Median

Median Net Per Diem is the average of the two middle net per diem amounts that fall in the middle of the group ( $\$115 + \$120/2 = \$118$ )

$$\$118 \times 105\% = 124$$

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There are several instances where a facility could fall in more than one group. Intermediate care facilities for individuals with intellectual disabilities which are also nursing facilities are classified as intermediate care facilities for individuals with intellectual disabilities and not grouped with other nursing facilities.

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For the purpose of determining the Standard Per Diem and the Allowed Per Diem for each cost center, a facility is grouped according to the type facility (e.g., nursing facility, hospital-based nursing facility, or intermediate care facility for individuals with intellectual disabilities) it is as of the date the Standard Per Diem is calculated.

If a facility changes classification to hospital-based or grouping on January 1 through June 30 of any calendar year, it will be grouped into its new category for reimbursement purposes for dates of services July 1 of that year and thereafter. If a facility changes classification as described above on July 1 through December 31 of any calendar year, regrouping will occur from January 1 of the following year.

Routine and Special Services Standard Per Diem

For this Standard Per Diem, all nursing facilities shall be grouped as follows:

Nursing Facility

Intermediate Care Facility for Individuals With Intellectual Disabilities

Dietary Standard Per Diem

For this Standard Per Diem, all nursing facilities shall be grouped as follows:

Free Standing Nursing Facility

Hospital-Based Nursing Facility

Intermediate Care Facility for Individuals With Intellectual Disabilities

Laundry and Housekeeping and Operation and Maintenance of Plant Standard Per Diem

For this Standard Per Diem, all nursing facilities shall be grouped as follows:

Nursing Facility

Intermediate Care Facility for Individuals With Intellectual Disabilities

Administrative and General Standard Per Diem

For this Standard Per Diem, all nursing facilities shall be grouped as follows:

Nursing Facility

Intermediate Care Facility for Individuals With Intellectual Disabilities

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Supplemental Administrative and General – General and Professional Liability Insurance Standard Per Diem

Costs for general and professional liability insurance expense, as defined in the Uniform Chart of Accounts, are calculated separately and are not subject to the Administrative and General cost center Standard Per Diem.

Property and Related Standard Per Diem

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Cost for property taxes and property insurance as defined in the Uniform Chart of Accounts, are calculated separately and are not subject to property-related cost center Standard Per Diem.

- c. The Efficiency Per Diem represents the summation of the Efficiency Per Diem for each of the five cost centers. If the Net Per Diem is equal to or exceeds the Standard Per Diem in any cost center, or if the Net Per Diem is equal to or less than 15% of the Standard Per Diem, the Efficiency Per Diem for the cost center is zero (\$0.00). If the Net Per Diem is less than the Standard Per Diem in any cost center, and if the Net Per Diem is more than 15% of the Standard Per Diem, the Efficiency Per Diem for the cost center is calculated by subtracting the Net Per Diem from the Standard Per Diem for that cost center and then multiplying the difference by .75. The product represents the Efficiency Per Diem for that cost center subject to the following maximums which have been established through legislative authority:

Routine and Special Services

Maximum Efficiency Payment	\$0.53
Dietary Maximum Efficiency Payment	\$0.22
Laundry and Housekeeping and Operation and Maintenance of Plant Maximum	
Efficiency Payment	\$0.41
Administrative and General Maximum	
Efficiency Payment	\$0.37
Property and Related Maximum	
Efficiency Payment	\$0.40

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1002.3A Total Allowed Per Diem Billing Rate For Facilities Purchased From An Unrelated Party Between January 1, 2012 And June 30, 2014

Facilities purchased from a party not related to the new owner between January 1, 2012 and June 30, 2014 will have their per diem rates effective July 1, 2015 determined based on the cost of the new owner. Related parties shall be defined to include the following:

- 1) Immediate family members including the previous owner's spouse, child, sibling, parent, grandparent, or grandchild. Related parties shall also include stepparents, stepchildren, stepsiblings, and adoptive relationships; and
- 2) A business corporation, general partnership, limited partnership, limited liability company, joint venture, nonprofit corporation, or any other or profit or not-for-profit entity that owns or controls, is owned or controlled by, or operates under common ownership or control of the previous owner.

The new owner's rate effective July 1, 2015 will be determined as follows:

- a. The first cost report ending June 30<sup>th</sup> that contains at least six months of cost under the new owner will be used to establish the provider's rate effective July 1, 2015.
- b. If there is not a cost report ending June 30<sup>th</sup> that contains at least six months of cost under the new owner available when establishing the July 1, 2015 rate, cost report information covering from the date of the change in ownership through December 31, 2014 will be used.
- c. Rates determined based on cost report information subsequent to June 30, 2014 will be reconciled and retroactively adjusted upon review of the information.

d. The cost ceilings used when establishing the rate effective July 1, 2015 will be determined using the same June 30<sup>th</sup> year end used for determining cost. The June 30, 2014 cost reports will establish ceilings for cost data submitted for the period ending December 31, 2014.

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e. The Administrative and General cost center per diem shall not increase as a result of the rate adjustments.

f. The Property and Related per diem as determined through the Fair Rental Value Reimbursement methodology shall not change as a result of the rate adjustment.

g. Providers will continue to receive rates based on the new owner's cost report until a later cost report is approved for rebasing.

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1002.3B Total Allowed Per Diem Billing Rate For Facilities For Which A Cost Report or Case Mix Score Cannot Be Used To Set A Billing Rate

If the Division determines that a cost report/GL-PL Insurance Supplemental Report cannot be used to set a billing rate per diem rate will be established, as follows:

a. When changes in ownership occur, new owners will receive the prior owner's per diem until a cost report basis can be used to establish a new per diem rate. (See Appendix D2(h)).

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b. Newly enrolled facilities will be reimbursed the lower of: projected cost; or 90% of the appropriate cost center ceilings, plus a growth allowance and the appropriate Property and Related Net Per Diem until a cost report is submitted which can be used to establish a rate. The Allowed Per Diem for general and professional liability insurance will be the lower of projected costs or 90% of 105% of the median Net Per Diem in the current Supplemental Administrative and General – General and Professional Liability Insurance cost center.

c. In all other instances (except as noted below for newly constructed facilities) where the Division determines that a cost report cannot be used to set a reimbursement rate, the Total Allowed Per Diem Billing Rate will be resolved as described in the provisions discussed below for un-auditable cost reports.

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The Total Allowed Per Diem Billing Rate for facilities with more than 50 beds determined by the Division to be newly constructed facilities is equal to 95% of the four Non-Property and Related Standard Per Diem amounts plus the appropriate growth allowance and Property and Related Net Per Diem. The Allowed Per Diem for general and professional liability insurance will be the lower of projected costs or 90% of 105% of the median Net Per Diem in the current Supplemental Administrative and General – General and Professional Liability Insurance cost center.

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The Property and Related Net Per Diem referred to in subsections (a) through (c) above is equal to either the Fair Rental Value Rate as determined under Section 1002.5(a) through (g).

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- d. In all other instances where the Division determines that a cost report/GL-PL Insurance Supplemental Report cannot be used to set a reimbursement rate, the Total Allowed Per Diem Billing Rate will be resolved as described in the provisions discussed below for unauditible cost reports. If the Division determines that a cost report/GL-PL Insurance Supplemental Report which was to be used to set a reimbursement rate is unauditible (i.e., the Division's auditors cannot render an opinion using commonly accepted auditing practices on the filed cost report, either on the desk review or on-site audit), or unreliable (See Appendix D2(h)), the Division may reimburse the facility the lower of the following:

The last Total Allowed Per Diem Billing Rate issued prior to the reimbursement period to be covered by unauditible cost report/GL-PL Insurance Supplemental Report;

The Total Allowed Per Diem Billing Rate calculated from the unauditible cost report; or

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The Total Allowed Per Diem Billing Rate calculated according to 90% of the four Non-Property and Related Standard Per Diem amounts plus the appropriate growth allowance and Property and Related Net Per Diem. The Allowed Per Diem for general and professional liability insurance will be the lower of projected costs or 90% of 105% of the median Net Per Diem in the current Supplemental Administrative and General – General and Professional Liability Insurance cost center.

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Once a cost report/GL-PL Insurance Supplemental Report becomes auditible and appropriate, the Total Allowed Per Diem Billing Rate will then be calculated using the audited cost report/GL-PL Insurance Supplemental Report as a basis. The resulting reimbursement rate will then be applied to the appropriate period.

- e. If a case mix score cannot be determined for a facility, the average score for all facilities may be used in a rate calculation. If a facility's number of MDS assessments for Medicaid patients in a quarter is limited so as to make the resulting average case mix score unreliable for rate calculations, the Department may elect to use the average score for all facilities.

#### 1002.4 Other Rate Adjustments

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##### Quality Improvement Initiative Program

Facilities must enroll in the Quality Improvement Program to receive the following incentives:

- a. A staffing adjustment equal to 1% of the Allowed Per Diem for Routine and Special Services may be added to a facility's rate. To qualify for such a rate adjustment, a facility's Nursing Hours and Patient Days Report must demonstrate that the facility meets the minimum staffing requirements presented in section 1003.1
- b. For the most recent calendar quarter for which MDS information is available, Brief Interview for Mental Status (BIMS) scores for Medicaid patients will be measured, as determined by the Division. An adjustment factor may be applied to a facility's Routine and Special Services Allowed Per Diem based on the percentage of Medicaid patients whose BIMS scores are less than or equal to 5. The adjustments factors are as follows:

% of Medicaid Patients	Adjustment Factor
<20%	0%
20% - <30%	1%
30% - <45%	2.5%
45% - 100%	4.5%

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- c. A quality incentive adjustment may be added to a facility's rate utilizing the following set of indicators.

1. Clinical Measures:

The source of data is the Center for Medicare and Medicaid Services (CMS) website. Each measure is worth 1 point if the facility-specific value is in excess of the statewide average.

- a. Percent of High Risk Long-Stay Residents Who Have Pressure Sores.
- b. Percent of Long-Stay Residents Who Were Physically Restrained.
- c. Percent of Long-Stay Residents who Self-Report Moderate to Severe Pain.
- d. Percent of Short-Stay Residents with Pressure Ulcers, New/Worsened.
- e. Percent of Residents Who Received Influenza Vaccine.

- f. Percent of Residents Experiencing One or More Falls with Major Injuries.

2. Alternative Clinical Measures:

Facilities that do not generate enough data to report on the CMS website (due to not meeting the minimum number of assessments for a reporting in a quarter) will use the following measures from the My InnerView (MIV) Quality Profile. The values used from MIV Quality Profile will be compared to the MIV Georgia average values for those measures. Each measure is worth 1 point if the facility-specific value is in excess of the MIV Georgia average.

- a. Chronic Care Pain – Residents without unplanned weight loss/gain.
- b. PAC Pain – Residents without antipsychotic medication use.
- c. High Risk Pressure Ulcer – Residents without acquired pressure ulcers.
- d. Physical Restraints – Residents without acquired restraints.
- e. Low Risk Pressure Ulcer – Residents without acquired catheters.

3. Non-Clinical Measures:

Each measure is worth 1 point as described.

- a. Participation in the Employee Satisfaction Survey.
- b. Most Current Family Satisfaction Survey Score for “Would you recommend this facility?” Percentage of combined responses either “excellent” or “good” to meet or exceed the state average of 85% combined.
- c. Quarterly average for RNs/LVNs/LPNs Stability (retention) to meet or exceed the state average.
- d. Quarterly average for CNAs/NA Stability (retention) to meet or exceed the state average.

To qualify for a quality incentive adjustment equal to 1% of the Allowed Per Diem for Routine and Special Services for the most recent calendar quarter, the facility must obtain a minimum of three (3) points in the following combination: One (1) point must come from clinical measures, one (1) point from the non-clinical measure, and a third point from either the clinical or non-clinical measures.

To qualify for a quality incentive adjustment equal to 2% of the Allowed Per Diem for Routine and Special Services, for the most recent calendar quarter, the facility must obtain a minimum of six (6) points in the following combination: Three (3) points must come from the clinical measures, one (1) point from the non-clinical measures, and two (2) points from either the clinical or non-clinical measures.

NOTE: Facilities placed on the Special Focus List generated by CMS will not earn the DCH 1% Quality Incentive until the following conditions have been met:

- The facilities next standard survey and/or compliant survey, after being placed on the list, does not have a deficiency cited over Level E scope and severity; and
- The facilities second standard survey and/or compliant survey, after being placed on the list, does not have a deficiency cited over Level E scope and severity; or
- If the facility is removed from the special focus list by CMS for any other reason

#### 1002.5 Property and Related Reimbursement

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1. Effective for dates of service on and after July 1, 2012, the Property and Related Net Per Diem shall be the amount computed using the Fair Rental Value (FRV reimbursement system described below. Under a FRV system, a facility reimbursed on the basis of the established current value of its capital assets in lieu of direct reimbursement for depreciation, amortization, interest, and rent/lease expenses. The FRV system shall establish a nursing facility's bed value based on the age of the facility, its location, and its total square footage.

2. The Property and Related Net Per Diem initially established under the FRV System shall be calculated as follows:

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a. Effective for dates of service on and after July 1, 2014, the value per square foot shall be based on the \$187.12 construction cost for nursing facilities, as derived from the 2012 RSMeans Building Construction cost data for Nursing Homes (national index for open shop construction). The Value per Square Foot shall be adjusted by using the RSMeans Location factors based on the facility's zip code as well as by a Construction Cost Index which is set at 1.0. The resulting product is the Adjusted Cost per Square Foot.

- b. A Facility Replacement Value is calculated by multiplying the Adjusted Cost per Square Foot by the Allowed Total Square Footage. The latter figure is the lesser of a nursing facility's actual square footage (computed using the gross footage method) compared to the number of licensed beds times 700 square feet (the maximum allowed figure per bed).
- c. An Equipment Value is calculated by multiplying the number of licensed beds by \$6,000 (the amount allowed per bed) and by an initial Equipment Cost Index of 1.000.
- d. A Depreciated Replacement Value is calculated by depreciating the sum of the Facility Replacement value and the Equipment Value. The amount depreciated is determined by multiplying the Adjusted Facility Age discussed in all of Section 1002.5(5), by a 2% Facility Depreciation Rate. The Initial Adjusted Facility Age will be the lesser of the calculated facility age or 25 years.
- e. The Land Value of a facility is calculated by multiplying the Facility Replacement value by 15% to approximate the cost of the land.
- f. A Rental Amount is calculated by summing the facility's Depreciated Replacement Value and the Land Value and multiplying the figure by a Rental Rate which is 9.0% effective July 1, 2009.
- g. The Annual Rental Amount is divided by the greater of the facility's actual cumulative resident days during the 2006 cost reporting period or 85% of the licensed bed capacity of the facility multiplied by 365. The resulting figure constitutes the Property and Related Net Per Diem established under the FRV system.

An example of how the Property and Related Net Per Diem is calculated is presented in the following table.

Example Calculation of Initial Fair Rental Value Per Diem

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Ref.	Data Element	Example Data	Source of Data
A	Facility Name	XYZ Nursing Home	Department Data
B	Medicaid Provider ID	12345678A	Department Data
C	Rate Setting Year	2012	Department Criteria
D	Adjusted base Year	1989	Department Data
E	Licensed Nursing Facility Beds	138	Department Data

F	Nursing Facility Square Footage	68,857	Department Data
G	Nursing Facility Zip Code	30,312	Department Data
H	Total Patient Days	48,552	Department Data
I	Per Bed Square Footage Limit	700	Department Criteria
J	Maximum Allowed Square Footage	96,600	E x I
K	Allowed Total Square Footage	68,857	Lesser of F or J
L	Rate Year RSMeans Cost Per Square Foot	\$146.08	RSMeans lookup based on Rate Year
M	RSMeans Location Factor	0.9	RSMeans lookup based on Zip Code (G)
N	Construction Cost Index	1.0708	Department Criteria
O	Adjusted Cost per Square Foot	\$140.78	L x M x N
P	Facility Replacement Value	9,693,688	K x O
Q	Equipment Allowance	6,000	Department Criteria
R	Equipment Cost Index	1	Department Criteria
S	Equipment Value	\$828,000.00	E x Q x R
T	Facility Value Excluding Land	\$10,521,688	P + S
U	Bed Additions and Facility Renovations	0	Separate calculations affecting the Nursing Facility  (See D and V)
V	Nursing Facility Age	21	C – D (D is based on

			Initial age adjusted by Additions/renovations Per U)
W	Maximum Years for FRV Age	25	Department Criteria
Ref.	Data Element	Example	Source of Data
X	FRV Adjusted Facility Age	23	Lesser of V or W
Y	Facility Depreciation Rate	2.00%	Department Criteria
Z	Depreciation Using FRV Adjusted Age	\$4,839,976	T x X x Y
AA	Depreciated Replacement Value	\$5,681,712	T - Z
AB	Land Percentage	15.00%	Department Criteria
AC	Land Value	\$1,454,053	P x AB
AD	Depreciated Replacement Value & Land	\$7,135,765	AA + AC
AE	Rental Rate	9.00%	Department Criteria
AF	Rental Amount	\$642,218	AD x AE
AG	Minimum Occupancy Percentage	85.00%	Department Criteria
AH	Bed Days at Minimum Occupancy	42,815	E x 365 x AG
AI	Total Allowed Patient Days	48,552	Higher of H or AH
AJ	Fair Rental Value per Diem	\$13.22	AF / AI

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3. The Property and Related New Per Diem may be updated annually on July 1, effective for dates of service on or after July 1, 2010 as follows:
  - a. The value per square foot shall be based on the construction cost for nursing facilities, as derived from the most recent RSMMeans Building

Construction cost data available on June 1<sup>st</sup> of each year. The Value per Square Foot shall be adjusted by using the RSMeans Location factors based on the facility's zip code and by using a cost index to correspond to annual state appropriations.

- b. A complete facility replacement, which includes either relocating to a newly constructed facility or gutting a complete facility and rebuilding it, will result in a new base year correlating to the date in which the facility went into operation. All partial replacements will be treated as renovations and will have their base year adjusted based on the methodology proscribed for a renovation.
4. A Renovation Construction Project shall mean a capital expenditure (as defined in Section 1002.5(4a)) that exceeds \$500 per existing licensed bed and has been filed with the Office of Health Planning as a New Construction Project under the authority of Ga. Comp. R. & Regs. r. 290-5-8:
    - a. Allowable capital expenditures include the costs of buildings, machinery, fixtures, and fixed equipment (see Table 5 in Estimated Useful Lives of Depreciable Hospital Assets Revised 2008 Edition, published by Health Forum, Inc., for a complete listing of allowable items) constituting any New Construction Project as referenced in paragraph 4 above. The exception, to this requirement is for telemedicine terminals, solar panels, tankless water heaters, and low flow toilets. Capital expenditures are asset acquisitions that meet the criteria of §108.1 of the Provider Reimbursement Manual (CMS-15-1) or are betterments or improvements which meet the criteria of §108.2 of the Provider Reimbursement Manual (CMS-15-1) or which materially (a) expand the capacity, (b) reduce the operating and maintenance costs, (c) significantly improve safety, or (d) promote energy conservation.
  5. For purposes of the FRV calculation, the age of the facility shall be determined as follows:
    - a. The age of each facility shall be determined as of July 1, 2014, comparing 2014 rate setting year to the later of the facility's year of construction or the year the building was first licensed as a nursing facility; provided, however, that such age will be reduced for Construction Projects, or bed additions that occurred subsequent to the initial construction or conversion of the facility, but prior to July 1, 2014.

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- b. For periods subsequent to July 1, 2014, the FRV adjusted age determined in Section 1002.5(5a) of a facility will be reduced on a quarterly basis to reflect new Renovation Construction Projects or be additions that were completed after July 1, 2014, and placed into service during the preceding quarter. The rate adjustment for Renovation Projects or bed additions will

be effective the first day of the calendar quarter subsequent to the final approval of the completed project by the Department. Bed reductions will not be used to determine a facility's adjusted age.

- c. Once initial rates are established under FRV reimbursement system, subsequent calculations of the FRV adjusted age will be determined by subtracting the adjusted base year (derived by calculating the impact of bed additions and facility renovations) from the rate setting year. The FRV adjusted age will be recalculated each July 1 to make the facility one year older, up to the maximum age of 25 years and will be done in concert with the calculations of the Value per Square Foot as determined in Section 1002.5(3a). Age adjustments and Rate adjustments are not synonymous.
- d. If a facility has added beds, the age of these additional beds will be averaged in with the age of the remaining beds, and the weighted average age of all beds will be used as the facility's age. An example of how an addition would reduce the age of the facility is presented in the following table:

Example Calculation of the Impact of an Addition on a Nursing Facility's Base Year

Ref.	Data Element	Example Data	Source Data
A	Facility Name	XYZ Nursing Home	Department Data
B	Medicaid Provider ID	12345678A	Department Data
C	Year Bed Additions Were Completed	1981	Department Criteria
D	Base Yeas Prior to Additions	1970	Renovations
E	Existing Beds prior to Bed Additions	130	Department Data
F	Number of Beds Added	8	Department Data
G	Age of Existing Beds When Additions were Completed	11	C - D
H	Adjusted Base Year	1989	Department Data
I	Licensed Nursing Facility Beds	138	Department Data

J	Nursing Facility Square Footage	68857	Department Data
K	Nursing Facility Zip Code	30312	Department Data
L	Weighted Average of Existing Beds	1430	E x G
M	Total Beds After Bed Additions were Completed	138	E + F
N	Base Year Adjustment	10.36	H / I
O	New base Year	1,971.00	C – J (rounded)

- e. If a facility performed a Renovation Construction Project as defined in Section 1002.5(4), the cost of the Project will be converted to an equivalent number of replacement beds by dividing the value of the renovation by the depreciable bed replacement value.
  - i. The renovation complete date will be used to determine the year of the renovation.
  - ii. An Age Index factor will be used to calculate a bed replacement cost for any renovation occurring prior to July 1, 2009. The Age Index factor is derived by using the 2009. The Age Index factor is derived by using the 2009 Edition of the RSMMeans and dividing the Historical Cost Index for 2009.
  - iii. To determine the accumulated depreciation per bed, 2 percent per year will be used for a maximum number of 25 depreciable years.

In no case will the consideration of a Renovation Construction Project would be converted to an equivalent number of replacement beds and a new base year is presented in the following table:

Example Calculation of the Impact of a Renovation on a Nursing Facility’s Base Year

Ref.	Data Element	Example Data	Source of Data
A	Facility Name	XYZ Nursing Home	Department Data
B	Medicaid Provider ID	12345678A	Department Data
C	Rate Setting Year	2009	Department Criteria
D	Year Renovation was	2003	Department Data

	Completed		
E	Base Year Prior to Renovation	1981	Based on Initial Age Adjusted by Prior Bed Addition and facility Renovations
F	Licensed Number Facility Bed	138	Department Data
G	Facility Square Footage	40,060	Department Data
H	Nursing Facility Zip Code	30442	Department Data
I	Renovation Amount	\$372,662.00	Department Criteria
J	Renovation Year RSMMeans Cost Index	185.00	RSMMeans lookup based on Year Renovation Completed
K	Rate Year RSMMeans Cost Index	185.90	RSMMeans lookup based on Rate Year
L	Facility Age Index Factor	0.7101	J / K
M	Rate Year RSMMeans Cost per Square Foot	\$141.10	RSMMeans lookup based on Rate Year
N	Maximum Square Feet per Bed	700	Department Criteria
O	Allowed Facility Square Footage	40,060	Lesser of G or (F x N)
P	Facility Cost Prior to Adjustments	\$5,652m466.00	M x O
Q	RSMMeans Location Factor	0.77	RSMMeans lookup based on Zip Code (H)
R	Adjusted Facility Cost	\$3,090,461.00	P x L x Q
S	Age of Beds at Time of Renovation	22	D – E
T	Maximum Bed Replacement Years	25	Department Criteria
U	Allowed Age of Beds	22	Lesser of S or T

V	Initial Aging Depreciation Rate	2.00%	Department Criteria
W	Allowed Facility Depreciation	\$1,359,803.00	$R \times U \times V$
X	Adjusted Bed Replacement Cost	\$12,541.00	$(R - W) / F$
Y	New Bed Equivalents	29.72	$I / X$ (but limit is F)
Z	Total Beds to be Weighed	108.28	$F - Y$
AA	Weighted Average of Beds	2,382.26	$Z \times S$
AB	Base Year Age Adjustment	17.26	$AA / F$
AC	New Base Year	1986	$D - AB$ (rounded)

#### 1002.6 Overall Limitations on Total Allowed Per Diem Billing Rate

In no case shall the Total Allowed Per Diem Billing Rate, whether determined under either Section 1002.2 or Section 1002.3, Nursing Facility Manual, exceed the facility's customary charges to the general public for those services reimbursed by the Division.

#### 1002.7 Payments in Full for Covered Services

The facility must accept as payment in full for covered services the amount determined in accordance with Section 1002, Nursing Facility Manual.

#### 1002.8 Adjustments to Rates

Payment rates for state-owned nursing facilities will be adjusted to 100% of service costs. This provision will apply in addition to all others in this chapter and will supersede those that are in direct conflict only to the extent that they are not capable of simultaneous application.

### 1003 Additional Case Services

#### 1003.1 Required Nursing Hours

**The minimum required** number of nursing hours per patient day for all nursing facilities is 2.00 actual working hours. The **minimum expected** nursing hours are 2.50 to qualify for the 1% add-on (See 1002.4).

#### 1003.2 Failure to Comply

a. The **minimum standard** for nursing hours is **2.00**.

- b. Facilities found not in compliance with the 2.00 nursing hours will be cited for being out of compliance with a condition of participation. This will lead to imposition of a civil monetary penalty, denial of reimbursement for newly admitted patients or suspension or termination whichever is appropriate as determined by the Division.
- c. The **minimum expected** for nursing hours is **2.50** for participation in the Quality Improvement Program.

**1004 Medicare Crossover Claims**

The maximum allowable payment for Medicare nursing facility coinsurance (crossover) claims will be the nursing facility's Medicaid specific per diem rate in effect for the dates of service of the crossover claims. The crossover claims will not be subsequently adjusted due to subsequent per diem rate adjustments. This section is also included in Chapter 1100 of the Manual.

**1005 Upper Payment Limit Rate Adjustments for Government Owned or Operated Nursing Facilities**

For payments on or after January 1, 2001, State government –owned or operated facilities and non-State government owned or operated facilities will be eligible for rate payment adjustments, subject to federal upper payment limits and will be based on amounts that would be paid for services under Medicare payment principles. These rate payment adjustments will be made on a quarterly basis in a manner that will not duplicate compensation provided from payments for individual patient claims.

**1006 Payment Rates for Patient Leave Days or Bed Hold Days**

Effective for dates of service on and after July 1, 2004, payments for patient leave days or for bed hold days during a patient's hospitalization will be made at 75% of the rate paid for days when a patient is onsite at a facility. Because patient leave days and bed hold days are not subject to the nursing home provider fee, the payment rate for patient leave days and bed hold days will exclude any compensation for the provider fee.

**1007 Nurse Aide Training and Testing Costs**

The Division will reimburse nursing facilities, on a full time equivalent (FTE) basis, up to \$738 for each individual who has completed a state-approved training and competency program for nurse aides. At the facilities' request, interim payments of \$.25 per Medicaid patient day will be made quarterly to the facility to cover the cost of providing nurse aide testing and training.

**1008 Nursing Facility Rate Determination for Ventilator Dependent Residents**

- a. Effective for dates of service on and after January 1, 2017, the nursing facility per diem for a ventilator dependent resident will be \$524.36. Effective for dates of service on and after July 1, 2017, the nursing facility per diem for a ventilator dependent resident will be \$524.81.
- b. The per diem costs of providing services to the ventilator dependent residents shall be maintained separately (as a distinct part) of each facility's annual cost report beginning November 12, 2009.
- c. Ventilator dependent per diem rates will cover all skilled nursing care services and will be all-inclusive.
- d. No additional amount above the current nursing facility daily rate shall be allowed until the service is prior authorized by the Department's Medical Management Contractor.
- e. The resident's clinical condition shall be reviewed every 90 days to determine if the resident's medical condition continues to warrant services at the ventilator dependent nursing facility rate. Prior authorization through the Department's Medical Management Contractor spans a 90-day maximum time period. The nursing facility is required to resubmit requests for continued stay prior to expiration of the current PA. If a resident no longer requires the use of a ventilator, the provider shall not receive additional reimbursement beyond the Georgia Medicaid nursing home per diem rate determined for the facility.

**PART II – CHAPTER 1100**  
**CLAIMS PROCESSING**

**1101 General**

In order to facilitate timely and correct payment of claims, the Division has developed and implemented a Management Information System. This computer system utilizes automated processing and auditing steps in lieu of lengthier and less efficient manual processing steps. The nursing facility billing forms currently in use were developed so as to capture the necessary data to employ the System. The volume of claims received by the Division is such that we must rely on the computer system to audit all claims. Therefore, it is essential that the billing forms be completed correctly by the nursing facility to prevent delays in payment, denial or rejection of claims.

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**General Claims Submission Policy for Ordering, Prescribing, or Referring (OPR) Providers**

The Affordable Care Act (ACA) requires physicians and other eligible practitioners who order, prescribe and refer items or services for Medicaid beneficiaries to be enrolled in the Georgia Medicaid Program. As a result, CMS expanded the claim editing requirements in Section 1833(q) of the Social Security Act and the providers' definitions in section 1861-r and 1842(b)(18)C. Therefore, claims for services that are ordered, prescribed, or referred must indicate who the ordering, prescribing, or referring (OPR) practitioner is. The department will utilize an enrolled OPR provider identification number for this purpose. Any OPR physicians or other eligible practitioners who are NOT already enrolled in Medicaid as participating (i.e., billing) providers must enroll separately as OPR Providers. The National Provider Identifier (NPI) of the OPR Provider must be included on the claim submitted by the participating, i.e., rendering, provider. If the NPI of the OPR Provider noted on the Georgia Medicaid claim is associated with a provider who is not enrolled in the Georgia Medicaid program, **the claim cannot be paid.**

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Effective 4/1/2014, DCH will edit claims for the presence of an ordering, referring or prescribing provider as required by program policy. Effective 6/1/2014, the ordering, prescribing and referring information will become a mandatory field and claims that do not contain the information as required by policy will begin to deny. Effective May 1, 2015, the Department will only accept electronic claims. Any paper claims submitted to the fiscal agent for payment will be returned to provider. Please refer to the Medicaid and PeachCare for Kids Part I Policies and Procedures manual, Section 112, for more information.

**For the NEW CMS-1500 claim form:**

Enter qualifiers to indicate if the claim has an ordering, referring, or prescribing provider to the left of the dotted line in box 17 (Ordering = DK; Referring = DN or Supervising = DQ).

**For claims entered via the web:**

Claims headers were updated to accept ordering or referring Provider ID and name for Dental and Institutional claims and the referring provider’s name for Professional claims. The claim detail was updated to accept an ordering or referring provider ID and name. Utilize the “ordering” provider field for claims that require a prescribing physician.

**For claims transmitted via EDI:**

The 837 D, I, and P companion guides were updated to specifically point out the provider loops that capture the rendering, ordering, prescribing, referring and service facility provider information that is now used to transmit OPR information.

The following resources are available for more information:

- Access the department’s DCH-i newsletter and FAQs at <http://dch.georgia.gov/publications>
- Search to see if a provider is enrolled at <https://www.mmis.georgia.gov/portal/default.aspx>  
  
Click on Provider Enrollment/Provider Contract Status. Enter Provider ID or NPI and provider’s last name.
- Access a provider listing at <https://www.mmis.georgia.gov/portal/PubAccess.Provider%20Information/Provider%20Notices/tabId/53/Default.aspx>

Click on Georgia Medicaid FFS Provider Listing or OPR Only Provider Listing

**1102 Form DMA-59 “Authorization for Nursing Facility Reimbursement”**

The Form DMA-59 (See Appendix E) is used by nursing facilities and intermediate care facilities for Individuals With Intellectual Disabilities (ICFs/ID) in requesting vendor payments. All initial admission requests, continued stay requests, and terminations/discharges require a Form DMA-59 to be initiated by the facility. The form must be sent to DFCS or the LTC Unit. The form MUST BE LEGIBLE when submitted by the facility. Any illegible forms will be returned by the county to the facility for resubmission or destroyed.

If the person is not a Medicaid recipient (does not have a Medicaid number), the facility must instruct the individual's family or representative to make an application on <https://gateway.ga.gov/access>. The form DMA-59 is then completed and sent to DFCS or the LTC Unit with a letter identifying the family member or representative as having made an application. The Form DMA-59 will not be processed by DFCS/LTC Unit until an application is filed.

Form DMA-59 will allow a patient to be admitted, changed, and terminated on one form.

Instructions for completing Form DMA-59 are included in Appendix E. A sample of the form is included in Appendix F.

- 1102.1 All Form DMA-59s are completed by the facility in duplicate. The copy is kept by the facility and placed in the recipient's case folder. The original is sent to DFCS or the LTC Unit.
- 1102.2 The DFCS/LTC Unit will use the information reported on the DMA-59 to process the changes reported by the facility including new admissions.
- 1102.3 The **DMA-6 is no longer sent to DFCS/LTCU**. The DMA 59 will serve as the evidence that the resident meets an approved nursing facility level of care.
- 1102.4 At this point, the assistance payment worker takes action based on the individual's eligibility. If the individual is determined ineligible, DFCS/LTC Unit will issue a Summary Notification letter to the facility reporting denied eligibility. Conversely, if the individual is determined eligible for Medicaid, DFCS/LTC Unit will issue a Summary Notification letter to the facility reporting the effective date of eligibility. The DFCS/LTC Unit will not return the Form DMA-59 to the facility.
- 1102.5 The DFCS/LTC Unit will retain their copy of the Form DMA-59 as documentation of information reported by the facility.
- 1102.6 When the DFCS/LTC Unit has a need to update the recipient's data such as Income and Status (ineligibility), the DFCS/LTC Unit will issue a Summary Notification letter to the facility reporting changes to patient liability or eligibility.
- 1102.7 **A change from one level of care to another in the same facility is no longer necessary.** The nursing facility staff will mark "skilled care" on the DMA-59 form. The skilled block on the DMA-59 form is for record keeping purposes of residents meeting a nursing facility level of care. DCH and DFCS/LTC Unit will consider the resident eligible for nursing facility admission via the admitting physician's signature on file within the facility. **No additional information is needed by the DFCS/LTCU to substantiate a resident's eligibility for a nursing facility level of care.**

### **1103 Electronic Media Billing**

As an alternative to billing claims on paper, Electronic Media Claims (EMC) provide a means of submitting weekly nursing facility claims electronically. The benefits of this process include faster payment of claims, fewer errors since the provider keys his own

claims, reduced provider costs and less paper forms are mailed which eliminates the risk of lost claims.

Once a recipient is entered into the (EMC) software the recipient will never have to be added again. Each week the facility will simply make the necessary changes to dates of service, patient's status, level of care and total days billed. These claims are then transmitted to the fiscal agent for processing and payment. If a problem occurs, prior to the fiscal agent's weekly deadline with the facility's claims transmission, the fiscal agent will contact the nursing facility to correct their error(s).

Electronic Media Billing is available for nursing facility providers who have data processing equipment or who contract for data processing services. Three methods of electronic media billing are available: dial-up transmission, magnetic tape and diskette 3 ½ and 5 ¼.

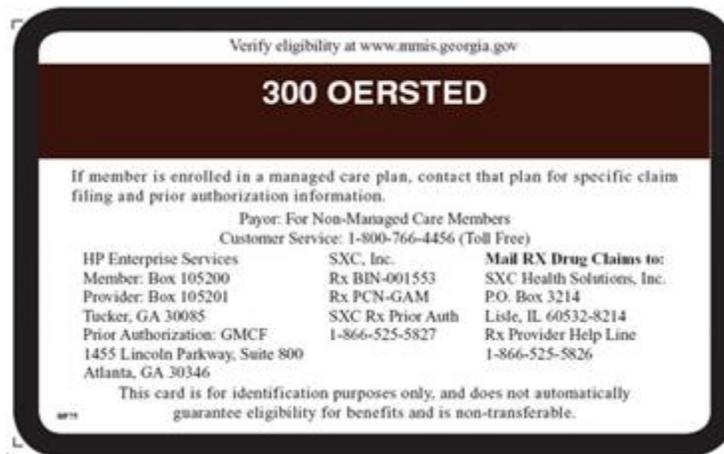
**1104 Nursing Home Remittance Advice**

For complete description of the Remittance Advice, please go to [www.mmis.georgia.gov](http://www.mmis.georgia.gov) and select the Billing Manual for UB-04.

**1105 Mailing Addresses for Completed Forms**

- a. Form DMA-59 is mailed/faxed to the Department of Family and Children Services or the Long Term Care Unit.

**Appendix A**  
**Medicaid Member and PeachCare for Kids**  
**Identification Card Sample**



**APPENDIX B**  
**Provider Enrollment**

Georgia Medicaid has transitioned to a paperless process to improve efficiencies for filing claims, appeals and other items. For more detailed information regarding the paperless initiative, refer to your Part I Policies & Procedures for Medicaid/PeachCare for Kids Manual, Chapter 100, Section 112.

All paper claims, appeals, certain forms, prior authorization/pre-certifications and provider enrollment documents are to be submitted as instructed.

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Download: <http://www.mmis.georgia.gov>, click on “Provider Information”, then “Documents and Forms”

Email: <http://www.mmis.georgia.gov>, click on “Contact Us”

Apply Online: <http://www.mmis.georgia.gov>, “Provider Information” then “Enroll as an Individual”

Facsimile: 1.866.483.1044

**APPENDIX C**  
**DIRECTORY FOR INQUIRY INFORMATION AND/OR**  
**FORM REORDERING**

[www.mmis.georgia.gov](http://www.mmis.georgia.gov)

**Georgia Medicaid has transitioned to a paperless process to improve efficiencies for filing claims, appeals and other items. For more detailed information regarding the paperless initiative, refer to your Part I Policies & Procedures For Medicaid/PeachCare for Kids Manual, Chapter 100, Section 112.**

Long-Term Care Contractor – Noted throughout the Manual as the “Contractor”

Phones: 1-800-766-4456

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Nurse Aide Registry

1-800-414-4358 or 678-527-3010

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Nurse Aide Training Programs

1-800-414-4358 or 678-527-3010

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Billing Rates/Cost Reports

Division of Medical Assistance

Director of Reimbursement

2 Peachtree Street, N.W.

Atlanta, Ga. 30303-3159

Phone (404) 656-4273 Fax: (404) 656-9655

Policies and Procedures for Nursing Facility Services

Department of Community Health

Program Specialist

2 Peachtree Street, N.W.

Atlanta, Ga. 30303-3159

Phone (404) 657-9324 Fax: (404) 656-8366

Provider Enrollment

Phone: 1-800-766-4456

Billing Questions

Phone: 1-800-766-4456

Forms Request and Reorders

Forms DMA-6, DMA-P6A, DMA-59, DMA-292, DMA-355, DMA-356, DMA-385, DMA-501, DMA-520, DMA-613

PASRR

Fiscal Agent

1-800-414-4358 or 678-527-3010

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## APPENDIX D

### UNIFORM CHART OF ACCOUNTS, COST REPORTING, REIMBURSEMENT PRINCIPLES AND OTHER REPORTING REQUIREMENTS

Rev. 01/06

#### General

This appendix discusses the use of a uniform chart of accounts, the annual submission of a cost report, the principles of reimbursement which comprise the basis for the financial reporting requirements of facilities participating in the Georgia Medicaid Program and other reporting requirements. The Georgia Division of Medical Assistance Uniform Chart of Accounts as comprised on the date of service is incorporated by reference herein. A copy is available from the Division upon request. Cost reports and instructions are made available to each facility near the end of the reporting period. The reimbursement principles discussed in this appendix are selected from the Centers for Medicare and Medicaid Services Provider Reimbursement Manual (CMS-15-1). Copies of the Manual, which provide a detailed description of allowable costs, are available from the Centers for Medicare and Medicaid Services of the U.S. Department of Health and Human Services.

#### 1. Uniform Chart of Accounts

The Georgia Division of Medical Assistance requires that all nursing facilities participating in the Medicaid Program utilize the classification of accounts shown in the Uniform Chart of Accounts in reporting its financial operations in the cost reporting system. While it is not mandatory that books of original entry or ledgers be maintained in accordance with the Uniform Chart of Accounts, facilities are strongly encouraged to do so. The Uniform Chart of Accounts has been designed to meet management needs for budgeting information, information flow, internal control, responsibility accounting and financial reporting. Also, it has been designed in such a manner that accounts may be added or deleted to tailor the financial information to the facility's needs.

Should a facility elect to maintain its books of original entry or ledgers in a manner other than that specified in the Uniform Chart of Accounts, the facility is required to have available a detailed description of how its accounting system differs. This description of differences must be used by the facility for converting the output of its reporting system into the format specified in the Uniform Chart of Accounts. This description of differences and conversion of reporting information into the proper format are considered to be essential components of a facility's accounting records. When such information is needed but not maintained, a facility's cost report will be determined to be unacceptable for fulfilling reporting requirements and penalties described in Section 2.b and 2.g of this appendix will be imposed.

#### 2. Cost Reporting

Reimbursement of expenses incurred by nursing facilities in the provision of care to Medicaid recipients is accomplished through the mechanism of the cost report. This

document reports historical costs and details recipient occupancy data experienced during the fiscal year. The following cost reporting requirements apply to providers of nursing facility services and all home offices who allocate costs to nursing facilities:

- a. Each nursing facility must annually file a cost report with the Division of Medical Assistance which covers a twelve-month period ending June 30<sup>th</sup>. Cost reports must be emailed to the Division on or before September 30<sup>th</sup>. (See Hospital-based facility exception in 2(d) below).
- b. If such cost reports are not filed by September 30<sup>th</sup>, the Division shall have the option of either terminating the provider agreement upon thirty days written notice or imposing a penalty of \$50.00 per day for the first thirty days and a penalty of \$100.00 per day for each day thereafter until an acceptable cost report is received by the Division. The only condition in which a penalty will not be imposed is if written approval for an extension is obtained from the Program Manager of Nursing Home Reimbursement Services prior to September 30.
- c. If a cost report is received by the Division prior to September 30<sup>th</sup>, but is unacceptable, it will be returned to the facility for proper completion. No penalty will be imposed if the properly completed report is filed by the September 30<sup>th</sup> deadline. However, the above described penalties may be imposed after the September 30<sup>th</sup> deadline until an acceptable cost report is received by the Division.
- d. Hospital-based facilities using Medicare fiscal year ending dates between July and April must submit cost reports to the Division on or before September 30. Facilities using fiscal year ending dates between May and June must submit cost reports on or before November 30. The financial information to be included on the Medicaid cost report must be taken in total from the provider's most recent Medicare cost report that precedes June 30. The rules regarding unacceptability and timeliness described above in sections b. and c. also apply to hospital-based facilities' cost reports.

Approval for extensions beyond the September 30 or November 30 deadline, where applicable, will be granted only if the provider's operations are "significantly adversely affected" because of circumstances beyond the provider's control (i.e., a flood or fire that causes the provider to halt operations). Each provider must submit a written request specifying the hospital-based facility and the reason for the extension.

- e. To be acceptable, a cost report must be complete and accurate, include all applicable schedules, and be correctly internally cross-referenced. Further, the amount per book column for Schedule B and C must agree with the amounts recorded in the facility's general ledger; however, there may have to be certain groupings of the general ledger amounts to agree with the cost report line items. Estimated amounts used for a conversion to a June 30<sup>th</sup> year-end are not acceptable. Reported costs of interest paid to non-related parties must be reduced by an amount equal to the lesser of: (1) interest paid to non-related parties; or (2) investment income other than the exceptions identified in CMS-15, Section 202.2.

Reported costs of special services must be reduced, as indicated on Schedule B-1A, by an amount resulting from revenue received from sources other than the Division for these services.

Adjustments will be based on auditable records of charges to all patients as required by cost report instructions.

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- f. Any changes to the amount of or classification of reported costs and patient day information must be made within 30 days after the applicable September 30<sup>th</sup>, November 30<sup>th</sup>, or approved extended submission deadline. Amended cost reports submitted after these deadlines will not be accepted unless they have been requested by the Division. If the original cost report is used to set reimbursement rates, the provider has up to 30 days from the implementation of the original cost report to request changes to the amount of or classification of reported costs and patient day information in accordance with the appeal procedures outlined in Appendix I (Billing Rate and Disallowance of Cost from the Cost Report). Adjustments to amounts or changes in classification of reported costs in prior years will not be considered.
- g. Late cost report penalties will be invoiced through the Accounting Section of the Division for the total amount of the assessed penalty. The provider must submit payment to the Division. Penalties not properly paid will be deducted from the monthly reimbursement check. The assessments will not be refunded.
- h. New facilities, which have less than twelve but not less than six months of actual operating cost experience, will only submit cost data for their actual months of operation as of June 30. New facilities that have less than six months of actual operating cost experience are not required to submit a cost report. Facilities in which there has been a change of ownership must submit a separate report for each owner. The subsequent owner will be reimbursed based on the previous owner's cost report (with an adjustment in the property cost center only) until a new cost report is received from the new owner and determined reliable and appropriate. The Division will determine whether each submitted cost report is appropriate and reliable as a basis for computing the Allowed Per Diem billing rate and may calculate a facility's Allowed Per Diem billing rate in accordance with Section 1002.3.

For ownership changes effective with at least six months of patient day data on the applicable June 30 fiscal year cost report, the initially submitted cost report will be used to establish the new owner's rate when the comparable cost reports are used to set rates. For the periods prior to the use of the new owner's cost report, the new owner will receive rates based on the previous owner's approved cost report data, with the appropriate Fair Rental Value property reimbursement rate. If the new owner's initial cost report contains less than six months of patient day data, when the initial cost report period reports are used to set rates, the new owner will receive a rate based on the previous owner's last approved cost report inflated to current costs, as determined by the Division, or the costs from the new owner's initial cost report, whichever is lower. If the ownership change is between related

parties, when the initial cost report period reports are used to set rates, the old owner's cost report and new owner's cost report for the year of the ownership change may be combined and considered in determining the minimum rate for the new owner.

- i. Reported costs must conform to Divisional instructions, or in the absence of specific instructions, to the allowable costs discussed in the CMS-15-1. Reported costs are subject to audit verification by the Division, State or Federal auditors or their agents. Providers using computerized information systems for accounting or other purposes must make this information available in a suitable electronic format if requested by the Division or its agents. Where such audit verifications determine that the cost report was prepared based upon inadequate accounting records, the facility will be required to correct its records and submit a corrected cost report. A penalty will be imposed on the facility for the costs incurred by the Division for any additional audit work performed with the corrected cost report.
- j. For audit examinations described in (i) above, it is expected that a facility's accounting records will be available within the State. Should such records be maintained at a location outside the State, the facility will be required to pay for travel costs incurred for any examination conducted at the out-of-state location.
- k. Should a cost report submitted to the Nursing Home Unit for review need explanation or clarification, appropriate work papers or letters of explanation should be attached.
- l. All cost reports are to be emailed to [nhcostreport@dch.ga.gov](mailto:nhcostreport@dch.ga.gov). Correspondence concerning the cost reports may be mailed to the following address:

Rev. 07/06

Program Manager  
Nursing Home Services Unit  
39<sup>th</sup> Floor  
Division of Financial Management  
2 Peachtree Street, N.W.  
Atlanta, GA, 30303-3159

### 3. Reimbursement Principles

The objective of a system of reimbursement based on reasonable costs is to reimburse the institution for its necessary and proper expenses incurred related to patient care. As a matter of general reimbursement principle, costs with respect to individuals covered by the Medicaid Program will not be borne by those not covered and costs with respect to individuals not covered by the Medicaid Program will not be borne by the Program. The principles of cost reimbursement require that institutions maintain sufficient financial records and statistical data for proper determination of costs payable under the Program. Such records and data must be maintained for a period of at least three years following the date of submission of the cost report.

#### 4. Case Mix Index Reports

- a. MDS Data for Quarterly Patient Listing – Using Minimum Data Set (MDS) information submitted by a facility, the Division will prepare a Case Mix Index Report, listing information for patients in a facility on the last day of a calendar quarter. A preliminary version of the report will be distributed to a nursing facility about the middle of the following quarter after each calendar quarter end. The preliminary version of the report will be distributed with instructions regarding corrections to patient payer source information that a nursing facility may submit for consideration before the final version of the report is prepared and distributed.
- b. RUG Classification – For each patient included in the quarterly Case Mix Index Report, the most recent MDS assessment will be used to determine a Resource Utilization Group (RUG) classification. Version 5.12, with 34 grouper and index maximizer, the RUG classification system will be used to determine a patient's RUG category.
- c. Payer Source – For each patient included in the quarterly Case Mix Index Report, a payer source will be identified. As described in section D.4.a, a facility will have the opportunity to submit updated payer source information for changes that may occur by the last day of the calendar quarter.
- d. Relative Weights and Case Mix Index Scores for All Patients – For each patient included in the quarterly Case Mix Index Report, a relative weight will be assigned by the Division. Exhibit D-1 identifies the relative weights for each RUG category. That data will be used to determine a case mix score for all patients in a facility.
- e. Relative Weights and Case Mix Index Scores for Medicaid Patients – For each Medicaid patient included in the quarterly Case Mix Index Report, a Medicaid relative weight will be assigned by the Division. Exhibit D-1 identifies the relative weights for each RUG category. This data will be used to determine a case mix score for Medicaid patients in a facility.
- f. BIMS Scores – For each patient included in the quarterly Case Mix Index Report, the most recent MDS assessment will be used to determine a Brief Interview for Mental Status (BIMS) score.
- g. Corrections to MDS and Payer Source Information Corrections to MDS and payer source information used in payment rate calculations applicable to prior dates of service that result from appeals or audit adjustments may be processed as adjustments to rate calculations in a subsequent period. If the impact of the correction is significant, the Division may elect to process the correction by a retrospective adjustment to prior payments.

Rev. 09/11

#### 5. Nursing Hours and Patient Day Report

Except for ICF-ID's, each nursing facility must submit a Nursing Hours and Patient Day Report for each calendar quarter, within one month after the end of the quarter.

The required information will be submitted in accordance with a format and instructions as distributed by the Division. A facility's request to correct or amend a nursing home provider fee report will be limited to a 30 day period following the report's due date. Corrections to nursing hours and patient day data used in payment rate calculations applicable to prior dates of service that result from appeals or audit adjustments may be processed as adjustments to rate calculations in a subsequent period. If the impact of the correction is significant, the Division may elect to process the correction by a retrospective adjustment to prior payments.

If a facility does not submit a report or does not submit a report when due, a late fee of \$10 per day may be assessed.

6. Fair Rental Value System

Rev. 07/10  
Rev. 01/11  
Rev. 12/12  
Rev. 07/13

A request for a fair rental value rate increase that is the result of a Renovation Construction Project, bed addition or replacement subsequent to July 1, 2009, must be submitted to the Department after completion of the project. Effective July 1, 2013, the Department will have sixty (60) days to approve or deny any such request. Any corresponding Fair Rental Value rate increase shall take effect at the beginning of the quarter following the quarter in which the request for a Fair Rental Value rate increase is approved by the Department. The request must be completed on *the Initial Start Up And Fair Rental Value System Reimbursement (FRVS) Update Request Form*. The request must be submitted to:

Program Manager  
Department of Community Health  
Nursing Home Reimbursement Services  
2 Peachtree Street, N.W.  
39<sup>th</sup> Floor  
Atlanta, Ga. 30303

An electronic version of the *Initial Start Up And Fair Rental Value System Reimbursement (FRVS) Update Request Form* should also be emailed to [FRVS@dch.dch.ga.gov](mailto:FRVS@dch.dch.ga.gov).

**EXHIBIT D-1**

	<b>Category</b>	<b>Classification</b>	<b>Code</b>	<b>Case Mix Index for All Patients</b>	<b>Case Mix Index for Medicaid Patients</b>
1	Extensive	Extensive Special Care 3 / ADL > 6	SE3	2.839	2.896
2	Extensive	Extensive Special Care 2 / ADL > 6	SE2	2.316	2.362
3	Rehabilitation	Rehabilitation All Levels / ADL 17-18	RAD	2.284	2.330
4	Extensive	Extensive Special Care 1 / ADL > 6	SE1	1.943	1.982
5	Rehabilitation	Rehabilitation All Levels / ADL 14-16	RAC	1.936	1.975
6	Special Care	Special Care / ADL 17-18	SSC	1.877	1.915
7	Rehabilitation	Rehabilitation All Levels / ADL 9-13	RAB	1.772	1.807
8	Special Care	Special Care / ADL 15-16	SSB	1.736	1.771
9	Special Care	Special Care / ADL 4-14	SSA	1.709	1.743
10	Rehabilitation	Rehabilitation All Levels / ADL 4-8	RAA	1.472	1.501
11	Clinically Complex	Clinically Complex with Depression / ADL 17-18	CC2	1.425	1.454
12	Clinically Complex	Clinically Complex / ADL 17-18	CC1	1.311	1.337
13	Clinically Complex	Clinically Complex with Depression / ADL 12-16	CB2	1.247	1.272
14	Physical	Physical Function with Nursing Rehab / ADL 16-18	PE2	1.188	1.212
15	Clinically Complex	Clinically Complex / ADL 12-16	CB1	1.154	1.177
16	Physical	Physical Function with Nursing Rehab / ADL 11-15	PD2	1.095	1.117
17	Impaired Cognition	Cognitive Impairment with Nursing Rehab / ADL 6-10	IB2	1.061	1.082
18	Clinically Complex	Clinically Complex with Depression / ADL 4-11	CA2	1.043	1.064
19	Physical	Reduced Physical Function / ADL 16-18	PE1	1.077	1.077

	<b>Category</b>	<b>Classification</b>	<b>Code</b>	<b>Case Mix Index for All Patients</b>	<b>Case Mix Index for Medicaid Patients</b>
20	Behavioral Problems	Behavior Problem with Nursing Rehab / ADL 6-10	BB2	1.021	1.041
21	Physical	Reduced Physical Function / ADL 11-15	PD1	0.990	0.990
22	Impaired Cognition	Cognitive Impairment / ADL 6-10	IB1	0.938	0.957
23	Physical	Physical Function with Nursing Rehab / ADL 9-10	PC2	0.937	0.956
24	Clinically Complex	Clinically Complex / ADL 4-11	CA1	0.934	0.953
25	Behavioral Problems	Behavior Problem / ADL 6-10	BB1	0.866	0.883
26	Physical	Physical Function with Nursing Rehab / ADL 6-8	PB2	0.824	0.841
27	Physical	Reduced Physical Function / ADL 9-10	PC1	0.865	0.865
28	Impaired Cognition	Cognitive Impairment with Nursing Rehab / ADL 4-5	IA2	0.777	0.777
29	Behavioral Problems	Behavior Problem with Nursing Rehab / ADL 4-5	BA2	0.750	0.750
30	Physical	Reduced Physical Function / ADL 6-8	PB1	0.749	0.749
31	Impaired Cognition	Cognitive Impairment / ADL 4-5	IA1	0.703	0.703
32	Physical	Physical Function with Nursing Rehab / ADL 4-5	PA2	0.637	0.637
33	Behavioral Problems	Behavior Problem / ADL 4-5	BA1	0.612	0.612
34	Physical	Reduced Physical Function / ADL 4-5	PA1	0.575	0.575

## Exhibit D-2

### Detailed Description of Data Presented in Case Mix Index Reports

Selection criteria for quarterly “Listing of Residents” reports – Residents are determined by identifying individuals for whom an MDS assessment has been received and for whom no subsequent discharge tracking document has been received. It is assumed that residents for whom a periodic assessment is more than 3 months past due have been discharged and these individuals are not included in this report. The following data elements are selected from the most recent assessment data for patients residing in the nursing home on the last day of a calendar quarter:

AO310a – Reasons for assessment as reported in section AO310 of the MDS

Section a, primary reason for assessment

1 = admission assessment

2 = quarterly review assessment

3 = annual assessment

4 = significant change in status

5 = significant change to prior comprehensive assessment

6 = significant correction to prior quarterly assessment

99 = not OBRA required assessment

Section b, codes for assessments required for Medicare PPS or the State

1 = 5 day scheduled assessment

2 = 14 day scheduled assessment

3 = 30 day scheduled assessment

4 = 60 day scheduled assessment

5 = 90 day scheduled assessment

6 = readmission/return assessment

7 = unscheduled assessment used for PPS

99 = not PPS assessment

Resident Name – Self explanatory

SSN – Resident’s social security number

Completion Date (ZO500b) – For assessments, this is the date completed as reported in section ZO500b of the MDS. For discharge tracking, this is the date of discharge. For re-entry tracking, this is the date of re-entry.

RUG Code – RUG classification code (see “Case Mix Index for All Patients” in Exhibit D-1) from application of 34 grouper with index maximizing.

RUG Category – Description of RUG classification (see Exhibit D-1)

Resident ID – Identification number assigned to resident by MDS reporting system

Medicaid Cognitive Add-On – Identifies residents with Brief Interview for Mental Status (BIMS) scores less than or equal to 5. In the absence of BIMS scores, identifies residents with Cognitive Performance Scale (CPS) scores of moderately severe to very severe.

Payment Source – Primary source of payment for services to residents based on information included in MDS assessment data. If the MDS data includes a Medicaid identification number or Medicaid pending designation, Medicaid is assumed to be the resident’s payment source. If a Medicaid identification number is not present and a Medicare identification number is present, Medicare is assumed to be the payment source. If neither a Medicaid nor Medicare identification number is present, the payment source is identified as “other.” A facility may submit a correction entry to the Division to note any changes to a patient’s payment source that may not be reflected in MDS data. Such correction entries for payment status will be assumed to be permanent unless a subsequent correction entry is submitted for a resident.

Number of Residents, Overall CMI Averages and Medicaid CMI Average – The number of residents and average case mix index score, based on relative weights for “Case Mix Index for All Patients” in Exhibit D-1, are listed for 3 categories of residents by payment source – Medicaid, Medicare, and Other. For Medicaid patients, an average case mix index score, based on relative weights for “Case Mix Index for Medicaid Patients,” is also listed.

Number and % of Residents Included in Cognitive Add-On – The number and percentage of Medicaid residents with BIMS scores less than or equal to 5 and residents with Cognitive Performance Scale scores of moderately severe to very severe.

## APPENDIX E

### INSTRUCTIONS FOR COMPLETING FORMS

#### DMA-6, DMA-6A, DMA-613 and DMA-59

##### Form DMA-6 Instructions

This section provides detailed instructions for completion of the Form DMA-6. Before payment can be made, a Form DMA-6 must be completed and signed by the admitting physician.

Completion of Form DMA-6 (Revised 2/91) "Recommendation Concerning Nursing Facility Care or Intermediate Care for the Intellectually Disabled" must be completed prior to completion of the Form DMA-613.

Complete Sections A, B, and C. The original form should be kept at the facility.

Rev. 04/03

The Form DMA-6 is considered valid only if it is signed by the admitting physician and dated no more than thirty (30) days before the date of admission.

##### Section A – Identifying Information

It is the responsibility of the facility to see that Section A of the form is completed.

Item 1:            Facility's Name and Address

Enter the complete name and address of the facility including the zip code and county.

Item 2:            Medicaid Case Number

Enter the Medicaid case number exactly as it appears on the Medical Assistance Eligibility Certification (this number may change so it is imperative that you review the Certification during each month of service.) A valid Medicaid case number will be formatted in one of two ways as follows:

- a. If the client is an SSI recipient, the client ID number will be the 9-digit social security number plus an "S", e.g., 123456789S.
- b. If the client is a recipient of Medical Assistance Only, the ID number will be the 9-digit PARIS number plus a "P", e.g., 123456789P.

The entire number, including all zeros, must be placed on the form correctly or it will be rejected. In exceptional instances, the case number may be obtained from the county Department or Family and Children Services office.

- Item 3:            Social Security Number  
Enter the recipient's nine-digit social security number.
- Item 4 & 4A:    Enter the recipient's sex whether male or female and age and date of birth.
- Item 5:            Type of Facility  
Enter a check in the box corresponding to the type of facility.
- Item 6:            Type of Recommendation  
Enter a check in the box corresponding to the type of recommendation being made. If the recommendation is for a recipient's initial admission or readmission to the facility, the box corresponding to initial should be checked. If the recommendation is for continued placement, the box corresponding to continued placement should be checked on the subsequent recommendation form.
- Item 7:            Patient's Name  
Enter the recipient's full last name, first name, and middle initial in that order.
- Item 8:            Date of Nursing Facility Admission  
Enter the date of the recipient's admission to the nursing facility.
- Item 9:            Patient Transferred From  
Enter a check in the box corresponding to either hospital, private pay, home, another nursing facility, or Medicare, according to the recipient's status immediately preceding admission to the facility.
- Enter the recipient's home address, mother's maiden name, and the date of Medicaid application.
- Item 9A:            State Authority (MH and ID Screening)  
Enter the restricted authorization code and date assigned by the Contractor. This field is for new admissions only.
- Item 9B:            State Authority (MH and ID Screening)  
Enter the restricted authorization code and date assigned by the Contractor originally (new admission 9A). This field should be used for a readmission or transfer to another nursing facility.

Item 10 & 11: Authorization for Facility or Attending Physician to Provide Necessary Information Including Medical Data to Georgia Division of Medical Assistance and the Division of Family and Children Services of the Department of Human Services.

Have the patient, his/her spouse, parents, or other relative or legal representative sign and date (Item 11) the authorization.

Section B – Physician’s Examination Report and Recommendation

Item 12: Diagnosis on Admission to Facility (Hospital Transfer Record may be Attached)  
Describe the primary, secondary, and any third diagnoses relevant to the recipient’s condition in the appropriate blocks. Leave the blocks labeled ICD blank.

Item 13: Treatment Plan (Attach a Copt of the Order Sheet if More Convenient)  
The hospital admitting diagnoses (primary, secondary, and other) and dates of admission and discharge must be recorded. The treatment plan also should include all medications the recipient is to receive. Names of drugs with dosages, routes, and frequencies of administration are to be included. Any diagnostic or treatment procedures and frequencies should be indicated.

Item 14: Recommendation Regarding Level of Care Considered Necessary  
Enter a check in the correct box for Skilled or Intermediate Care for the Intellectually Disabled. The Skilled box is appropriated as the nursing facility level of care.

Item 15: Length of Time Care is Needed  
Enter the length of time as permanent.

Item 16: Is Patient Free of Communicable Diseases?  
Enter a check in the appropriate box (Yes or No).

Item 17: Alternative to Nursing Home Placement  
The admitting or attending physician must indicate whether the patient’s condition could be managed by provision of Community Care or Home Health Services. Enter a check in the box corresponding to “could” and either/both the box (es) corresponding to Community Care and/or Home Health Services if either/or both is appropriate. Enter a check in the box corresponding to “could not” if neither is appropriate.

Item 18:            Certification by Physician Regarding Patient's Level of Care  
The admitting or attending physician must certify that the patient requires the level of care provided by a nursing facility or an intermediate care facility for the intellectually disabled. The physician must sign the form. Signature stamps are not acceptable.

Item 19:            Physician's Name and Address (Print)  
Enter the admitting or attending physician's name and address in the spaces provided.

Item 20:            Date Signed by Physician  
Enter the date that the attending or admitting physician signs the form.

Item 21:            Physician's License Number and Physician's Phone Number  
Enter the Georgia license number for the attending or admitting physician and phone number.

#### Section C – Evaluation of Nursing Care Needed

All items in Section C of this form must be completed by licensed personnel involved in the care of this patient.

Item 22:            Diet  
Enter the appropriate diet for the recipient. If "other" is checked, please specify type of diet.

Item 23:            Bowel  
Check the appropriate box to indicate bowel habits of recipient.

Item 24:            Overall Condition  
Check the appropriate box to indicate the recipient's overall condition.

Item 25:            Restorative Potential  
Check the appropriate box to indicate the recipient's restorative- potential.

Item 26:            Mental and behavioral Status  
Check all appropriate boxes to indicate the recipient's mental and behavioral status.

- Item 27:            Decubiti  
Check the appropriate box to indicate if recipient has decubiti. If “yes” is checked and “surgery” is also checked, the date of surgery should be included in the space provided.
- Item 28:            Bladder  
Check the appropriate box to indicate bladder habits of the recipient.
- Item 29:            Miscellaneous  
Indicate the number of hours the recipient is to be out of bed per day in the space provided. Check other treatment procedures the recipient requires.
- Item 30:            Indicate Frequency Per Week  
If applicable, indicate the number of treatment or therapy sessions per week the recipient received or needs.
- Item 31:            Record Appropriate Legend  
Enter appropriate number indicating the level of impairment or the level of assistance needed in the boxes provided.
- Item 32:            Remarks  
Indicate the patient’s vital signs, height, weight, and other pertinent information not otherwise indicated on this form.
- Item 33:            Pre-admission Certification Number  
This space is not to be used. Effective April 1, 2003, Nursing Facilities are no longer required to make contact with the Contractor for precertification of the DMA-6.
- Item 34:            Signed  
The person completing Section C should sign in this space.
- Item 35:            Date Signed  
Enter the date this form is signed.

PHYSICIAN'S RECOMMENDATION FOR PERIATRIC CARE

INSTRUCTIONS FOR COMPLETING THE PEDIATRIC CARE FORM DMA-6 (A)

This section provides detailed instructions for completion of the *Form DMA-6 (A)*. Before payment can be made, a *Form DMA-6 (A)* must be completed by the *Primary Care Physician (PCP) and the parent or legal representative* and signed by the PCP. The Form DMA-6 (A) is considered valid only if it is signed by the *Primary Care Physician* and date.

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**Section A – Identifying Information**

It is the responsibility of the responsible party to see that Section A of the form is completed with the applicant's name and address.

**Item 1: Applicant's Name and Address**

Enter the complete name and address of the applicant including the city and zip code.

The caseworker in the Department of Family and Children Services (DFCS) will complete the mailing address and county of the originating application.

**Item 2: Medicaid Number**

Enter the Medicaid number exactly as it appears on the Medicaid card or Form 962. A valid Medicaid number will be formatted in one of three ways:

- a. If the member or applicant is in the Medicaid System, the ID number will be the 12-digit number, e.g., 111222333444;
- b. If the member or applicant was previously determined eligible by DFCS staff or making application for services, the number will be the 9-digit SUCCESS number plus a "P", e.g., 123456789P; or
- c. If the individual is eligible for Medicaid due to the receipt of Supplemental Security Income (SSI), the number will be the 9-digit Social Security number plus an "S", e.g., 123456789S.

**The entire number must be placed on the form correctly.** In exceptional instances, it may be necessary to contact the caseworker in the DFCS office for the Medicaid number.

**Item 3: Social Security Number**

Enter the applicant's nine-digit Social Security number.

**Item 4: & 4A: Sex, Age and Date of Birth**

Enter the applicant's sex, age, and date of birth.

**Item 5: Primary Care Physician**

Enter the entire name of the Primary Care Physician (PCP).

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**Item 6: Telephone Number**

Enter the telephone number, including area code, of the applicant's parent or the legal representative.

**Item 7: Does the parent or legal representative think the applicant should be institutionalized?**

Please check the appropriate box.

**Item 8: Does the child attend school?**

Please check the appropriate box if the member attends school.

**Item 9: Date of Medicaid Application**

Enter the date the family made application for Medicaid services.

**Read the statement below the name(s) of the caregiver(s) and then;**

**Item 10: Signature**

The parent or legal representative for the applicant should sign the DMA-6 (A).

**Item 11: Date**

Please include the date the DMA-6 (A) was signed by the parent or the legal representative.

**Section B – Physician's Examination Report and Recommendation**

**Item 12: History (attach additional sheet(s) if needed)**

Describe the applicant's medical history (Hospital records may be attached).

**Item 13: Diagnosis (Add attachment(s) for additional diagnoses)**

Describe the primary, secondary, and any third diagnoses relevant to the applicant's condition on the appropriate lines. Leave the blocks labeled ICD blank. The Contractor's staff will complete these boxes.

**Item 14: Medications (Add attachment(s) for additional medication(s))**

The name of all medications the applicant is to receive should be listed. Name of drugs with dosages, routes, and frequencies of administration are to be included.

**Item 15: Diagnostic and Treatment Procedures**

Any diagnostic or treatment procedures and frequencies should be indicated.

**Item 16: Treatment Plan (Attach copy of order sheet if more convenient or other pertinent documentation)**

List previous hospitalization dates, as well as rehabilitative, and other health care services the applicant has received or is currently receiving. The hospital admitting diagnoses (primary, secondary, and other diagnoses) and dates of admission and discharge must be recorded. The treatment plan may also include other pertinent documents to assist with the evaluation of the applicant.

---

**Item 17: Anticipated Dated of Hospitalization**

List any dates the applicant may be hospitalized in the near future for services.

**Item 18: Level of Care Recommended**

Recommendation regarding the level of care considered necessary. Enter a check in the correct box for hospital, nursing facility, or an intermediate care facility for the mentally retarded.

**Item 19: Type of Recommendation**

Indicate if this is an initial recommendation for services, a change in the member's level of care, or a continued placement review for the number.

**Item 20: Patient Transferred from (Check one)**

Indicate if the applicant was transferred from a hospital, private pay, another nursing facility or lives at home.

**Item 21: Length of Time Care Needed**

Enter the length of time the applicant will require care and services from the Medicaid program. Check the appropriate box on the length of time care is needed either permanent or temporary. If temporary, please provide an estimate of the length of time care will be needed.

**Item 22: Is Patient Free of Communicable Diseases?**

Enter a check in the appropriate box.

**Item 23: Alternatives to nursing Facility Placement**

The admitting or attending physician must indicate whether the applicant's condition could or could not be managed by provision of the Community Care or Home Health Care Services Programs. Enter a check in the box corresponding to "could" and either/both the box(es) corresponding to Community Care and/or Home Health Services if either/or both is appropriate. Enter a check in the box corresponding to "could not" if neither is appropriate.

**Item 24: Physician's Name and Address**

Print the admitting or attending physician's name and address in the spaces provided.

**Item 25: Certification Statement of the Physician and Signature**

The admitting or attending physician must certify that the applicant requires the level of care provided by a nursing facility, hospital, or an intermediate care facility for the mentally retarded. Signature stamps are not acceptable.

**Item 26: Date signed by the physician**

Enter the date the physician signs the form.

**Item 27: Physician's Licensure Number**

Enter the Georgia license number for the attending or admitting physician.

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**Item 28: Physician's Telephone Number**

Enter the attending or admitting physician's telephone number including the area code.

**Section C – Evaluation of Nursing Care needed (Check Appropriate box only)**

Licensed personnel involved in the care of the applicant should complete Section C of this form.

**Item 29: Nutrition**

Check the appropriate box(es) regarding the nutritional needs of the applicant.

**Item 30: Bowel**

Check the appropriate box(es) to indicate the bowel and bladder habits of the applicant.

**Item 31: Cardiopulmonary Status**

Check the appropriate box(es) to indicate the cardiopulmonary status of the applicant.

**Item 32: Mobility**

Check the appropriate box(es) to indicate the applicant's mental and behavioral status.

**Item 33: Behavioral Status**

Check all appropriate box (es) to indicate the applicant's mental and behavioral status.

**Item 34: Integument System**

Check the appropriate box(es) to indicate the integument system of the applicant.

**Item 35: Urogenital**

Check the appropriate box(es) for the urogenital functioning of the applicant.

**Item 36: Surgery**

Check the appropriate box regarding the number of surgeries the applicant has had to your knowledge or obtain this information from the parent or other legal representative.

**Item 37: Therapy/Visits**

Check the appropriate box to indicate the amount of therapy visits the applicant receives.

**Item 38: Neurological Status**

Check the appropriate box(es) regarding the neurological status of the applicant.

**Item 39: Other Therapy Visits**

If applicable, indicate the number of treatment or therapy sessions per week the applicant receives or needs.

---

**Item 40: Remarks**

Indicate the patient's vital signs, height, weight, and other pertinent information not otherwise indicated on this form or any additional comments.

**Item 41: Pre-admission Certification Number**

Indicate the pre-admission certification number (if applicable).

**Item 42: Date Signed**

Enter the date this section of the form is completed.

**Item 43: Print Name of MD or RN**

The individual completing Section C should print their name and sign DMA-6 (A).

**Do Not Write Below This Line**

Items 44 through 52 are completed by Contractor staff only.

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### Form DMA-613 Instructions

Rev. 01/11  
Rev. 07/17

Completion of Form DMA-613 (Revised 07/1/2017) “PASRR LEVEL I APPLICATION RESIDENT IDENTIFICATION SCREENING INSTRUMENT”.

This section provides detailed instructions for completion of the Form DMA-613. Before a resident is admitted and payment can be made, a form DMA-6 must be completed in its entirety and signed by a physician, prior to completion of the Form DMA-613. The Form DMA-613 must be completed in its entirety. A nursing facility cannot admit any new resident without this preadmission Level I identification screen by the DCH Level I Contractor. A transferred resident into another nursing facility must have the original DMA-613 (the transferring facility should keep a copy on the patient’s record file). This screen is part of the Preadmission Screening/Resident Review (PASRR), and determines whether each applicant to a nursing facility has indicators for a related condition of mental illness, intellectual disability or developmental disability and requires additional evaluation by DBHDD (Level II).

The original form should be kept at the facility of residence for the patient. It is the responsibility of the admitting facility to see that the form is completed and evaluated by Level I screen prior to resident’s admission.

Rev. 07/17

The Form DMA-613 must be completed and a copy kept in the resident’s file. The DMA-6 will serve as authorization by the physician that the resident meets the “nursing facility level of care”. The Form DMA-613 is considered **valid only** if the DMA 6 is signed by a physician and dated no more than thirty (30) days before the date of evaluation by the Contractor. The physician does not need to sign the DMA-613, but the person completing the form should attest to the accurateness of the “foregoing” information submitted.

The DMA-613 is considered **valid** for resident’s admission into the nursing facility for no more than sixty (60) days after the Contractor’s Level I decision with an issued pre-cert number (the pre-cert number must be recorded on either 9A or 9B on the DMA-6 or A).

Complete Applicant’s Identifying Information and Sections 1 thru 5. Check that all information provided is true for each section.

If Yes was answered for numbers 1, 2 or 3, the Contractor may pend for Level II review or issue a Level I pre-certification number based on their review and the patient may be admitted.

If questions #4 and #5 are answered “yes,” do not admit the patient to the nursing facility until GHP and PASRR Determination Unit approves the admission and issues a pre-certification number or authorization code.

If all questions were answered “No” and there is no further evidence to indicate the possibility of mental illness, intellectual disability or related condition, the nursing facility may admit the patient if approved with a valid pre-certification number or authorization code.



**Answer Yes or No**

b. Does the treatment history indicate the individual has experienced **at least ONE of the following**?

1. In-patient psychiatric treatment/crisis stabilization unit within past 5 years.

**Answer Yes or No**

2. An episode of significant disruption to the normal living situation, for which supportive services were required to maintain functioning at home, or in a residential treatment environment, or which resulted in intervention by housing or law enforcement officials.

**Answer Yes or No**

c. The disorder results in functional limitations of major life activities that would normally be appropriate for the individual's developmental stage. The individual typically has AT LEAST ONE of the following characteristics on a continuing or intermittent basis:

1. **Interpersonal Symptoms.** The individual may have serious difficulty interacting with others; altercations, evictions, unstable employment, frequently isolated, avoids others.

**Answer Yes or No**

2. **Completion of Tasks.** The individual may have serious difficulty in sustaining focused attention for a long enough period to permit the completion of tasks, requires assistance with tasks, lack concentration or persistence.

**Answer Yes or No**

3. **Adapting to change.** This individual may be self-injurious, self-mutilating, suicidal, or have episodes of physical violence or threats, appetite disturbance, hallucinations, delusions, serious loss of interest, tearfulness, irritability, or withdrawal.

**Answer Yes or No**

**Section 5** – ID/DD assessment

5. The individual has a Diagnosis of Intellectual Disability (ID) or Developmental Disability (DD) [prior to age 18] or a Related Condition [prior to age 22].

**Answer Yes or No**

a. Diagnosis of any of the following disabilities MAY indicate a RELATED CONDITION: Autism, Blind/Severe Visual Impairment, Cerebral Palsy, Cystic Fibrosis, Deaf/Severe Hearing Impairment, Head Injury, Epilepsy/Seizure Disorder, Multiple Sclerosis, Spina Bifida, Muscular Dystrophy, Orthopedic Impairment, Speech Impairment, Spinal Cord Injury, Deafness/Blindness.

**Diagnosis, ICD-10 code(s) & Date of Onset, if known should be provided.**

The individual is a "PERSON WITH RELATED CONDITIONS" having a severe, chronic disability that meets ALL of the following conditions:

1. It is attributable to cerebral palsy, epilepsy or any other condition other than mental illness, found to be closely related to intellectual disability because this condition results in impairment of general intellectual functioning or adaptive behavior similar to that of persons with intellectual disabilities, and requires treatment or services similar to those required by these persons.
  2. It is manifested before the person reaches age 22.
  3. Is likely to continue indefinitely.
  4. It results in substantial functional limitations in THREE or more of the following areas of major life activities.
    - Self-care;
    - Understanding and use of language;
    - Learning;
    - Mobility;
    - Self-direction; and
    - Capacity for independent living.
- b. If no, is there presenting evidence to indicate a suspected diagnosis for an undiagnosed condition as indicated by substantial functional limitations in THREE or more of the following areas of major life activities: (Refer to Section (4) Above).

**Answer Yes or No**

- c. Does the treatment history indicate that the individual has received, is receiving, or has been referred to services for ID/DD/RC from DBHDD or another agency?

**Answer Yes or No**

1. Has experienced an episode of significant disruption to the normal living situation, for which supportive services were required to maintain functioning at home, or in a residential treatment environment, or which resulted in intervention by housing or law enforcement officials.

**Answer Yes or No**

2. Has received Inpatient residential treatment.

**Answer Yes or No**

The signed DMA-6 will serve as authorization by the physician that the resident meets the “nursing facility level of care”. The physician does not need to sign the DMA-613, but the person completing the form should attest to the accurateness of the “foregoing” information submitted.



B – Nursing Facility (NF)

E – Other (Please specify)

C – State Institution

F – SNF Medicare

Rev. 07/01

- d. Leave the fields for VA Aid and Attendance, attachment of the DMA-6 and QMB eligibility blank.
  - e. Leave the payment effective date and patient income fields blank.
4. When requesting authorization for a status change, Section III of the Form DMA-59 (in addition to Section I) must be completed. The facility must initiate the status change request when it is the responsibility of the facility to make such change. The Form DMA-59 is designed so that a recipient may be admitted and changed on the same form.
- a. The new level of care and level of care effective date are required fields and both must be completed. Skilled for the nursing facility level of care, ICF/IID for facility of the intellectually disabled.
    - 1. Enter the new level of care offered to the recipient.  

1 – Skilled            2 – ICF            3 – ICF/ID
    - 2. Enter the new level of care effective date in MMDDYY format.

5. Section IV (along with Section I) of the Form DMA-59 is completed whenever services rendered to a recipient are terminated due to the recipient's departure from the facility.

- a. Enter the reason why the recipient's services were terminated.

E – Ineligible (Leave this field blank).

F – Discharged

G – Died

- b. Enter the date in MMDDYY format on which the recipient's services were terminated due to death or discharge.

Rev. 01/14

- c. Enter the destination of the recipient following termination, including the recipient's discharge into Institutional Hospice (IH). Indicate this in Discharge Destination – D, Other, enter IH on the line.

A – Home with a Health Plan

D – Other (please specify)

B – Hospital

E – Own Home

C – Nursing Facility (NF)

F – SNF Medicare

L – Limited Stay Expired

6. Section V of the Form DMA-59 must be completed every time the form is used for any reason by the facility.

a. Enter the signature of the facility administrator.

b. Enter the date the facility administrator signed the Form-59 in MMDDYY format.

Rev. 07/01

7. Leave Section VI blank.

## APPENDIX F

### GEORGIA DEPARTMENT OF MEDICAL ASSISTANCE

Type of Program:     Nursing Facility  
 GAPP  
 TEFRA/Katie Beckett

**PEDIATRIC DMA 6(A)  
 PHYSICIAN'S RECOMMENDATION FOR PEDIATRIC CARE**

<b>Section A – Identifying Information</b>			
1. Applicant's Name/Address:  DFCS County _____  Mailing Address _____		2. Medicaid Number:  _____	3. Social Security Number  _____
		4. Sex _____	4A. Birthdate _____
		5. Primary Care Physician _____	
		6. Applicant's Telephone # _____	
7. Does guardian think the applicant should be institutionalized? <input type="checkbox"/> Yes <input type="checkbox"/> No		8. Does child attend school? <input type="checkbox"/> Yes <input type="checkbox"/> No	9. Date of Medicaid Application / /
Name of Caregiver #1: _____		Name of Caregiver #2: _____	
I hereby authorize the physician, facility or other health care provider named herein to disclose protected health information and release the medical records of the applicant/beneficiary to the Department of Community Health and the Department of Human Resources, as may be requested by those agencies, for the purpose of Medicaid eligibility determination. This authorization expires twelve (12) months from the date signed or when revoked by me, whichever comes first.			
10. Signature: _____		11. Date: _____	
<i>(Parent or other Legal Representative)</i>			
<b>Section B – Physician's Report and Recommendation</b>			
12. History: <i>(attach additional sheet if needed)</i>			
			1. ICD    2. ICD    3. ICD
13. Diagnosis 1) _____ 2) _____ 3) _____ <i>(Add attachment for additional diagnoses)</i>			
14. Medications		15. Diagnostic and Treatment Procedures	
Name	Dosage	Route	Frequency
		Type	Frequency
16. Treatment Plan <i>(Attach copy of order sheet if more convenient or other pertinent documents)</i>			
Previous Hospitalizations: _____ Rehabilitative Services: _____ Other Health Services: _____			
Hospital Diagnosis: 1) _____ 2) Secondary _____ 3) Other _____			
17. Anticipated Dates of Hospitalization: _____ / _____		18. Level of Care Recommended: <input type="checkbox"/> Hospital <input type="checkbox"/> Nursing Facility <input type="checkbox"/> IC/MR Facility	
19. Type of Recommendation: <input type="checkbox"/> Initial <input type="checkbox"/> Change Level of Care <input type="checkbox"/> Continued Placement	20. Patient Transferred from (check one): <input type="checkbox"/> Hospital <input type="checkbox"/> Another NF <input type="checkbox"/> Private Pay <input type="checkbox"/> Lives at home	21. Length of Time Care Needed _____ Months 1) <input type="checkbox"/> Permanent 2) <input type="checkbox"/> Temporary _____ estimated	22. Is patient free of communicable diseases? <input type="checkbox"/> Yes <input type="checkbox"/> No
23. This patient's condition <input type="checkbox"/> could <input type="checkbox"/> could not be managed by provision of <input type="checkbox"/> Community Care or <input type="checkbox"/> Home Health Services		24. Physician's Name (Print): _____	
25. I certify that this patient requires the level of care provided by a nursing facility, IC/MR facility, or hospital		26. Date signed by Physician _____	
Physician's Signature _____		27. Physician's Licensure No. _____	
		28. Physician's Telephone #: _____	
<b>Section C – Evaluation of Nursing Care Needed (check appropriate box only)</b>			
29. Nutrition <input type="checkbox"/> Regular <input type="checkbox"/> Diabetic Shots <input type="checkbox"/> Formula-Special <input type="checkbox"/> Tube feeding <input type="checkbox"/> N/G-tube/G-tube <input type="checkbox"/> Slow Feeder <input type="checkbox"/> FTT or Premature <input type="checkbox"/> Hyperal <input type="checkbox"/> IV Use <input type="checkbox"/> Medications/GT Meds	30. Bowel <input type="checkbox"/> Age Dependent <input type="checkbox"/> Incontinence <input type="checkbox"/> Incontinent - Age > 3 years <input type="checkbox"/> Colostomy <input type="checkbox"/> Continent <input type="checkbox"/> Other _____	31. Cardiopulmonary Status <input type="checkbox"/> Monitoring <input type="checkbox"/> CPAP/Bi-PAP <input type="checkbox"/> CP Monitor <input type="checkbox"/> Pulse Ox <input type="checkbox"/> Vital signs > 2/days <input type="checkbox"/> Therapy <input type="checkbox"/> Oxygen <input type="checkbox"/> Home Vent <input type="checkbox"/> Trach <input type="checkbox"/> Nebulizer Tx <input type="checkbox"/> Suctioning <input type="checkbox"/> Chest - Physical Tx <input type="checkbox"/> Room Air	32. Mobility <input type="checkbox"/> Prosthesis <input type="checkbox"/> Splints <input type="checkbox"/> Unable to ambulate > 18 months old <input type="checkbox"/> Wheel chair <input type="checkbox"/> Normal
34. Integument System <input type="checkbox"/> Burn Care <input type="checkbox"/> Sterile Dressings <input type="checkbox"/> Decubiti <input type="checkbox"/> Bedridden <input type="checkbox"/> Eczema-severe <input type="checkbox"/> Normal	35. Urogenital <input type="checkbox"/> Dialysis in home <input type="checkbox"/> Ostomy <input type="checkbox"/> Incontinent - Age > 3 years <input type="checkbox"/> Catheterization <input type="checkbox"/> Continent	36. Surgery <input type="checkbox"/> Level I (5 or > surgeries) <input type="checkbox"/> Level II (< 5 surgeries) <input type="checkbox"/> None	33. Behavioral Status <input type="checkbox"/> Agitated <input type="checkbox"/> Cooperative <input type="checkbox"/> Alert <input type="checkbox"/> Developmental Delay <input type="checkbox"/> Mental Retardation <input type="checkbox"/> Behavioral Problems (please describe, if checked) <input type="checkbox"/> Suicidal <input type="checkbox"/> Hostile
37. Therapy/Visits Day care Services <input type="checkbox"/> High Tech - 4 or more times per week <input type="checkbox"/> Low Tech - 3 or less times per week or MD visits > 4 per month <input type="checkbox"/> None	38. Neurological Status <input type="checkbox"/> Deaf <input type="checkbox"/> Blind <input type="checkbox"/> Seizures <input type="checkbox"/> Neurological Deficits <input type="checkbox"/> Paralysis <input type="checkbox"/> Normal	39. Other Therapy Visits <input type="checkbox"/> Five days per week <input type="checkbox"/> Less than 5 days per week	
40. Remarks	41. Pre-Admission Certification Number	42. Date Signed	43. Print Name of MD or RN: _____ Signature of MD or RN: _____
<b>DO NOT WRITE BELOW THIS LINE</b>			
44. Continued Stay Review Date: _____ Admission Date _____ Approved for _____ Days or _____ Months			
45. Are nursing services, rehabilitative services or other health related services requested ordinarily provided in an institution? <input type="checkbox"/> Yes <input type="checkbox"/> No		46A. State Authority MH & MR Screening) Level I/II _____	
47. Hospitalization Precertification <input type="checkbox"/> Met <input type="checkbox"/> Not Met		46B. This is not a re-admission for OBRA purposes Restricted Auth. Code _____ Date _____	
48. Level of Care Recommended by Contractor <input type="checkbox"/> Hospital <input type="checkbox"/> Nursing Facility <input type="checkbox"/> IC/MR Facility		49. Attachments (Contractor) <input type="checkbox"/> Yes <input type="checkbox"/> No	
49. Approval Period	50. Signature (Contractor) _____	51. Date / /	52. Attachments (Contractor) <input type="checkbox"/> Yes <input type="checkbox"/> No

DMA-6A (10/2004)



**Current location of applicant:**  Acute hospital  Psychiatric inpatient  Residential Nursing Facility

Home Address \_\_\_\_\_ Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Other \_\_\_\_\_

**Check all that apply to the applicant/resident:**

New admission  Readmission to NF from psychiatric hospital

Readmission to NF from acute hospital  Transfer from residence to NF

Transfer between NF's  Emergency, Requiring Protective Services

Respite care, less than 30 days  Out-of-state resident (OOS)

Significant status change  Referral from ID/DD agency/DBHDD

Other: \_\_\_\_\_

**\*Resident's OOS PASRR Contact information:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone #

**CHECK ALL DIAGNOSES THAT APPLY TO PATIENT**

**1. Does the individual have a primary diagnosis of Dementia?**

Yes  No ICD-10 Diagnosis \_\_\_\_\_ Date of Onset, if known \_\_\_\_\_

**a. If yes, check the type of Dementia, due to:**

Alzheimer's Disease

Head Trauma

Parkinson's Disease

Vascular changes

Huntington's Disease

Pick's Disease

HIV

Creutzfeldt-Jakob (ABE)

Other \_\_\_\_\_

**b. If no, is there presenting evidence to indicate Dementia as a/an:**

**1. Undiagnosed condition?**  Yes  No **or** **2. Suspected diagnosis?**  Yes  No

**2. Is there current and accurate data found in the patient record to indicate that there is a severe physical**

**illness that is so severe that the patient could not be expected to benefit from \*specialized services?**

**Yes**    **No**

\* Specialized Services under Georgia's PASRR Program are any services or support recommended by an individualized Level II determination that a particular nursing facility resident requires due to mental illness, intellectual disability or related condition, that supplements the scope of services that the facility must provide under reimbursement as nursing facility services, which result in the implementation of an individualized plan of care that necessitates supervision by trained mental health personnel and is directed toward stabilization and restoration. The services include crisis intervention, training/counseling, physician assessment & care, In-Service training services, skills training with rehab supports & therapy, day/community support for adults, and case management which involves assertive community treatment. For more information, see Nursing Facility Part II Medicaid Policy Manual, Appendix H.

**Please specify the Physical Illness:** \_\_\_\_\_

**ICD-10 code(s), if known** \_\_\_\_\_ **Date of Onset, if known** \_\_\_\_\_

- Severe Physical Illness likely to continue?  **Yes**  **No**
- Likely to interfere with mental/cognitive capacity/function?  **Yes**  **No**

**3. Does the individual have a Terminal Illness which includes a medical prognosis that his/her life expectancy is 6 months or less?**    **Yes**    **No**

**Diagnosis** \_\_\_\_\_ **Date of Onset, if known** \_\_\_\_\_

\*\*\*\*\*

**CHECK ALL DIAGNOSES THAT APPLY TO PATIENT**

**4. Does the individual have a Primary Diagnosis of Serious Mental Illness or Mental Disorder?**  
 **Yes**    **No**

**Diagnosis** \_\_\_\_\_ **Date of Onset, if known** \_\_\_\_\_ **ICD-10 code(s)** \_\_\_\_\_

**If yes, check all that apply:**

- |   |   |
|---|---|
| <input type="checkbox"/> Schizophrenia, Paranoid Type | <input type="checkbox"/> Schizophrenia, Disorganized Type     |
| <input type="checkbox"/> Depressive Disorder          | <input type="checkbox"/> Schizophrenia, Catatonic Type        |
| <input type="checkbox"/> Bipolar Disorder             | <input type="checkbox"/> Schizophrenia, Undifferentiated Type |
| <input type="checkbox"/> Anxiety Disorder             | <input type="checkbox"/> Schizophrenia, Residual Type         |
| <input type="checkbox"/> Somatoform Disorder          | <input type="checkbox"/> Substance Use Related Disorder       |
| <input type="checkbox"/> Other Mental Disorder        |   |

a. Does the treatment history indicate that the individual has received, is receiving, or has been referred to receive services from an agency for a serious mental illness or mental disorder?  
 Yes  No

b. Does the treatment history indicate the individual has experienced at least ONE of the following?

(1) In-patient psychiatric treatment/crisis stabilization unit within past 5 years.  Yes  No

(2) An episode of significant disruption to the normal living situation, for which supportive services were required to maintain functioning at home, or in a residential treatment environment, or which resulted in intervention by housing or law enforcement officials.  Yes  No

c. The disorder results in functional limitations of major life activities that would normally be appropriate for the individual's developmental stage. The individual typically has AT LEAST ONE of the following characteristics on a continuing or intermittent basis:

(1) **Interpersonal Symptoms.** The individual may have serious difficulty interacting with others; altercations, evictions, unstable employment, frequently isolated, avoids others.  
 Yes  No

(2) **Completion of Tasks.** The individual may have serious difficulty in sustaining focused attention for a long enough period to permit the completion of tasks, requires assistance with tasks, lack concentration or persistence.  
 Yes  No

(3) **Adapting to change.** This individual may be self-injurious, self-mutilating, suicidal, or have episodes of physical violence or threats, appetite disturbance, hallucinations, delusions, serious loss of interest, tearfulness, irritability, or withdrawal.  
 Yes  No

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

5. The individual has a **Diagnosis of Intellectual Disability (ID) or Developmental Disability (DD) [prior to age 18] or a Related Condition [prior to age 22].**  
 Yes  No

a. Diagnoses of any of the following **disabilities** may indicate a **RELATED CONDITION**: Autism, Blind/Severe Visual Impairment, Cerebral Palsy, Cystic Fibrosis, Deaf/Severe Hearing Impairment, Head Injury, Epilepsy/Seizure Disorder, Multiple Sclerosis, Spina Bifida, Muscular Dystrophy, Orthopedic Impairment, Speech Impairment, Spinal Cord Injury, Deafness/Blindness.

Diagnosis \_\_\_\_\_ Date of Onset, if known \_\_\_\_\_ ICD-10 code(s) \_\_\_\_\_

The individual is a “**PERSON WITH RELATED CONDITIONS**” having a severe, chronic disability that **meets all of the following conditions:**

(1) It is attributable to cerebral palsy, epilepsy or any other condition other than mental illness, found to be closely related to intellectual disability because this condition results in impairment of general intellectual functioning or adaptive behavior similar to that of persons with intellectual disability, and requires treatment or services similar to those required by these persons.

(2) It is manifested before the person reaches age 22.

(3) Is likely to continue indefinitely.

(4) It results in substantial functional limitations in THREE or more of the following areas of major life activities:

- Self-care;
- Understanding and use of language;
- Learning;
- Mobility;
- Self direction; and
- Capacity for independent living.

b. If no, is there presenting evidence to indicate a suspected diagnosis for an **undiagnosed condition** as indicated by substantial functional limitations in THREE or more of the following areas of major life activities: (Refer to Section (4) Above)  Yes  No

c. Does the treatment history indicate that the individual has received, is receiving, or has been referred to services for ID/DD/RC from DBHDD or another agency?  Yes  No

(1) Has experienced an episode of significant disruption to the normal living situation, for which supportive services were required to maintain functioning at home, or in a residential treatment environment, or which resulted in intervention by housing or law enforcement officials.  Yes  No

(2) Has received Inpatient residential treatment.  Yes  No

**Comments:**

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**Do not admit** the applicant to the nursing facility until the DMA Medical Management Vendor and/or the PASRR Determination Unit approves this admission and issues the PASRR authorization code number.

**\*Admissions into a facility prior to the issued authorization code will result in the Department’s denial of payment prior to the date that the PASRR authorization code is issued.** The authorization code must be documented on the applicant’s DMA-6 form, in the appropriate 9A or 9B section.

The Level I screen is part of the Preadmission Screening/Resident Review (PASRR), and identifies whether an applicant to a nursing facility has indicators for a related condition of mental illness, intellectual disability or developmental disability. If there is no further evidence to indicate the possibility of mental illness, intellectual disability or related condition, prior to admission into the nursing facility, the nursing facility may admit this applicant. If the nursing facility admits the applicant and discovers information that was not disclosed to the PASRR screeners, the nursing facility is required to contact the DMA Medical Management Vendor immediately.

**Admission to the facility does not constitute approval for Title XIX patient status.**

**A copy of this form, as well as a copy of the DMA-6, must be placed in each resident's file in the facility.**

Comments:

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I understand that this form may be considered in the payment of claims from Federal and State funds, and that any willful falsification or concealment of a material fact may be prosecuted under Federal and State Laws. I certify that to the best of my knowledge the foregoing information is true, accurate and complete.

## AUTHORIZATION FOR NURSING FACILITY REIMBURSEMENT

DATE OF RECEIPT

FOR DMA USE ONLY



### SECTION I - IDENTIFICATION

NAME OF FACILITY

CITY

MEDICAID PROVIDER NO

SOCIAL SECURITY NO

--	--	--	--	--	--	--	--	--	--

RECIPIENT'S NAME

RECIPIENT'S MEDICAID NO

PRIMARY ICD-9-CM

SECONDARY ICD-9-CM

DATE OF BIRTH

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### SECTION II - ADMISSION

LEVEL OF CARE

1-Skilled  
 2-IC  
 3-IC/MR

PATIENT ADMITTED FROM:

A-Hospital  
 B-Nursing Facility (NF)

ADMISSION DATE

--	--	--	--	--	--	--	--

C-State Instit  
 D-Own Home  
 E-Other  
 F-SNF Medicare

VA AID & ATTENDANCE INCLUDED:  
( ) Yes \$ \_\_\_\_\_ ( ) No

DMA-6 ATTACHED ( ) Yes ( ) No

QMB ELIGIBLE ( ) Yes ( ) No

PAYMENT EFFECTIVE DATES

--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--

PATIENT INCOME

--	--	--	--	--	--	--	--

### SECTION III - STATUS CHANGES

NEW LEVEL OF CARE:

1-Skilled  
 2-IC  
 3-IC/MR

LOC EFFECTIVE DATE:

--	--	--	--	--	--	--	--

VA AID & ATTENDANCE INCLUDED:  
( ) Yes \$ \_\_\_\_\_ ( ) No

DMA-6 ATTACHED ( ) Yes ( ) No

QMB ELIGIBLE ( ) Yes ( ) No

PAYMENT EFFECTIVE DATES:

--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--

PATIENT INCOME

--	--	--	--	--	--	--	--

### SECTION IV - TERMINATIONS

REASON:

E-INELIGIBLE  
 F-DISCHARGED  
 G-DEO

EFFECTIVE DATE:

--	--	--	--	--	--	--	--

DISCHARGE DESTINATION

A-Home with a Health Plan  
 B-Hospital  
 C-Nursing Facility (NF)  
 D-Other \_\_\_\_\_  
 E-Own Home  
 F-SNF Medicare  
 L-Limited Stay  
 Expired

### SECTION V - FACILITY CERTIFICATION

I do hereby certify that the above statements are true and correct I agree to submit to the County Department a status change request for any change in the monthly contributions by the recipient

Signature of Facility Administrator

X \_\_\_\_\_

DATE

--	--	--	--	--	--	--	--

### SECTION VI - AUTHORIZATION

Signature of Assistance Payments Worker

X \_\_\_\_\_ County Code

DATE

--	--	--	--	--	--	--	--

**PHYSICIAN'S RECOMMENDATION CONCERNING NURSING FACILITY CARE  
OR INTERMEDIATE CARE FOR THE MENTALLY RETARDED**

<b>Section A -- Identifying Information</b>																											
1. Facility's Name and Address  Country _____		2. Medicaid Case Number 3 Digits _____ 2 Digits _____																									
5. Type of Facility (Check One) 1. <input type="checkbox"/> Nursing Facility 2. <input type="checkbox"/> ICF/MR		3. Social Security Number 4. Sex _____ Age _____ 4A. Birthdate _____																									
6. Type of Recommendation 1. <input type="checkbox"/> Initial 2. <input type="checkbox"/> Level Change 3. <input type="checkbox"/> Continued Placement		7. Patient's Name (Last, First, Middle Initial) _____																									
8. Date of Nursing Facility Admission _____		9. Patient Transferred from (check one) <input type="checkbox"/> Hospital <input type="checkbox"/> Home <input type="checkbox"/> Another Nurs. Home <input type="checkbox"/> Private Pay <input type="checkbox"/> Medicare																									
Recipient's Home Address _____ Recipient's Telephone Number _____		10. Date of Medicaid Application _____																									
Mother's Maiden Name _____		11. State Authority (MH's N/A Screening) _____																									
10. Signed _____ (Physician, Statian, Parent, or other Relative or Legal Representative) 11. Date _____		12. Registered Auth. Code _____ Date _____																									
13. Registered Auth. Code _____ Date _____		14. Registered Auth. Code _____ Date _____																									
<p><b>Section B -- Physician's Examination Report and Recommendation</b></p> <p>12. Diagnosis on Admission to Facility (Hospital Transfer Record May Be Attached)</p> <p>1. Primary _____ 2. Secondary _____ 3. Other _____</p> <p>13. Treatment Plan (Attach copy of order sheet if more convenient) _____ Hospital Dates: _____ to _____</p> <p>Hospital Diagnosis 1. Primary _____ 2. Secondary _____ 3. Other _____</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4">Medications</th> <th colspan="2">Diagnostic and Treatment Procedures</th> </tr> <tr> <th>Name</th> <th>Dosage</th> <th>Route</th> <th>Frequency</th> <th>Type</th> <th>Frequency</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>14. Recommendation Regarding Level of Care Considered Necessary  <input type="checkbox"/> Skilled 2. <input type="checkbox"/> Intermediate 3. <input type="checkbox"/> Intermediate care for the Mentally Retarded</p> <p>15. Length of Time Care Needed _____ Months  1. <input type="checkbox"/> Permanent 2. <input type="checkbox"/> Temporary _____ estimated</p> <p>16. Is Patient free of communicable disease? 1. <input type="checkbox"/> Yes 2. <input type="checkbox"/> No</p> <p>17. This patient's condition <input type="checkbox"/> could <input type="checkbox"/> could not be managed by provision of <input type="checkbox"/> Community Care or <input type="checkbox"/> Home Health Services.</p> <p>18. I certify that this patient requires the level of care provided by a nursing facility or an intermediate care facility for the mentally retarded.</p> <p>19. Physician's Name (Print) _____  Physician's Address (Print) _____</p> <p>20. Date Signed By Physician _____ 21. Physician's License No. _____ Physician's Phone No. _____</p> <p>Physician's Signature _____</p>				Medications				Diagnostic and Treatment Procedures		Name	Dosage	Route	Frequency	Type	Frequency												
Medications				Diagnostic and Treatment Procedures																							
Name	Dosage	Route	Frequency	Type	Frequency																						
<b>Section C -- Evaluation of Nursing Care Needed (check appropriate box only)</b>																											
22. Diet		23. Bowel		24. Overall Cond.																							
<input type="checkbox"/> Regular <input type="checkbox"/> Debric <input type="checkbox"/> Formula <input type="checkbox"/> Low Sodium <input type="checkbox"/> Tube Feeding <input type="checkbox"/> Other		<input type="checkbox"/> Continent <input type="checkbox"/> Occas. Incontinent <input type="checkbox"/> Incontinent <input type="checkbox"/> Colostomy		<input type="checkbox"/> Improving <input type="checkbox"/> Stable <input type="checkbox"/> Fluctuating <input type="checkbox"/> Deteriorating <input type="checkbox"/> Critical <input type="checkbox"/> Terminal																							
25. Restorative Pot.		26. Mental & Behavioral Status		27. Decubiti																							
<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Questionable <input type="checkbox"/> None		<input type="checkbox"/> Agitated <input type="checkbox"/> Confused <input type="checkbox"/> Cooperative <input type="checkbox"/> Depressed <input type="checkbox"/> Forgetful <input type="checkbox"/> Alert <input type="checkbox"/> Noisy <input type="checkbox"/> Nonresponsive <input type="checkbox"/> Vocalizing <input type="checkbox"/> Violent <input type="checkbox"/> Wanders <input type="checkbox"/> Withdrawn <input type="checkbox"/> Dependent <input type="checkbox"/> Independent <input type="checkbox"/> Anxious <input type="checkbox"/> Well Adjusted <input type="checkbox"/> Disoriented <input type="checkbox"/> Inappropriate Reaction		<input type="checkbox"/> Yes <input type="checkbox"/> Surgery <input type="checkbox"/> No _____ Date _____ <input type="checkbox"/> Infected <input type="checkbox"/> On Admission																							
28. Hours Out of Bed		29. Bladder		30. Indicate Frequency Per Week																							
<input type="checkbox"/> Catheter Care <input type="checkbox"/> Colostomy Care <input type="checkbox"/> Sterile Dressings <input type="checkbox"/> Suctioning		<input type="checkbox"/> Continent <input type="checkbox"/> Occas. Incontinent <input type="checkbox"/> Incontinent <input type="checkbox"/> Catheter		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Physical Therapy</th> <th>Occupational Therapy</th> <th>Restorative Therapy</th> <th>Reality Orientation</th> <th>Speech Therapy</th> <th>Bowel and Bladder Retrain</th> <th>Activities Program</th> </tr> </thead> <tbody> <tr> <td>Received _____</td> </tr> <tr> <td>Needed _____</td> </tr> </tbody> </table>		Physical Therapy	Occupational Therapy	Restorative Therapy	Reality Orientation	Speech Therapy	Bowel and Bladder Retrain	Activities Program	Received _____	Needed _____													
Physical Therapy	Occupational Therapy	Restorative Therapy	Reality Orientation	Speech Therapy	Bowel and Bladder Retrain	Activities Program																					
Received _____	Received _____	Received _____	Received _____	Received _____	Received _____	Received _____																					
Needed _____	Needed _____	Needed _____	Needed _____	Needed _____	Needed _____	Needed _____																					
31. Record Appropriate Legend																											
1. Severe 2. Moderate 3. Mild 4. None		<b>IMPAIRMENTS</b> Sight _____ Hear _____ Speech _____ Ltd. Mo- tion _____ Para- lytic _____		<b>ACTIVITIES OF DAILY LIVING</b> 1. Dependent 2. Needs Adst. 3. Independent 4. Not App.																							
32. Remarks _____		Eate _____		Wash chair _____																							
33. Pre-Admission Certification Number _____		34. Signed _____		35. Date Signed _____																							
<b>Do Not Write Below This Line</b>																											
Continued Stay Review Date _____		Payment Date _____		Approved For _____ Date Only _____																							
36. Level of Care Recommended by G.M.C.F.: _____		37. Signature (G.M.C.F.) _____		38. Attachments (G.M.C.F.) 1. <input type="checkbox"/> Yes 2. <input type="checkbox"/> No																							

DMA-6 (Rev. 2-81)

**NURSING FACILITY LEAVE OF ABSENCE FORM**

<b>Patient's Name</b>	<b>Level of Care</b>	<b>Patient's Medicaid Number</b>	<b>OUT Date Time</b>	<b>Staff Signature</b>	<b>In Date Time</b>	<b>Staff Signature</b>	<b>Number of Days Exceeded</b>

**ACKNOWLEDGEMENT OF RECEIPT OF HOME AND COMMUNITY-BASED SERVICES  
INFORMATION**

It is the policy of the State of Georgia that services be delivered in the least restrictive manner that addresses the service needs of the individual while enhancing the promotion of social and community integration. Based on this policy, all potential residents (hereafter referred to as “applicant/consumer”) and/or their authorized representative will be afforded an opportunity to make an informed choice concerning services.

Once an applicant/consumer is determined to be likely to require the level of care provided in a Nursing Facility the applicant/consumer or his/her authorized representative will be informed of alternatives available under home and community-based service options as described in the DCH Home and Community-Based Services booklet.

Verification

I have verified that the applicant/consumer or his/her authorized representative has been given information about home and community-based services in the manner outlined above.

\_\_\_\_\_  
Signature of Informant Date

Acknowledgement

I have been informed of home and community-based service options as an alternative to nursing home placement. I have received the information contained in the DCH Home and Community-based Services Manual, which advises me of these options and provides information about how to apply for services.

\_\_\_\_\_  
Signature of Applicant/Consumer Date

or

\_\_\_\_\_  
Signature of Authorized Representative Date

(DMA-385; 04/03)

### Adjustment Request Form

1. Transaction Control Number (TCN) / Internal Control Number (ICN) of the <b>paid</b> claim to be adjusted as shown on the Remittance Advice	3. Provider Name/Address  Provider Number  Phone Number (    )
Member Medicaid Information  2. Medicaid Number  Member Name (Last, First, Initial)	
4. Reason for adjustment (check one box)  A. <input type="checkbox"/> Apply COB (indicate amount in Block #5D)  B. <input type="checkbox"/> Change information as indicated in Block 5 below  C. <input type="checkbox"/> Void claim  D. <input type="checkbox"/> Medicare adjustment (attach all EOMB's that apply to this adjustment)	

5. Please list the information to be corrected in Blocks 5A-5D. If the information to be corrected does not have a line number enter zero in the line number field. COB applied should always be line #0.

5A	5B	5C	5D
Line to be Corrected	Information to be Changed	From (Current) Information	To (Corrected) Information

6. Explanation for Adjustment
7. FOR DCH USE ONLY  CCN _____ FS Line Amount \$ _____

Provider Signature \_\_\_\_\_ Date \_\_\_\_\_



*Request for Forms*

**Completion Instructions:**

**Quantity** – Indicate quantity requested in the **Quantity Ordered** column.

**Shipping Address** – Type or print your GHP provider number, provider name, and address in the **FROM** box.

*NOTE: We must have a **STREET ADDRESS**; UPS will not ship to a post office box.*

**Upload this form to:** – Provider Workspace – [www.mmis.georgia.gov](http://www.mmis.georgia.gov)

Item	Form Type	Qty. Ordered
DMA-6	Physician’s Recommendation Concerning Nursing Facility Care or Intermediate Care for the Mentally Retarded	
DMA-44	Home Health Patient Profile	
DMA-59	Authorization for Nursing Facility Reimbursement	
DMA-69	Informed Consent for Voluntary Sterilization	
DMA-80	Prior Authorization Request	
DMA-81	Prior Approval for Medical Service	
DMA-276	Statement of Medical Necessity	
DMS-311	Certification of Necessity for Abortion	
DMS-323	Unknown Eligibility Affidavit	
DMA-375	Newborn Eligibility	
DMA-380	Optical Device Prescription	
DMA410	Third Party Liability (TPL) Confirmation Statement	
DMA-501	Adjustment	
DMA-520	Provider Inquiry Form	
DMA-521	Hospice Referral Form for Non-Hospice Related Services	
DMA-550	Newborn Medicaid Certification	
DMA-610	Prior Authorization Request	

DMA-613	Level I Applicant/Resident I.D. Screening Instrument	
DMA-615	ESRD Enrollment Application	
DMA-632	Presumptive Eligibility Determination for Pregnancy-Related Care	
DMA-633	Change Form /Temporary Medicaid Card	
DMA-634	Notice of Action	
DMA-635	Post-Partum Home Visit Mother Assessment	
DMA-637	Post-Partum Teaching Guide	
DMA-638	Letter of Understanding	
DMA-639	Model Waiver Assessment	
DMA-641	Pregnancy-Related Services/Health Check-Related Assessment and Teaching Guide (6-7 month visit)	
DMA-642	Pregnancy-Related Services/Health Check-Related Assessment and Teaching Guide (11-12 month visit)	
<b>F R O M</b>	<b>Provider Medicaid ID Number (10-digits)</b>	<input type="text"/>
	<b>Provider Name</b>	<input type="text"/>
	<b>Street Address</b>	<input type="text"/>
	<b>City, State, Zip Code</b>	<input type="text"/>

## APPENDIX G

### PROCEDURE ROLES

#### Rev. 01/13 Nursing Facility Provider

Prior to admission of any resident, the Nursing Facility (NF), Hospital or Physician's office must have a completed Physician's Recommendation (DMA-6 form) for all NF applicants. A completed RASRR Level I (DMA-613 form) for all NF applicants with expected stay of more than thirty (30) days is also required.

The completed DMA-613/Level I form for applicant must also be electronically submitted for review at [www.mmis.georgia.gov](http://www.mmis.georgia.gov). The Level I electronic review process begins by selecting Provider Information and scrolling down to select "PASRR Request". The request is the Online DMA-613 (PASRR) application that is completed by answering each applicable question. The review will either (1) issue a real-time pre-cert number or (2) "Pend" for further review. "Pend" notifications mean that a NF cannot admit individual. The originator of the Level I request must contact the Division's Medical Management Contractor (MMC) at 1-800-766-4456 for further review on "Pend" status. The requestor's contact with the MMC can progress to receiving an issued Level I Prior Authorization (PA) number or notification that a Level II assessment by the Georgia Department of Behavioral Health and Developmental Disability (DVHDD) must be completed before a PA number for NF admission may or may not be issued for applicant's admission into the NF. PA numbers issued for approved individuals should be recorded by the requestor on DMA-6, appropriate 9A or 9B field. ***The DMA-6 & DMA-613 must always be kept on the front of a resident's medical chart to be readily available for HFR Surveyors.*** The original DMA-613 must be sent with any resident transferring out of a facility and a copy must be kept in the facility's patient record.

NF staff must contact area Community Behavioral Health Services Provider (CBHS) for individuals identified as having a serious mental illness (SMI) that requires Specialized Services (SS). The CBHS provider will obtain a PA to provide services for each individual and maintain provider documentation. See Appendix H for list of CBHS providers.

#### Level I

The Division's Medical Management Contractor (MMC) reviews the DMA-613, initiating the Pre-Admission Screening (PAS) and determines:

- a. If the DMA-613 does not reveal indicators for serious mental illness or intellectual disability, no further screening is necessary. MMC issues PA number for NF admission.
- b. If the DMA-613 does reveal indicators for serious mental illness or intellectual disability, MMC proceeds with request to DBHDD for additional screening to determine if applicant can be admitted into NF.

The Level I PAS process is completed when an Authorization Code (PA) is issued by MMC based on the Level I. If MMC cannot complete the process, the agency will pend to DBHDD for further

assessment, which is a Level II. The requestor should begin PASRR processes as quickly as possible to ensure timely admission into a NF; this is because DBHDD may take up to nine days to complete Level II assessment.

### Level II

DBHDD will proceed with further screening of the individual after the MMC makes the request for the Level II. The DBHDD will contact individual and/or guardian prior to assessing the individual. Assessment and **Level II Documentation may take up to nine (9) days to complete.** Therefore, the NF should begin PASRR processes as quickly as possible. The PAS process is completed when DBHDD informs the originator of preadmission request and individual or guardian of findings based on the Level II assessment. DBHDD may issue PA for NF admission with or without recommendation for Specialized Services. DBHDD may also deny NF admission based on Georgia's policy and/or the Level II assessment.

The State of Georgia policy requires that services be delivered in the least restrictive and appropriate manner to address the service needs of the individuals while enhancing the promotion of social and community integration (See Section 802 of this manual). A denial by the DBHDD for NF admission may be based on (1) Individual has a serious mental illness or is ID/DD and assessed as not appropriate for SNF level of care; (2) Requires specialized services for SMI or ID/DD in alternative community setting; (3) Individual should be considered for less restrictive alternative community setting (4) Individual and/or their authorized representative make an informed choice concerning NF placement or community services or home.

### CHBS Providers

Following a DBHDD PA for a NF resident's admission with recommendation for Specialized Services, the NF will begin with resident care planning by contacting a CBHS provider with the Level II PA number for members identified as needing SS.

The initial NF contact to the CBHS provider with an authorized Level II number will occur for every new Medical resident or a current resident that has a status change. CBHS providers should always verify with the NF that the Level II PA number is valid for current dates of service.

**Effective 7/1/12**, all claims submitted for Behavioral Health Specialized Services to nursing facility residents (sometimes referred to as PASRR-authorized services) will require a prior authorization (PA). Specialized Services are dependent upon an approved Level II prior authorization (PA) number in the Medicaid Management Information System (MMIS). This means the assignment of a PA for Specialized Services and payment for delivery of Specialized Service require the member to also have an active Level II PA issued and entered into the MMIS. Following the NF initial contact to the CBHS provider with the member's Level II PA number, the CBHS provider will request authorization to provide the required SS to identified residents in the NF. This request is to obtain a Community Nursing Facility (CN) PA to provide the SS.

Rev. 07/15

The CN PA is obtained through Beacon's ProviderConnect at [www.GeorgiaCollaborative.com](http://www.GeorgiaCollaborative.com). Other resources that may be helpful to CN providers are, (1) Alliant Health Solutions regarding

Level I information at 1-800-766-4456, choose option 5; (2) Beacon Health Options regarding Level 2 information at 1-855-606-2725.

After receiving the CN PA, CBHS providers must collaborate with facility staff regarding the residents' plan of care (POC). The CN PA is valid for one year to provide SS in the NF and must be renewed annually. A nurse Practitioner (NP), Clinical Nurse Specialist (CNS), or Licensed Professional Counselor (LPC) acting within the scope of practice as defined by State law under the supervision of a physician, may provide SS according to the resident's POC.

## APPENDIX H

Rev. 01/13

### PASRR PROCESS AND SPECIALIZED SERVICES

All nursing facilities (NFs) must be in compliance with Federal Regulations 42CFR483.100-138, Subpart C the Preadmission Screening and Resident Review (PASRR) function. Applicants and residents with suspected serious mental illness (SMI) and intellectual disability/related condition (ID/RC) are required to be evaluated by Department of Behavioral Health and Developmental Disabilities (DBHDD) regardless of the pay source, prior to admission into the facility or due to a resident's change in condition. DBHDD will evaluate the applicant or resident to determine:

1. There is a diagnosis of SMI and/or ID/RC
2. The individual requires the level of care appropriately provided by a nursing facility
3. The individual requires specialized services for the determined diagnosis.

**Specialized Services (SS)** are services provided by the NFs in combination with other service providers to implement an individualized plan of care (POC). The POC is developed to contribute to the prevention of regression or loss of current functional status through treatment to stabilize and/or restore the level of functioning that preceded any acute episode for the resident. The POC is also directed toward the acquisition of behaviors necessary for the resident to function with as much independence as possible.

**Information regarding "Dual Eligible"** (Medicaid and Medicare) member's access to Community Mental Health Services:

- Those residents with dual eligibility in the Medicare and Medicaid programs will receive mental health care reimbursed through the Medicare program, with Medicaid as the payer of last resort.
- Though not available in all areas of the State, Medicare-funded mental health services are currently provided to nursing home residents via telemedicine, face-to-face visits by providers in the nursing home, and nursing home resident visits to psychiatric/mental health clinics/offices for those individuals able to travel outside the nursing facility.

Rev. 04/12

**NOTE:** Though 440 codes allow for Medicaid members to have a variety of mental health professionals serve members in nursing facilities, please note that Medicare has more stringent requirements regarding these professionals to serve the Medicare eligible members in nursing facilities. (Please review the approved practitioner levels listed later in this appendix). When Nursing Facilities refer/coordinate Specialized Services for the PASRR approved resident, Nursing Facility staff should communicate to the Community Behavioral Health Service Provider (CBHSP), the DCH enrolled MH provider that the member is either dual eligible or Medicare only.

**NOTE:** The listing of Community Behavioral Health Service Providers are listed at the end of this appendix.

### **PREAMMISSION SCREENING (PAS)**

Rev. 01/13

The PAS process begins with a Level I Assessment (DMA-613). The Division's Medical Management Contractor (MMC) evaluates the DMA-613 and Level I and refers applicants requiring a Level II assessment (i.e., those who are suspected of or diagnosed with SMI, ID/RC) to the DBHDD PASRR contractor. The Level II assessment is a comprehensive medical, psychosocial and functional assessment. There are two (2) Level II instruments used by DBHDD for both SMI and ID/RC for PASRR determinations: (a) the record review for all assessments; and (b) the Face-to-Face assessment for applicants or residents when the record review is insufficient to make a conclusive determination.

DBHDD may apply categorical determinations for the PAS based on certain diagnoses, levels of severity of illness, or need for a particular service that indicate that admission to a NF is warranted. DBHDD may also determine provisional admissions, with time limits, pending further assessment due to delirium, for emergency protective services placement not more than 7 days, or for respite. (Longer stays would require a Level II Resident Review).

A PAS is required prior to the initial entry into the nursing facility and for current residents who present a behavioral health change or status change as identified by the MDS 3.0 A1500. The PAS as identified by the MDS 3.0 status change is a Residential review (RR). A PAS is also required for re-entry of a resident that has a "break in service" due to discharge of resident out of the system to home and then seeks to return to a nursing facility.

Rev. 04/16

Individuals discharged from a hospital directly to a nursing facility for a stay of less than 30 days for treatment of a condition for which they were hospitalized, will not require a PAS, provided the attending physician certified ***before the admission*** that the admission is for an anticipated stay of not more than thirty (30) days and treatment continues for the same acute care diagnosis. However, **IF** the provider will expect to be able to bill Medicaid for any of those 30 days, a PASRR Request should be submitted since that submission will trigger the creation of the required L1 or L2 Prior Authorization for nursing facility stay.

No PAS will be required for readmission to a nursing facility within one (1) year of a previous Level II for an individual or for an individual transferred to an acute care hospital for treatment, with the exception of mental health stabilization. A PAS is required for re-admission of individuals who meet any one of the following criteria regardless of date for previous Level II:

- Is diagnosed with a new SMI condition.
- Is transferred to an acute care hospital for SMI treatment.
- Any Hospitalization over one year in length.

The PAS provides information that the nursing facility staff can use in performing the Resident Assessment and in patient care planning. A PAS may serve as a starting point for the initial mental health assessment and/or treatment plan for the resident after admission to a nursing facility.

### **PASRR ASSESSORS (Level II)**

- Level II screening is triggered by a diagnosis or suspicion of SMI/ID/RC on the Level I and is performed by the DBHDD contractor.
- Assessors complete Level II assessments on any individual referred with a confirmed or suspected SMI/ID/RC diagnosis for first time admissions or for residents (RR) with identified SMI or ID, who demonstrates a significant change in physical or psychological status (the Status Change Assessment as identified by the MDS 3.0).
- Assessors make initial contact with the hospital or nursing facility staff for the patient's record for clinical review (a record review).
- If a determination can be made from the clinical review that the patient does not have a serious MI or ID/DD, then NF approval may be given dependent on the record review.
- Categorical determinations permit the Assessors to omit the full Level II Evaluation in certain circumstances that are time-limited or where need is clear.
- If the record review finds that the patient does have MI or ID/DD, then an on-site Face-to-Face evaluation must be made.
- Assessors contact the individual listed on the intake referral from (PAS assessments) or a nursing facility staff member to schedule a convenient time to conduct Face-to-Face assessment.
- Assessments are completed during regular/customary working hours (excluding official State holidays and weekends). Assessments may be conducted outside normal business hours only for the convenience of the facility, applicant or resident, or the resident's family.
- The assessor arrives at the hospital or nursing facility with appropriate identification which includes a letter of introduction from DBHDD contractor identifying the assessor as an agent of DBHDD.
- Nursing facility or hospital staff will make available copies of the most recent physical examination performed or signed by a physician, the most recent care plan and any other pertinent information.

## **LEVEL II ASSESSMENT**

In order to complete the Level II assessment, the assessor will need access to the individual's medical record and will need copies of pertinent medical data. The assessor is responsible for conducting a face-to-face interview with the individual within five (5) days of Level II request. The assessor should meet with the facility staff who is knowledgeable of the individual, as well as available family members (if permission is obtained from the resident or legal guardian).

Federal law requires each Level II assessment to include a physical examination signed by a physician. If a physician does not conduct the physical examination, a physician must review and concur with the findings presented in a previous examination's documentation. In order to fulfill this requirement, the assessor will need a copy of the resident's most recent physical examination performed and/or signed by a physician.

The Level II assessment will determine and report the following:

1. The individual's diagnoses
2. Whether the individual meets criteria for a nursing facility level of care;
3. Whether the individual requires specialized services

If the individual needs SMI or ID/RC services, treatment recommendations will be included. The Level 2 assessor will make every attempt to discuss the findings with the requesting entity, usually the hospital or nursing facility.

The DBHDD contractor will send a Summary of Findings, including the determinations made to the nursing facility and the member. A Prior-Authorization (PA) number is generated and issued out to the admitting nursing facility. The nursing facility must ensure that the PA number is documented in the appropriate section 9A or 9B on the DMA-6. The DMA-6 and the Summary of Findings should be placed in the front of the resident's file so that the PA number and medical data are available to review by surveyors from the Department's, Healthcare Facilities Regulation Division (HFR) (formerly known as the Office of Regulatory Service) and other professionals.

Additionally, all Level 2 findings are used in development of the residents' plan of care. The nursing facility must request a copy of an individual's Summary of Findings from DBHDD contractor once an individual has been admitted to the facility.

Contact information for the Level II assessment staff:

Rev. 07/15

Phone: 1-855-606-2725

Website: [www.GeorgiaCollaborative.com](http://www.GeorgiaCollaborative.com)

The DBHDD contractor is required to notify applicants and residents both verbally and in writing, of the outcome of the assessment and interpret the assessment findings. Verbal notification is made by phone to applicants and residents or their legal representatives. A written notice is mailed

to applicants and residents or their legal representatives, as well as to the individual's primary care physician and hospital (if applicable).

### **TRANSFERS**

When a resident transfers from one nursing facility to another, there is specific information that must be communicated to the new facility by the current facility to ensure coordination and continuity of care for the resident receiving Specialized Services as approved through PASRR. In addition, documentation by the nursing facility staff is required for all referrals to community mental health service providers. Community Behavioral Health (CBH) Service Provider Agency name and date of referral, including follow up on the status of the referral is required. The following documentation should follow the resident/member to the new facility:

Rev. 07/15

- DMA-613
- DMA-6 – with Prior-Authorization number as assigned by Alliant Health Solutions or Beacon Health Options for new facility to share with CBH provider to coordinate specialized services and Medicaid facility reimbursement.
- Resident's Diagnosis
- Beacon Health Options' Evaluation/Summary of Findings
- CBH notes and information regarding resident's SMI information (Acquired from copy in NH chart):
  - Symptom's behaviors or skill deficits
  - Treatment Plan and Objective
  - Interventions
  - On-going progress toward the objectives
  - Termination or discharge summary

### **OUT-OF-STATE APPLICANT/RESIDENT**

Rev. 10/16

As PASRR assignments are state specific, PASRR requests must be submitted for all newly institutionalized Georgia residents who previously resided in another state. For any individual who

desires nursing facility placement in Georgia, the individual must initially request a PASRR number from the Georgia Department of Community Health Level I contractor, Alliant Health Solutions. From there, the PASRR process remains the same. For those requiring Level II/Specialized Services, the Level II contractor, Beacon Health Options will arrange for the PASRR contractor in the applicant's state of residence to complete a PASRR screening. The Level II assessment will be forwarded to the Department of Behavior Health and Developmental Disabilities (DBHDD) for determination. The PA number will be issued in the state of Georgia using the same process as in state resident admissions and documented in the appropriate section 9A or 9B on the DMA-6.

## **DENIALS, ALTERNATIVE PLACEMENTS AND APPEALS**

**Applicants have the right to appeal PASRR Level II findings.** A letter of denial will be issued by the Level 2 assessor to individuals who do not meet criteria for a nursing facility level of care. If a Level II denial is determined for a current resident of a nursing facility following a change in condition, the resident will not be discharged based on a PASRR denial until a discharge notice is issued by the Division of Medical Assistance. Residents or their family member will be advised of their appeal rights in the denial letter. Alternative placements for residents requiring discharge will be coordinated with DBHDD in accordance with federal regulations.

1. Any applicant requesting an appeal must do so in writing within 10 working days following the receipt of the Medical History Assessment/Summary of Findings. The appeal must detail the rationale for the 'ineligible' decision. If additional documentation needs to be sent, the provider may fax, or mail this information. The appeal should be addressed to:

PASRR Project Director

Rev. 07/15

Beacon Health Options

Phone: 1-855-606-2725

Website: [www.GeorgiaCollaborative.com](http://www.GeorgiaCollaborative.com)

2. The PASRR Project Director, Medical Director, or the designee will review the appeal, review the evaluator's Summary of Findings, and interview the appropriate Level II Healthcare Evaluator. A response will be sent to the applicant within 5 business days of receipt of the PASRR Level II appeal. The response will include:
  - a. A determination to uphold or overturn the decision
  - b. If overturned, what steps will be taken to correct the decision
  - c. If upheld, the rationale to maintain the decision
3. The applicant may request an appeal through DBHDD. Upon receipt of the second written appeal notification, Beacon Health Options will contact DBHDD. The DBHDD designee may request additional information from either party if deemed necessary. The DBHDD designee

has 5 business days to make a determination and respond in writing to the applicant and to Beacon Health Options.

## **NURSING FACILITY SPECIALIZED SERVICES**

**Effective July 1, 2009**, the Department has approved Community Behavioral Health Service Providers (CBHS) to provide specialized services to residents in the PASRR SMI and dually diagnosed (SMI and ID/RC) population; services which are beyond those services typically provided in a nursing home. Nursing facilities are required to maintain the most recent copies of the Level II assessment and the Summary of Findings for all residents in the PASRR population residing in the facility.

Once resident is admitted to the nursing facility, nursing home staff will contact enrolled community mental health service providers to arrange an assessment or treatment plan development and collaboratively determine the need for ongoing mental health services.

The CBHS Providers will be responsible for providing specialized services to Medicaid recipients that are above and beyond those services typically provided in a nursing facility. The NF is responsible for scheduling appointment and ensuring member's presence at each appointment, as well as obtaining or providing services of a lesser intensity than specialized services to appropriate non-Medicaid and Medicaid residents. Refer to section on "dually" eligible recipients on page H-4 of this appendix.

The NF and CBHS providers will communicate to arrange for the provision of specialized services to residents either in the nursing facility, via telemedicine, or at the Community Behavioral Health location. The service location will be determined by the condition of the resident, ability to travel to the nearest clinic, and evaluation of both nursing facility and mental health staff regarding the most appropriate service delivery venue for the individual resident. If the nursing home resident can be assessed and treated in the outpatient clinic, NEMT transportation can be used to facilitate this visit. Those residents whose interest is best served by receiving mental health services in the nursing facility or in a nearby telemedicine site can receive services in either of those locations, with the practitioner using out-of-clinic or telemedicine procedure codes.

The CBHS provider documents the specific services provided to residents in the nursing facility chart to include the individual's treatment plan, progress, and goals. The CBHS provider consults with NF staff regarding the resident's behaviors, progress in the treatment plan, and outcomes to ensure continuity of care and to involve nursing facility staff in the behavioral intervention plan.

### **FOR RESIDENT'S REQUIRING ID/RC CARE:**

**Effective July 1, 2009**, Medicaid Certified Nursing Facilities must contact the appropriate Region through DBHDD to communicate when a new resident with a diagnosis of ID/RC enters the nursing facility. With the consent of the member, the nursing facility contacts the appropriate Region Board and specifically the Intake and Evaluation (I & E) manager to notify of the member's presence (See end of this appendix after Community Behavioral Health listing for the Regional Board contact information). The I & E Manager will then communicate with the member and the nursing facility to schedule an assessment to determine eligibility for the appropriate

waiver program and, per the member's choice, assist with the individual's placement on the waiting list for services should the member choose community placement.

**Effective July 1, 2009**, when a nursing home resident covered under PASRR experiences a behavioral health crisis, the nursing facility team plays a critical role in contacting the **Crisis and Access Line** (G-CAL) at **1-800-715-4225** for crisis assistance which may include assessment and management of the situation to achieve stabilization of the resident. G-CAL is staffed and can be accessed 24 hours a day for urgent and immediate crisis intervention for PASRR identified residents. In the event that hospitalization is required, the G-CAL clinical team will evaluate and assist in the hospitalization process to ensure an effective flow of information to the receiving facility.

A behavioral health crisis is defined as an event, behavior, situation or vocalization by a covered resident that is primarily non-medical in nature, but that involves potential danger to the resident peers or staff. The crisis can be reported by any staff of the nursing home.

Examples of crisis where G-CAL should be contacted include, but are not limited to:

- Suicidal statements and/or actions of a high risk in intent or lethality.
- Homicidal statements and/or actions of a high risk in intent or lethality.
- Acute psychosis rendering the resident unsafe to self or others.
- Disorganization from mental illness resulting in a resident unable to control their actions.
- Acute and potentially life threatening deterioration in the residents medical condition as a result of mental illness (such as paranoia causing non-compliance with required medical interventions and medications, or refusal to eat causing medical decline from depression or psychosis).
- Potentially dangerous, threatening, violent, self-harming, destructive, or suicidal behavior which has been evaluated by a qualified NF staff who feels that emergent hospitalization is necessary for psychiatric reasons.
- Violence, either impulsive or premeditated.
- Strange, bizarre, or unusual behaviors and symptoms that have not been previously evaluated or treated.

**Effective July 1, 2009**, the following procedure is to be used when a resident does not want to be seen by a particular SMI or ID/RC professional:

1. Upon written or verbal notification from a resident or the resident's responsible party that the resident does not want to be seen by a particular SMI or ID/RC professional, the nursing facility staff must document the request in the medical record at the nursing facility and assist

the member with locating either a new provider or a new professional with the current provider.

2. The request as written by the resident or documented by nursing facility staff must be placed in the resident's medical record and be retained until the resident withdraws/rescinds the request.
3. The nursing home must notify the CBHS provider by phone of the residents request within 24 hours and then begin to work with the member to assist in locating a new professional.
4. The CBHS provider must comply with all such requests from residents.

**DOCUMENTATION:**

Documenting for the PASRR qualified member receiving Specialized Services must include documentation located with the nursing facility provider as well as with the Community Mental Health provider.

Practitioner Type

Level 1:	Physician, Psychiatrist
Level 2:	Psychologist, Physician's Assistant, Nurse Practitioner, Clinical Nurse Specialist, Pharmacist
Level 3:	Registered Nurse, Licensed Dietician, Licensed Professional Counselor (LPC), Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT)
Level 4:	Licensed Practical Nurse (LPN); Licensed Associate Professional Counselor (LAPC); Licensed Master's Social Worker (LMSW); Licensed Associate Marriage and Family Therapist (LAMFT); Certified/Registered Addictions Counselors (e.g. CAC-I/II, CADC, CCADC, GCADC, MAC), Certified Peer Specialists, Trained Paraprofessionals and Certified Psychosocial Rehabilitation Professionals (CPRP) with Bachelor's degrees or higher in the social sciences/helping professions
Level 5:	Trained Paraprofessionals, Certified/Registered Addiction Counselors (CAC-I, RADT), Certified Peer Specialists, Certified Psychosocial Rehabilitation Professionals, and Qualified Medication Aides with at least a high school diploma/equivalent

**PROCEDURE CODES:**

**KEY: Code Modifiers Used:**

GT = Via interactive audio and video telecommunication systems

U1 = Practitioner Level 1 (see below for description of all practitioner levels)

U2 = Practitioner Level 2

U3 = Practitioner Level 3

U4 = Practitioner Level 4

U6 = In-Clinic

U7 = Out-of-Clinic

**For all procedures noted on the next page, practitioners must hold the license appropriate to the activity.**

The following procedure codes may be used for service delivery and claims billing for specialized behavioral health services provided to nursing home residents: (Daily/Annual Max units are effective 4/1/2013)

Description	Procedure Code	Modifier	Service Group	Max Daily Units	Max Month Units	Max Year Units
Psychiatric Diagnostic Assessment (session) Or Via Telemedicine <i>Report with 90785 for interactive complexity when appropriate</i>	90791, 90792  (Formerly 90801, 90802)  90791, 90792	U2 U6, U2 U7 U3U6, U3U7  (Encounter)  GT U1, GT U2, GTU3	10103	1 <i>Encounter</i>	1	12
Mental Health Assessment (15 min unit)	H0031	U2 U6, U2 U7 U3 U6, U3 U7 U4 U6, U4 U7	10101	10	10	80
Mental Health Service Plan (15 min unit)	H0032	U2 U6, U2 U7 U3 U6, U3 U7 U4 U6, U4 U7			4	
Individual Outpatient Therapy ( <b>30 min unit</b> ) <i>Report with 90785 for interactive complexity when appropriate</i>	90832  (Formerly 90804)	U2 U6, U2 U7 U3 U6, U3 U7 U4 U6, U4 U7 U5 U6, U5 U7	10160	1	10	52
Family Outpatient Therapy (15 min unit)	90846, 90847	U2 U6, U2 U7 U3 U6, U3 U7 U4 U6, U4 U7	10180	8	10	192
Crisis Intervention ( <b>Encounter</b> )	H2011	U1 U6, U1 U7 U2 U6, U2 U7 U3 U6, U3 U7 U4 U6, U4 U7	10110	10	20	144

Description	Procedure Code	Modifier	Service Group	Max Daily Units	Max Month Units	Max Year Units
	90839	U1 U6, U1 U7 U2 U6, U2 U7 U3 U6, U3 U7		1	1	
	90840			8	8	
Psychiatric Treatment Therapy with Evaluation and Management (session)	Appropriate Evaluation and Management Code – See below (Formerly 90805)	U1 U6, U1 U7 U2 U6, U2 U7	10120	2	2	24
Psychiatric Treatment/Pharmacological Management (session)  Or  Via Telemedicine <i>Report with add-on code for psychotherapy time</i>	Appropriate Evaluation and Management Code-see below (Formerly 90862)	U1 U6, U1 U7 U2 U6, U2 U7  GT U1, GT U2	see above	see above	see above	see above
<b>Evaluation and Management Codes</b>						
E&M (New Pt - 10 min)	99201	U1 U6, U2 U6 U1 U7, U2 U7 GT U1, GT U2	10120	1	2	24
E&M (New Pt - 20 min)	99202					
E&M (New Pt - 30 min)	99203					
E&M (New Pt - 45 min)	99204					
E&M (New Pt - 60 min)	99205					
E&M (Estab Pt - 5 min)	99211					
E&M (Estab Pt - 10 min)	99212					
E&M (Estab Pt - 10 min)	99212					
E&M (Estab Pt - 15 min)	99213					
E&M (Estab Pt - 15 min)	99213					
E&M (Estab Pt - 25 min)	99214					
E&M (Estab Pt - 40 min)	99215					
E&M - 30 minute add-on code	90833					
<b>Interactive Complexity Codes (billed at \$0)</b>						
Interactive Complexity	90785	With or without	10104	4	--	76

Description	Procedure Code	Modifier	Service Group	Max Daily Units	Max Month Units	Max Year Units
Interactive Complexity		TG				

\*Note: The maximum units noted here are claims limits on units. The units on the prior authorization may differ slightly due to information system limitations.

**MI/ID/DD PASRR Level II Determination Codes**

Code	OBRA Status	Explanation
1.0	<b><u>PAS Approval</u></b> SNF Approval, Serious Mental Illness, No Specialized Services	-Individual has a serious mental illness; -Is appropriate for SNF level of care; <b>-Does NOT need specialized services</b> for SMI; -SNF to provide routine MI services of lesser intensity. (i.e. Basic Mental Health Services).
1.1	<b><u>PAS Approval</u></b> SNF Approval, Serious Mental Illness, Specialized Services	-Individual has a serious mental illness -Is appropriate for SNF level of care; <b>-NEEDS specialized services</b> for SMI;  (i.e. A continuous and aggressive individualized plan of care that is developed and supervised by an interdisciplinary team, prescribes specific therapies and activities by trained personnel to treat acute episodes of serious mental illness, and is directed towards outcomes that increase functional level and reduce the need for specialized services and institutionalization).
1.2	<b><u>PAS Approval</u></b> SNF Approval, No Serious Mental Illness	-Individual does not have a serious mental illness; -Is appropriate for SNF level of care.
2.0	<b><u>PAS Non-Approval</u></b> SNF Non-Approval, Serious Mental Illness, Community with Specialized Services	-Individual has a serious mental illness; -Is NOT appropriate for SNF level of care and should be considered for alternative community setting; <b>-NEEDS specialized services</b> for SMI in alternative community setting.
2.1	<b><u>PAS Non-Approval</u></b> SNF Non-Approval, Serious Mental Illness, Inpatient Psychiatric Hospital	-Individual has a serious mental illness; -Is NOT appropriate for SNF level of care and should be considered for psychiatric hospitalization since Applicant's needs are such that they may only be met in an inpatient setting.
2.2	<b><u>PAS Non-Approval</u></b>	-Individual does not have a serious mental illness; -Is NOT appropriate for SNF level of care.

Code	OBRA Status	Explanation
	SNF Non-Approval, No Serious Mental Illness	
3.0	<p><b><u>PAS Approval</u></b> SNF Approval, Developmental Disability, No Specialized Services</p>	<p>-Individual is ID/DD; -Is appropriate for SNF level of care; <b>-Does NOT need Specialized Services</b> for ID/DD; -SNF to provide routine ID/DD services for individuals who require services of a lesser intensity (Basic ID/DD Services).</p>
3.1	<p><b><u>PAS Approval</u></b> SNF Approval, Developmental Disability, Specialized Services</p>	<p>-Individual is ID/DD; -Is appropriate for SNF level of care; <b>-NEEDS Specialized Services</b> for ID/DD  (i.e. a demonstration of severe maladaptive behaviors that place the person or others in jeopardy to health and safety, the presence of other skill deficits or specialized training needs that necessitate the availability of trained ID personnel, 24 hours per day, to teach the person functional skills).</p>
3.2	<p><b><u>PAS Approval</u></b> SNF Approved, No Developmental Disability</p>	<p>-Individual is not ID/DD; -Is appropriate for SNF level of care.</p>
4.0	<p><b><u>PAS Non-Approval</u></b> SNF Non-Approval, Developmental Disability, Community with Specialized Services</p>	<p>-Individual is ID/DD; -Is NOT appropriate for SNF level of care and should be considered for alternative community setting; <b>-NEEDS specialized services</b> for ID/DD in alternative community setting.</p>
4.1	<p><b><u>PAS Non-Approval</u></b> SNF Non-Approval, Developmental Disability, ICF/IID</p>	<p>-Individual is ID/DD; -Is NOT appropriate for SNF level of care and should be considered for ICF/IID since Applicant's needs are such that they can be met only in an ICF/IID. (Please see Intermediate Care Facility (ICF/IID) Level Of Care Criteria).</p>
4.2	<p><b><u>PAS Non-Approval</u></b> SNF Non-approval, No Developmental Disability</p>	<p>-Individual is not ID/DD; -Is NOT appropriate for SNF level of care.</p>

*Community Behavioral Health Service Providers (CBHSP) By Region and Counties*

<b>Agency Name</b>	<b>Address</b>	<b>Phone</b>	<b>Counties Served</b>	<b>Region</b>
Malinda Graham & Associates, Inc.	1518 Airport Road Hinesville, Ga. 31313	912-559-5536 Fax: 614-388-3712	Bryan, Bulloch, Camden,, Chandler, Emanuel, Evans, Glynn, Laurens, Liberty, Long, McIntosh, Montgomery, Tattnall, Toombs, Wayne	<b>(South/SW)</b>
Psych On Site of GA	1765 Temple Ave Atlanta, GA 30337-2736	713-528-2328 Fax: 713-533-1408	Statewide	<b>Multiple Regions</b>
United Psychology Ctr DBA United Behavioral Health Solutions	2900 Chamblee Tucker Road Suite 16 Atlanta, GA 30341	770-939-1288 Fax: 866-545-8645	Statewide	<b>Multiple Regions</b>
AKC Healthcare	1180 McKendree Church Road Suite 207 Lawrenceville Georgia 30043	770-676-6741 Cell: 770-337-2037	Statewide	<b>Multiple Regions</b>
CareNow Services, LLC	401 Bombay Ln Roswell, GA 30076	770-664-1920 Fax: 866-373-5426	Statewide	<b>Multiple Regions</b>

**NOTE: Providers of the PASRR Specialized Services program are required to submit accurate and current contact information to DCH. Any discrepancies or changes in contact information housed in GAMMIS and/or this policy manual should be reported via change of information instructions at [www.mmis.ga.gov](http://www.mmis.ga.gov).**

## APPENDIX I

### NURSING FACILITY ADMINISTRATIVE REVIEWS

#### Application

This section describes appeals procedures for certain nursing facility (including ICF/IID) situations.

\* **Please see Part I Policy and Procedures Manual for specifics on appeal and review.**

#### Pre-Admission Approval

Upon application for pre-admission approval, the nursing facility and the applicant/recipient or an authorized representative shall be given written notification of the Division's determination. Upon denial of pre-admission approval, the applicant/recipient or an authorized representative may obtain a reconsideration by the Division by so requesting in writing.

All requests for reconsideration must be received by the Department of Community Health Program Specialist no later than ten (10) days following receipt of the initial denial and must be accompanied by additional medical documentation to justify a reconsideration. All such requests are to be addressed to:

Attn: Program Specialist  
Department of Community Health  
Medicaid Policy & Provider Services  
37<sup>th</sup> Floor  
2 Peachtree Street, NW  
Atlanta, Georgia 30303-3159

- a. A decision on the request for reconsideration will be accomplished within fifteen (15) working days of its receipt by the Specialist. The applicant/recipient and the nursing facility will be notified in writing of the reconsideration decision by the Division.
- b. If an applicant/recipient disagrees with the Division's decision, that person, or an authorized representative, may file a request for a hearing. All such requests must be received by the local county Department of Family and Children Services Office or the Fair Hearings Unit of the Department of Human Services no later than thirty (30) days after the date of the notice of decision.
- c. An initial decision on any matter with respect to which a hearing is requested shall be rendered in writing by a Hearing Officer of the Fair Hearings Unit. Should such a decision be adverse to the medical assistance applicant/recipient, that person or representative may appeal the decision by filing an appeal with the Hearing Office for Final Appeals in accordance with directions from the Fair Hearings Unit.

- d. If an aggrieved applicant/recipient of medical assistance exhausts all the administrative remedies provided, judicial review of the decision may be obtained in the same manner and under the same standards which are applicable to those contested cases which are reviewable pursuant to O.C.G.A., Section 50-13-19.

Rev. 12/12

#### Billing Rate and Disallowance of Cost from the Cost Report

Reimbursement rates (billing rates) for nursing facilities (NF and ICF/IID) are established pursuant to the provisions discussed in Chapter 1000 of this manual. A billing rate calculation notice will be sent to a provider each time a rate is initially calculated for a given cost report period or is subsequently adjusted as a result of audit or review by the Division or its agent. A billing rate calculation will also be sent to a provider on a quarterly basis for rate changes that are a result of the case-mix reimbursement methodology (i.e. BIMS, CMI, and nursing hour changes). Nursing facilities rates and percentiles will be based on costs reported by the providers which are reviewed by the Division or its agent. Cost reports and adjustments determined appropriate by the Division will be used to establish rates. Those cost reports and adjustments determined appropriate prior to initial establishment of the annual percentile ceilings (as described in Chapter 1000 of this manual) shall be used in calculation of the percentiles. Those cost reports and adjustments determined appropriate subsequent to initial establishment of the annual percentile ceilings shall be used to adjust rates only; percentile ceilings will not be adjusted.

Rev. 07/06

Any provider wishing to appeal its rate as initially established, its subsequent rate change as a result of audit or review, or its quarterly rate change as a result of the case-mix reimbursement methodology must follow the process set out in subsections (a) – (c) below:

Rev. 07/06

- a. Should a provider wish to appeal a decision of the Division regarding a billing rate calculation, including related disallowances from the cost report, the provider must file a written request for reconsideration with the Division. All such requests must be received by the Division within thirty (30) days of the date of the billing rate calculation notice. Requests received after this deadline shall not be considered. If no request for reconsideration is received by the Division by the deadline, the provider shall be deemed to have waived its right to a hearing concerning the calculation of the billing rate and related disallowances from the cost report. Initially established rate calculated for a given cost report period and their related disallowances can only be appealed within 30 days after the rates are initially established.

The written request must address all questioned disallowance(s) and other specific point(s) of dispute and must be accompanied by supporting documents or other evidence to justify reconsideration. Requests for reconsideration must be directed to:

Rev. 07/06

Program Manager  
Nursing Home Reimbursement, 39<sup>th</sup> Floor  
Division of Medical Assistance  
2 Peachtree Street, N.W.  
Atlanta, GA 30303-3159

The Program Manager of the Nursing Home Reimbursement Unit will have one hundred twenty days (120) from the date of receipt of the reconsideration request to render a decision

unless the Program Manager determines there are extenuating circumstances (e.g., multiple facilities are involved or the rate change is a result of a federal disallowance) or additional information is required. If the Program Manager (or any authorized staff of the Nursing Home Unit) requests additional information, the nursing facility must submit this information to the Unit within thirty (30) days of the date of such request. The Program Manager will have ninety (90) days from the date of receipt of the additional information to render a decision concerning the written requests or inquiries submitted by a nursing facility. Failure of a nursing facility to provide information within the specified time frame requested by the Division will result in the denial of the nursing facility's appeal by the Program Manager. Failure of the Program Manager to respond within the time frames described herein will result in approval of the nursing facility's request.

- b. The provider must file a request for a reconciliation conference if it wishes to appeal the Division's reconsideration decision. All such requests must be in writing and must be received within thirty (30) days from the date of the notice of the reconsideration decision. Requests received after this deadline shall not be considered. If no request for a reconciliation conference is received by the Division by the deadline, the provider shall be deemed to have waived its right to a hearing concerning the calculation of the billing rate and related disallowances from the cost report. All such requests must be directed to the address noted in subsection a) above.

Conferences will be scheduled at the Division's office. The Division Director will have sixty (60) days from the date of the reconciliation conference to render a decision unless both parties to the conference agree to extend the time limitation.

If the provider appeals a rate adjustment which is the result of a cost report adjustment(s) determined appropriate subsequent to the establishment of percentile ceilings, the change will not be effected until the date of the Division's reconciliation conference decision. To the extent that such a rate change decreases a rate granted prior to review, it shall be affected by retroactive rate adjustment rather than through a request for refund or by recoupment.

Rev. 07/06

Rev. 12/12

If the provider disagrees with the reconciliation conference decision, the provider may obtain a hearing on the matter by filing a written request with the Legal Services Section of the Division in accordance with O.C.G.A §49-4-153.

Rev. 12/12

### **Sanctions**

In addition to the termination and suspension as a Medicaid provider, the Division may impose the sanctions described below.

### **Nursing Facilities**

- a. The Division may sanction a nursing facility for failure to submit the required cost report as outlined in Appendix D.

- b. The Division may deny reimbursement for services to ICF/IID recipients admitted to a facility on or after the effective date specified on written notice to that facility that it is not in compliance with Subsection 106.8.

If the Division or its agents has determined that conditions in the facility have neither damaged nor immediately endangered the health, safety, or welfare of a recipient, the effective date of the notice shall be no earlier than five days after the date of receipt by the facility, during which time the facility will have the opportunity to correct the cited conditions.

The Division's action shall be predicated on a report from the agent, under its contract with the Division to perform on-site reviews of nursing facilities, which takes into account the medical, safety, environmental, and physical needs of the facility's residents. The denial of reimbursement shall remain in effect until such time as the Division determines, after subsequent on-site review, that the facility is meeting the aforementioned needs of its residents and is no longer damaging or endangering the health, safety, or welfare of any recipient. This denial shall not apply to temporarily hospitalized recipients previously residing in a facility, placed on such notice, who return to the facility after the date of notice. Neither shall it apply to persons who resided in the facility prior to the date of notice, and subsequently become Medicaid eligible.

Rev. 12/12

A facility which has received notice of the Division's denial of reimbursement for newly admitted patients may appeal such action in the manner described in O.C.G.A. §49-4-153. However, nothing in this provision shall impede the authority of the Division to deny payment for new admissions or suspend or terminate a facility's participation under Section 402, Part I of the Policies and Procedure Manual.

- c. The Division may deny reimbursement for services to recipients in nursing facilities, who are admitted after the facility's receipt of notice that its participation in the program will be terminated by the Department of Community Health, under its own volition or as a result of an action taken by the Healthcare Facility Regulation Division of the Department of Community Health, or by the Health Care Financing Administration of the U.S. Department of Health and Human Services.

Rev. 12/12

The Division may impose any or all of the remedies when a nursing facility fails to meet a Program Requirement as defined therein.

## APPENDIX J Georgia Families

### Georgia Families

Georgia Families® (GF) is a statewide program designed to deliver health care services to members of Medicaid, PeachCare for Kids®, and Planning for Healthy Babies® (P4HB) recipients. The program is a partnership between the Department of Community Health (DCH) and private care management organizations (CMOs). By providing a choice of health plans, Georgia Families allows members to select a health care plan that fits their needs.

It is important to note that GF is a full-risk program; this means that the four CMOs licensed in Georgia to participate in GF are responsible and accept full financial risk for providing and authorizing covered services. This also means a greater focus on case and disease management with an emphasis on preventative care to improve individual health outcomes.

#### The four licensed CMOs:

 Amerigroup Community Care 800-454-3730 <a href="http://www.amerigroup.com">www.amerigroup.com</a>	 CareSource 888-202-1058 <a href="http://www.caresource.com">www.caresource.com</a>
 Peach State Health Plan 866-874-0633 <a href="http://www.pshpgeorgia.com">www.pshpgeorgia.com</a>	 WellCare of Georgia 866-231-1821 <a href="http://www.wellcare.com">www.wellcare.com</a>

Children, parent/caretaker with children, pregnant women and women with breast or cervical cancer on Medicaid, as well as children enrolled in PeachCare for Kids® are eligible to participate in Georgia Families. Additionally, Planning for Healthy Babies® (P4HB) recipients receive services through Georgia Families® (GF). Children in foster care or receiving adoption assistance and certain youths committed to juvenile justice are enrolled in Georgia Families 360°.

#### Eligibility Categories for Georgia Families:

Included Populations	Excluded Populations
Parent/Caretaker with Children	Aged, Blind and Disabled
Transitional Medicaid	Nursing home
Pregnant Women (Right from the Start Medicaid – RSM)	Long-term care (Waivers, SOURCE)
Children (Right from the Start Medicaid – RSM)	Federally Recognized Indian Tribe
Children (newborn)	Georgia Pediatric Program (GAPP)

Women Eligible Due to Breast and Cervical Cancer	Hospice
PeachCare for Kids®	Children’s Medical Services program
Parent/Caretaker with Children	Medicare Eligible
Children under 19	Supplemental Security Income (SSI) Medicaid
Women’s Health Medicaid (WHM)	Medically Needy
Refugees	Recipients enrolled under group health plans
Planning for Healthy Babies®	Individuals enrolled in a Community Based Alternatives for Youths (CBAY)
Resource Mothers Outreach	

Medicaid and PeachCare for Kids® members will continue to be eligible for the same services they receive through traditional Medicaid and state Value Added Benefits. Members will not have to pay more than they paid for Medicaid co-payments or PeachCare for Kids® premiums. With a focus on health and wellness, the CMOs will provide members with health education and prevention programs giving them the tools needed to live healthier lives. Providers participating in Georgia Families will have the added assistance of the CMOs to educate members about accessing care, referrals to specialists, member benefits, and health and wellness education. **All four CMOs are State-wide.**

The Department of Community Health has contracted with four CMOs to provide these services:

- Amerigroup Community Care
- CareSource
- Peach State Health Plan
- WellCare of Georgia

Members can contact Georgia Families for assistance to determine which program best fits their family’s needs. If members do not select a plan, Georgia Families will select a health plan for them.

Members can visit the Georgia Families Web site at [www.georgia-families.com](http://www.georgia-families.com) or call 1-800-GA-ENROLL (1-888-423-6765) to speak to a representative who can give them information about the CMOs and the health care providers.

The following categories of eligibility are included and excluded under Georgia Families:

**Included Categories of Eligibility (COE):**

COE	DESCRIPTION
104	LIM – Adult
105	LIM – Child
118	LIM – 1st Yr Trans Med Ast Adult
119	LIM – 1st Yr Trans Med Ast Child
122	CS Adult 4 Month Extended
123	CS Child 4 Month Extended
135	Newborn Child
170	RSM Pregnant Women
171	RSM Child

180	P4HB Inter Pregnancy Care
181	P4HB Family Planning Only
182	P4HB ROMC - LIM
183	P4HB ROMC - ABD
194	RSM Expansion Pregnant Women
195	RSM Expansion Child < 1 Yr
196	RSM Expn Child w/DOB <= 10/1/83
197	RSM Preg Women Income < 185 FPL
245	Women's Health Medicaid
471	RSM Child
506	Refugee (DMP) – Adult
507	Refugee (DMP) – Child
508	Post Ref Extended Med – Adult
509	Post Ref Extended Med – Child
510	Refugee MAO – Adult
511	Refugee MAO – Child
571	Refugee RSM - Child
595	Refugee RSM Exp. Child < 1
596	Refugee RSM Exp Child DOB <= 10/01/83
790	Peachcare < 150% FPL
791	Peachcare 150 – 200% FPL
792	Peachcare 201 – 235% FPL
793	Peachcare > 235% FPL
835	Newborn
836	Newborn (DFACS)
871	RSM (DHACS)
876	RSM Pregnant Women (DHACS)
894	RSM Exp Pregnant Women (DHACS)
895	RSM Exp Child < 1 (DHACS)
897	RSM Pregnant Women Income > 185% FPL (DHACS)
898	RSM Child < 1 Mother has Aid = 897 (DHACS)
918	LIM Adult
919	LIM Child
920	Refugee Adult
921	Refugee Child

**Excluded Categories of Eligibility (COE):**

<b>COE</b>	<b>DESCRIPTION</b>
124	Standard Filing Unit – Adult
125	Standard Filing Unit – Child
131	Child Welfare Foster Care
132	State Funded Adoption Assistance
147	Family Medically Needy Spend down

148	Pregnant Women Medical Needy Spend down
172	RSM 150% Expansion
180	Interconceptional Waiver
210	Nursing Home – Aged
211	Nursing Home – Blind
212	Nursing Home – Disabled
215	30 Day Hospital – Aged
216	30 Day Hospital – Blind
217	30 Day Hospital – Disabled
218	Protected Med/1972 Cola - Aged
219	Protected Med/1972 Cola – Blind
220	Protected Med/1972 Cola - Disabled
221	Disabled Widower 1984 Cola - Aged
222	Disabled Widower 1984 Cola – Blind
223	Disabled Widower 1984 Cola – Disabled
224	Pickle - Aged
225	Pickle – Blind
226	Pickle – Disabled
227	Disabled Adult Child - Aged
227	Disabled Adult Child - Aged
229	Disabled Adult Child – Disabled
230	Disabled Widower Age 50-59 – Aged
231	Disabled Widower Age 50-59 – Blind
232	Disabled Widower Age 50-59 – Disabled
233	Widower Age 60-64 – Aged
234	Widower Age 60-64 – Blind
235	Widower Age 60-64 – Disabled
236	3 Mo. Prior Medicaid – Aged
237	3 Mo. Prior Medicaid – Blind
238	3 Mo. Prior Medicaid – Disabled
239	Abd Med. Needy Defacto – Aged
240	Abd Med. Needy Defacto – Blind
241	Abd Med. Needy Defacto – Disabled
242	Abd Med Spend down – Aged
243	Abd Med Spend down – Blind
244	Abd Med Spend down – Disabled
246	Ticket to Work
247	Disabled Child – 1996
250	Deeming Waiver
251	Independent Waiver
252	Mental Retardation Waiver
253	Laurens Co. Waiver
254	HIV Waiver
255	Cystic Fibrosis Waiver
259	Community Care Waiver
280	Hospice – Aged

281	Hospice – Blind
282	Hospice – Disabled
283	LTC Med. Needy Defacto – Aged
284	LTC Med. Needy Defacto – Blind
285	LTC Med. Needy Defacto – Disabled
286	LTC Med. Needy Spend down – Aged
287	LTC Med. Needy Spend down – Blind
288	LTC Med. Needy Spend down – Disabled
289	Institutional Hospice – Aged
290	Institutional Hospice – Blind
291	Institutional Hospice – Disabled
301	SSI – Aged
302	SSI – Blind
303	SSI – Disabled
304	SSI Appeal – Aged
305	SSI Appeal – Blind
306	SSI Appeal – Disabled
307	SSI Work Continuance – Aged
309	SSI Work Continuance – Disabled
308	SSI Work Continuance – Blind
315	SSI Zebley Child
321	SSI E02 Month – Aged
322	SSI E02 Month – Blind
323	SSI E02 Month – Disabled
387	SSI Trans. Medicaid – Aged
388	SSI Trans. Medicaid – Blind
389	SSI Trans. Medicaid – Disabled
410	Nursing Home – Aged
411	Nursing Home – Blind
412	Nursing Home – Disabled
424	Pickle – Aged
425	Pickle – Blind
426	Pickle – Disabled
427	Disabled Adult Child – Aged
428	Disabled Adult Child – Blind
429	Disabled Adult Child – Disabled
445	N07 Child
446	Widower – Aged
447	Widower – Blind
448	Widower – Disabled
460	Qualified Medicare Beneficiary
466	Spec. Low Inc. Medicare Beneficiary
575	Refugee Med. Needy Spend down
660	Qualified Medicare Beneficiary
661	Spec. Low Income Medicare Beneficiary
662	Q11 Beneficiary

663	Q12 Beneficiary
664	Qua. Working Disabled Individual
815	Aged Inmate
817	Disabled Inmate
870	Emergency Alien – Adult
873	Emergency Alien – Child
874	Pregnant Adult Inmate
915	Aged MAO
916	Blind MAO
917	Disabled MAO
983	Aged Medically Needy
984	Blind Medically Needy
985	Disabled Medically Needy

### HEALTH CARE PROVIDERS

For information regarding the participating health plans (enrollment, rates, and procedures), please call the numbers listed below.

Prior to providing services, you should contact the member’s health plan to verify eligibility, PCP assignment and covered benefits. You should also contact the health plan to check prior authorizations and submit claims.

Amerigroup Community Care	CareSource	Peach State Health Plan	WellCare of Georgia
800-454-3730 (general information) www.amerigroup.com	1-855-202-1058 www.careSource.com/ GeorgiaMedicaid	866-874-0633 (general information) 866-874-0633 (claims) 800-704-1483 (medical management) www.pshpgeorgia.com	866-231-1821 www.wellcare.com

### Registering immunizations with GRITS:

If you are a Vaccine for Children (VFC) provider, please continue to use the GRITS (Georgia Immunization Registry) system for all children, including those in Medicaid and PeachCare for Kids®, fee-for-service, and managed care.

### Important tips for the provider to know/do when a member comes in:

Understanding the process for verifying eligibility is now more important than ever. You will need to determine if the patient is eligible for Medicaid/PeachCare for Kids® benefits and if they are enrolled in a Georgia Families health plan. Each plan sets its own medical management and referral processes. Members will have a new identification card and primary care provider assignment.

You may also contact DXC at 1-800-766-4456 (statewide) or [www.mmis.georgia.gov](http://www.mmis.georgia.gov) for information on a member's health plan.

**Use of the Medicaid Management Information System (MMIS) web portal:**

The call center and web portal will be able to provide you information about a member's Medicaid eligibility and health plan enrollment. DXC will **not** be able to assist you with benefits, claims processing or prior approvals for members assigned to a Georgia Families health plan. You will need to contact the member's plan directly for this information.

**Participating in a Georgia Families' health plan:**

Each health plan will assign provider numbers, which will be different from the provider's Medicaid provider number and the numbers assigned by other health plans.

**Billing the health plans for services provided:**

For members who are in Georgia Families, you should file claims with the member's health plan.

**If a claim is submitted to DXC in error:**

DXC will deny the claim with a specific denial code. Prior to receiving this denial, you may go ahead and submit the claim to the member's health plan.

**Credentialing**

Effective August 1, 2015, Georgia's Department of Community Health (DCH) implemented a NCQA certified Centralized Credentialing Verification Process utilizing a Credentialing Verification Organization (CVO). This functionality has been added to the Georgia Medicaid Management Information System (GAMMIS) website ([www.MMIS.georgia.gov](http://www.MMIS.georgia.gov)) and has streamlined the time frame that it takes for a provider to be fully credentialed.

Credentialing and recredentialing services is provided for Medicaid providers enrolled in Georgia Families and/or the Georgia Families 360° program.

This streamlined process results in administrative simplification thereby preventing inconsistencies, as well as the need for a provider to be credentialed or recredentialed multiple times.

The CVO's one-source application process:

- Saves time
- Increases efficiency
- Eliminates duplication of data needed for multiple CMOs
- Shortens the time period for providers to receive credentialing and recredentialing decisions

The CVO will perform primary source verification, check federal and state databases, obtain information from Medicare's Provider Enrollment Chain Ownership System (PECOS), check required medical malpractice insurance, confirm Drug Enforcement Agency (DEA) numbers, etc. A Credentialing Committee

will render a decision regarding the provider's credentialing status. Applications that contain all required credentialing and recredentialing materials at the time of submission will receive a decision within 45 calendar days. Incomplete applications that do not contain all required credentialing documents will be returned to the provider with a request to supplement all missing materials. Incomplete applications may result in a delayed credentialing or recredentialing decision. The credentialing decision is provided to the CMOs.

HP provider reps will provide training and assistance as needed. Providers may contact HP for assistance with credentialing and recredentialing by dialing 1-800-766-4456.

**Assignment of separate provider numbers by all of the health plans:**

Each health plan will assign provider numbers, which will be different from the provider's Medicaid provider number and the numbers assigned by other health plans.

**Billing the health plans for services provided:**

For members who are in Georgia Families, you should file claims with the member's health plan.

**If a claim is submitted to DXC in error:**

DXC will deny the claim with a specific denial code. Prior to receiving this denial, you may go ahead and submit the claim to the member's health plan.

**Receiving payment:**

Claims should be submitted to the member's health plan. Each health plan has its own claims processing and you should consult the health plan about their payment procedures.

**Health plans payment of clean claims:**

Each health plan (and subcontractors) has its own claims processing and payment cycles. The claims processing and payment timeframes are as follows:

<b>Amerigroup Community Care</b>	<b>CareSource</b>	<b>Peach State Health Plan</b>	<b>WellCare of Georgia Plan</b>
<p>Amerigroup runs claims cycles twice each week (on Monday and Thursday) for <b>clean</b> claims that have been adjudicated.</p> <p>Monday Claims run: Checks mailed on Tuesday. Providers enrolled in ERA/EFT receive the ACH on Thursday.</p>	<p>CareSource runs claims cycles twice each week on Saturdays and Tuesdays for <u>clean</u> claims that have been adjudicated.</p> <p><u>Pharmacy</u>: Payment cycles for pharmacies is weekly on Wednesdays.</p>	<p>Peach State has two weekly claims payment cycles per week that produces payments for <b>clean</b> claims to providers on Monday and Wednesday.</p> <p>For further information, please refer to the Peach State website, or the Peach State provider manual.</p>	<p>WellCare runs claims payment cycles up to six (6) times each week for <b>clean</b> claims.</p> <p>For further information, please refer to the WellCare website, the WellCare provider manual, or contact Customer Service at 866-231-1821</p>

<p>Thursday Claims run: Checks mailed on Wednesday. Providers enrolled in ERA/EFT receive the ACH on Tuesday.</p> <p><b>Dental:</b> Checks are mailed weekly on Thursday for <b>clean</b> claims.</p> <p><b>Vision:</b> Checks are mailed weekly on Wednesday for <b>clean</b> claims (beginning June 7th)</p> <p><b>Pharmacy:</b> Checks are mailed to pharmacies weekly on Friday (except when a holiday falls on Friday, then mailed the next business day)</p>			
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**How often can a patient change his/her PCP?**

<b>Amerigroup Community Care</b>	<b>CareSource</b>	<b>Peach State Health Plan</b>	<b>WellCare of Georgia</b>
Anytime	<p>Members can change their PCP one (1) time per month. However, members can change their PCP at any time under extenuating circumstances such as:</p> <ul style="list-style-type: none"> <li>• Member requests to be assigned to a family member's PCP</li> <li>• PCP does not provide the covered services a member seeks due to moral or religious objections</li> <li>• PCP moves, retires, etc.</li> </ul>	<p>Within the first 90 days of a member's enrollment, he/she can change PCP monthly. If the member has been with the plan for 90 days or longer, the member can change PCPs once every six months. There are a few exclusions that apply and would warrant an immediate PCP change.</p>	<p>Members can change PCPs for any reason within the first 90 days of their enrollment. After the first 90 days, members may change PCPs once every six months.</p>

Once the patient requests a PCP change, how long it takes for the new PCP to be assigned:

Amerigroup Community Care	CareSource	Peach State Health Plan	WellCare of Georgia
Next business day	PCP selections are updated in CareSource's systems daily.	PCP changes made before the 24 <sup>th</sup> day of the month and are effective for the current month. PCP changes made after the 24 <sup>th</sup> day of the month are effective for the first of the following month.	PCP changes made between the 1st and 10th of the month will go into effect right away. Changes made after the 10th of the month will take effect at the beginning of the next month

## PHARMACY

Georgia Families does provide pharmacy benefits to members. Check with the member's health plan about who to call to find out more about enrolling to provide pharmacy benefits, including information about their plans reimbursement rates, specific benefits that are available, including prior approval requirements.

To request information about contracting with the health plans, you can call the CMOs provider enrollment services.

Amerigroup Community Care	CareSource	Peach State Health Plan	WellCare of Georgia
800-454-3730 <a href="https://providers.amerigroup.com/pages/ga-2012.aspx">https://providers.amerigroup.com/pages/ga-2012.aspx</a>	844-441-8024 <a href="https://cvs.az1.qualtrics.com/jfe/form/SV_cvyY0ohqT2VXYod">https://cvs.az1.qualtrics.com/jfe/form/SV_cvyY0ohqT2VXYod</a>	866-874-0633 <a href="http://www.pshpg.org">www.pshpg.org</a>	866-300-1141 ProspectiveProviderGA@WellCare.com or <a href="https://www.wellcare.com/en/Georgia/Become-a-Provider">https://www.wellcare.com/en/Georgia/Become-a-Provider</a>

All providers must be enrolled as a Medicaid provider to be eligible to contract with a health plan to provide services to Georgia Families members.

The CMO Pharmacy Benefit Managers (PBM) and the Bin Numbers, Processor Control Numbers and Group Numbers are:

Health Plan	PBM	BIN #	PCN
Amerigroup Community Care	ESI	003858	MA
CareSource	CVS Caremark	004336	MCAIDADV

			Group: RX0835
<b>Peach State Health Plan</b>	US Script (PBM) Caremark (Claims Processor)	004336	MCAIDADV
<b>WellCare of Georgia</b>	Caremark	004336	MCAIDADV

**If a patient does not have an identification card:**

Providers can check the enrollment status of Medicaid and PeachCare for Kids® members through DXC by calling 1-800-766-4456 or going to the web portal at [www.mmis.georgia.gov](http://www.mmis.georgia.gov). DXC will let you know if the member is eligible for services and the health plan they are enrolled in. You can contact the member's health plan to get the member's identification number.

Use of the member's Medicaid or PeachCare for Kids® identification number to file a pharmacy claim:

<b>Amerigroup Community Care</b>	<b>CareSource</b>	<b>Peach State Health Plan</b>	<b>WellCare of Georgia</b>
No, you will need the member's health plan ID number	Yes, you may also use the health plan ID number.	Yes	Yes, you may also use the WellCare subscriber ID

**Health plans preferred drug list, prior authorization criteria, benefit design, and reimbursement rates:**

Each health plan sets their own procedures, including preferred drug list, prior authorization criteria, benefit design, and reimbursement rates.

**Will Medicaid cover prescriptions for members that the health plans do not?**

No, Medicaid will not provide a "wrap-around" benefit for medications not covered or approved by the health plan. Each health plan will set its own processes for determining medical necessity and appeals.

**Who to call to request a PA:**

<b>Amerigroup Community Care</b>	<b>CareSource</b>	<b>Peach State Health Plan</b>	<b>WellCare of Georgia</b>
1 (800) 454-3730	1 (855) 202-1058 1(866) 930-0019 (fax)	1 (866) 399-0929	1 (866) 231-1821 1 (866) 455-6558 (fax)

*Appendix K*  
*Non-Emergency Medical Transportation*

People enrolled in the Medicaid program need to get to and from health care services, but many do not have any means of transportation. The Non-Emergency Medical Transportation Program (NEMT) provides a way for Medicaid recipients to get that transportation so they can receive necessary medical services covered by Medicaid.

**How do I get non-emergency transportation services?**

If you are a Medicaid recipient and have no other way to get to medical care or services covered by Medicaid, you can contact a transportation broker to take you. In most cases, you must call three days in advance to schedule transportation. Urgent care situations and a few other exceptions can be arranged more quickly. Each broker has a toll-free telephone number to schedule transportation services, and is available weekdays (Monday-Friday) from 7a.m. to 6p.m. All counties in Georgia are grouped into five regions for NET services. A NEMT Broker covers each region. If you need NEMT services, **you must contact the NEMT Broker serving the county you live in** to ask for non-emergency transportation. See the chart below to determine which broker serves your county, and call the broker’s telephone number for that region.

**What if I have problems with a NEMT broker?**

The Division of Medical Assistance (DMA) monitors the quality of the services brokers provide, handling consumer complaints and requiring periodic reports from the brokers. The state Department of Audits also performs on-site evaluations of the services provided by each broker. If you have a question, comment or complaint about a broker, **call the Member CIC at 866-211-0950.**

<b>Region</b>	<b>Broker / Phone number</b>	<b>Counties served</b>
North	Southeastrans  Toll free 1-866-388-9844  Local 678-510-4555	Banks, Barrow, Bartow, Catoosa, Chattooga, Cherokee, Cobb, Dade, Dawson, Douglas, Fannin, Floyd, Forsyth, Franklin, Gilmer, Gordon, Habersham, Hall, Haralson, Jackson, Lumpkin, Morgan, Murray, Paulding, Pickens, Polk, Rabun, Stephens, Towns, Union, Walker, Walton, White and Whitfield
Atlanta	Southeastrans 404-209-4000	Fulton, DeKalb and Gwinnett
Central	LogistiCare  Toll free 1-888-224-7981	Baldwin, Bibb, Bleckley, Butts, Carroll, Clayton, Coweta, Dodge, Fayette, Heard, Henry, Jasper, Jones, Lamar, Laurens, Meriwether, Monroe, Newton, Pike, Putnam, Rockdale, Spalding, Telfair, Troup, Twiggs and Wilkinson

East	LogistiCare  Toll free 1-888-224-7988	Appling, Bacon, Brantley, Bryan, Bulloch, Burke, Camden, Candler, Charlton, Chatham, Clarke, Columbia, Effingham, Elbert, Emanuel, Evans, Glascock, Glynn, Greene, Hancock, Hart, Jeff Davis, Jefferson, Jenkins, Johnson, Liberty, Lincoln, Long, Madison, McDuffie, McIntosh, Montgomery, Oconee, Oglethorpe, Pierce, Richmond, Screven, Taliaferro, Tattnall, Toombs, Treutlen, Ware, Warren, Washington, Wayne, Wheeler and Wilkes
Southwest	LogistiCare  Toll free 1-888-224-7985	Atkinson, Baker, Ben Hill, Berrien, Brooks, Calhoun, Chattahoochee, Clay, Clinch, Coffee, Colquitt, Cook, Crawford, Crisp, Decatur, Dooly, Dougherty, Early, Echols, Grady, Harris, Houston, Irwin, Lanier, Lee, Lowndes, Macon, Marion, Miller, Mitchell, Muscogee, Peach, Pulaski, Quitman, Randolph, Schley, Seminole, Stewart, Sumter, Talbot, Taylor, Terrell, Thomas, Tift, Turner, Upson, Webster, Wilcox and Worth

## APPENDIX L

### PROVIDER PREVENTABLE CONDITIONS, NEVER EVENTS, and HOSPITAL ACQUIRED CONDITIONS

Effective July 1, 2012, the Centers for Medicare and Medicaid Services (CMS) directed all state Medicaid agencies to implement its final rule outlined in 42 CFR 447.26, regarding PROVIDER PREVENTABLE CONDITIONS (PPCs), NEVER EVENTS (NEs), and HOSPITAL ACQUIRED CONDITIONS (HACs) acquired in ALL hospital settings and other non-inpatient health care settings.

HACs are defined as diagnoses determined by either the state and/or Medicare to be reasonably preventable, i.e., Deep Vein Thrombosis (DVT)/Pulmonary Embolism (PE) following a total knee replacement or hip replacement surgery, and PPCs, i.e., the wrong body part and surgical invasive procedures performed by a practitioner or provider to the wrong patient that should never happen in an admission to treat a medical condition. CMS, specifically in Section 2702 of the Patient Protection and Affordable Care Act, prohibits payment to providers for Other Provider-Preventable Conditions (OPPPCs) as specified in 42 CFR 434, 438, and 447 of the Federal Register, page 32816.

The *Hospital Services Manual* in Section 1102(e) outlines the Department's policies and procedures on HACs as identified by Medicare's federal regulations published in October 2010. The Georgia Medicaid Management System (GAMMIS) was configured on July 1, 2011 with the HACs edits. The Department of Community Health will not reimburse inpatient facilities (if applicable) or enrolled Medicaid practitioners/providers for treatment of any HACs and/or PPCs identified through the claims adjudication and/or medical records review process. NEs in Inpatient Hospitals, Outpatient Hospitals, Ambulatory Surgical Centers (ASC) and practitioners and providers regardless of the healthcare setting are required to report NEs. Refer to the Reimbursement sections of the *Hospital Services and Physician Services Policies and Procedures Manuals* for additional information.

Claims will be subject to retrospective review in accordance to CMS' directive and the State Plan Amendment, Appendix 4.19. When a claim's review indicates an increase of payment to the provider for an identified PPC, HAC, or NE, the amount for the event or provider preventable condition will be excluded from the provider's total payment.

No reduction in payment for a provider preventable condition will be imposed on a provider when the condition defined as a PPC for a particular patient existed prior to the initiation of treatment for that patient by that provider. Non-payment of provider-preventable conditions shall not prevent access to services for Medicaid beneficiaries.



***Information for Providers Serving Medicaid Members  
in the Georgia Families 360<sup>SM</sup> Program***

**Georgia Families 360<sup>SM</sup>**, the states' managed care program for children, youth, and young adults in Foster Care, children and youth receiving Adoption Assistance, as well as select youth in the juvenile justice system, launched Monday, March 3, 2014. Amerigroup Community Care is the single Care Management Organization (CMO) that will be managing this population.

Amerigroup is responsible through its provider network for coordinating all DFCS, DJJ required assessments and medically necessary services for children, youth and young adults who are eligible to participate in the Georgia Families 360<sup>SM</sup> Program. Amerigroup will coordinate all medical/dental/trauma assessments for youth upon entry into foster care or juvenile justice (and as required periodically).

**Georgia Families 360<sup>SM</sup>**, Every member in Georgia Families 360<sup>SM</sup> is assigned a Care Coordinator who works closely with them to ensure access to care and ensure that appropriate, timely, and trauma informed care is provided for acute conditions as well as ongoing preventive care. This ensures that all medical, dental, and behavioral health issues are addressed. Members also have a medical and dental home to promote consistency and continuity of care. The medical and dental homes coordinate care and serve as a place where the child is known over time by providers who can provide holistic care. DFCS, DJJ, foster parents, adoptive parents and other caregivers are involved in the ongoing health care plans to ensure that the physical and behavioral health needs of these populations are met.

Electronic Health Records (EHRs) are being used to enhance effective delivery of care. The EHRs can be accessed by Amerigroup, physicians in the Amerigroup provider network, and DCH sister agencies, including the DFCS, regardless of where the child lives, even if the child experiences multiple placements. Ombudsman and advocacy staff are in place at both DCH and Amerigroup to support caregivers and members, assisting them in navigating the health care system. Additionally, medication management programs are in place to focus on appropriate monitoring of the use of psychotropic medications, to include ADD/ADHD medications as well as other behavioral health prescribed medications.

**Providers can obtain additional information by contacting the Provider Service Line at 1-800-454-3730 or by contacting their Provider Relations representative.**

**To learn more about DCH and its dedication to A Healthy Georgia, visit [www.dch.georgia.gov](http://www.dch.georgia.gov)**

**APPENDIX N**

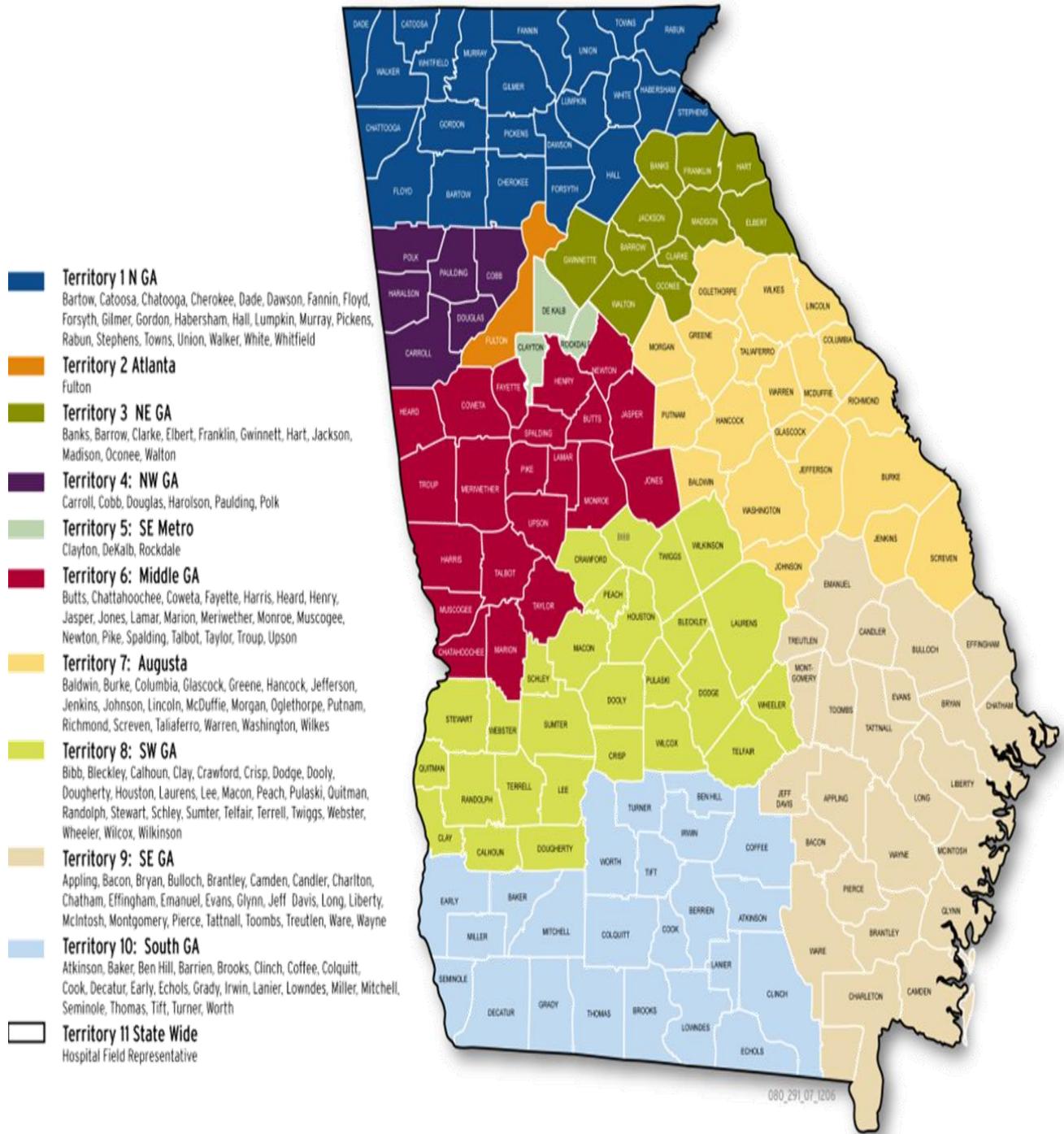
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## APPENDIX O

### Provider Relations Field Service Representatives (FSR)

REGIONAL FAX NUMBERS FOR COMMUNITY PARTNERS TO SUBMIT DFCS/LTCU FORMS FOR PROCESSING AGED/BLIND/DISABLED MEDICAID	
Region	Fax number
1	770-342-7049
2	770-344-5950
3	678-717-0914
4	706-672-4342
5	706-688-0451
6	478-314-2856
7	706-434-6195
8	706-256-9390
9	888-704-9391
10	229-238-0131
11	229-238-2403
12	912-544-7622
13	770-898-7527
14 (DeKalb)	404-478-1871
14 (Fulton)	404-206-5664
15 (Cobb)	678-605-6921
15 (DeKalb)	678-747-6814

# Georgia Field Territories



## Provider Relations

Rev. 07/19

### Field Service Representatives (FSR)

- Territory 1 – N. Georgia – Vacant
- Territory 2 – Fulton – Adrian Hogan
- Territory 3 – NE Georgia – Carolyn Thomas
- Territory 4 – NW Georgia – Danny Williams
- Territory 5 – SE Metro – Angel Davis
- Territory 6 – Middle Georgia – \*Interim Deandre Murray
- Territory 7 – Augusta – \*Interim Ebony Hill
- Territory 8 – SW Georgia – Jill McCrary
- Territory 9 – SE Georgia – Kara Ward
- Territory 10 – South Georgia – Anitrus Johnson
- South – Hospital Rep – Janey Griffin
- North – Hospital Rep – Sherida Banks

Field Reps can be reached through the following options:

Submit a request through the Provider Services Contact Center at 800-766-4456

Or

Submit a “Contact my provider rep” request through the “Contact US” feature on the GAMMIS Web Portal.

The Rep has 6 days to call the provider after the request is made and a Contact Tracking Number (CTN) for their request will be provided for each contact initiation.

**RADIOLOGICAL/PORTABLE X-RAY SERVICES**

Codes for radiological services have three formats: professional component, technical component, and complete procedure. Not all procedures have all three components. In general, these components should be used as follows:

A. Professional Component: (26 modifier)

Radiology services should be billed as professional component when:

1. The physician provides only the professional service for the procedure; or
2. The service is provided in a hospital; or
3. The technical portion of the service is performed by someone other than the physician's salaried employee.

B. Technical Component: (TC modifier)

Radiology services should be billed as technical component when the physician is providing the technical portion of the service only. This component has very limited application under current Medicaid policy.

C. Radiology Component: (FX modifier)

D. Complete Procedure

To bill for complete radiological procedures, which include charges for actually processing and developing the x-ray (technical component), and evaluating the x-ray (professional component), submit the codes as defined in the CPT without a modifier.

The physician may bill for complete procedure when one of the conditions outlined in Section 601.5 of the Part II Physician Services Manual is met.

When billing for multiple identical radiology services performed on the same date of service, charges must be placed on only one line of the claim form with the number of X-rays taken being placed in the "unit" space. To bill for identical bilateral procedures where there is not an all-inclusive code bill the procedure code with a 50 modifier' on one line indicating one unit of service. Use of the 50 modifier will ensure correct payment for both procedures using the one code. However, if there is an all-inclusive procedure code for a

bilateral procedure, the all-inclusive charge for the procedure will be reimbursed at the lower of 100% of the allowed amount or the submitted charge.

E. Computerized Tomography - (CAT SCANS)

The Division reimburses for medically necessary CAT scans.

F. Low Osmolar Contrast Media

Payment will be made for medically necessary low osmola (non-trast material (LOCM) used in conjunction with intrathecal, intra-arterial, and intravenous radiological procedures when provided for non-hospital patients. The physician's medical records must support the medical necessity of low osmolar contrast material.

The following procedure codes must be used when billing for Low Osmolar Contrast Media:

- Q9960 High Osmolar Contrast Material, 200-249 mg/ml Iodine Concentrate, per ml (replacement for A4645).
- Q9961 High Osmolar Contrast Material, 250-299 mg/ml, Iodine Contrast, per ml (replacement for A4645).
- Q9962 High Osmolar Contrast Material, 300-349 mg/ml, Iodine Concentration, per ml (replacement for A4646).
- Q9963 High Osmolar Contrast Material, 350-399 mg/ml, Iodine Contrast Material Concentration, per ml (replacement for A4646).
- Q9965 Low Osmolar Contrast Material, 100-199 MG/ML Iodine Concentration, per ML (replaces Q9946)

G. Magnetic Resonance Imaging (MRI)

Medically necessary MRI is covered by the Division when CT scans or SPECT procedures are not definitive or appropriate. Only one MRI per day will be paid without submission of documentation for medical necessity. Reimbursement for follow-up visits by the radiologist is included in the reimbursement for the MRI. Please note that only enrolled Medicaid providers may be reimbursed for MRI procedures.

CT Scans or MRIs that do not require contrast, or are of a lower acuity, may be done under the general supervision of the physician. CT Scans and MRIs that require contrast, or are at an increased level of acuity, must be performed under the direct supervision of the physician.

#### H. Portable X-Ray and CT Scan

Effective July 1, 2017, the Department of Community Health provides payment of medically necessary portable diagnostic x-ray and CT scan services to Medicaid eligible members who are unable to travel to radiological facilities.

Specific diagnostic radiology services for an eligible member may be provided in a Home Community Based Services, Skilled Nursing Facility Services, in Home Health and Hospice Services to include the member's home by an enrolled portable x-ray provider. The X-ray and CT scan services are only considered for payment when they are medically necessary and ordered by the member's physician. Portable x-ray services are allowable only in Home Community Based Services, Skilled Nursing Facility Services, in Home Health and Hospice Services (POS 31,32 or 33) or in a home setting (POS 12) as medically necessary and appropriate, and under the supervision of a physician.

GA Medicaid does not reimburse for technical components for these services as a separate part of the service. Providers billing for these services must bill a full component only. GA Medicaid will not reimburse for set-up fee of the equipment (Level II HCPCS code Q0092).

Transportation of portable x-ray equipment is reimbursable only when the equipment used is actually transported to the location where x-ray services are provided. GA Medicaid will not reimburse for the transportation of the portable x-ray equipment when the x-ray equipment is stored at a facility for use as needed.

GA Medicaid will only pay for single transportation payments per trip to a facility or location for a single date of service. Therefore, providers should make every effort to schedule all members at a single location during a single trip to that location. If more than one member at the same location is x-rayed, the portable X-ray transportation fee is allocated among the members who receive portable X-ray services in a single trip.

GA Medicaid reimburses procedure code R0075 (Transportation of portable X-ray equipment), per trip to facility or location for portable X-ray providers, more than one member seen. The Division also reimburse procedure code R0070 (Transportation of portable X-ray equipment), per trip to facility or location, one member seen.

When submitting a claim for procedure code R0075, the provider is required to use a modifier to indicate the total number of Medicaid members served at the location. The provider is required to submit a separate claim for each Medicaid member. A claim with procedure code R0075 will be denied if it is submitted without an appropriate modifier. Each claim for a single location and data of service must indicate the same X-ray transportation procedure code and modifier for all members seen during that visit.

- R0070 Portable x-ray equipment and personnel to the member's home or nursing home, per trip to a facility or other location.
- R0075 Transportation of portable x-ray equipment and personnel to home or nursing home, per trip to facility or location, more than one member seen, per trip to facility or location. The following modifiers are to be billed with R0075:

Modifiers:

- (no modifier if one patient served)
- UN - Two patients served
- UP - Three patients served
- UQ - Four patients served
- UR - Five Patients served
- US - Six or more patients served

The written order must be written and ordered by the member's primary care physician before any portable or mobile x-rays and /or CT scan services are provided. The claim for reimbursement must indicate the name of the physician who ordered the service before payment may be made.

Portable X-ray services may be provided to a member in his or her place of residence. The member place of residence is defined by the Division of

Medicaid as the member's own dwelling, a residential care facility or nursing facility. Portable X-ray services are not covered in hospital settings.

Note: GA Medicaid will only pay for a single transportation payment per trip to a facility or location for a single date of service. Therefore, providers should make every effort to schedule all members at a single location during a single trip to that location.

All providers, including their staff, contracted staff and volunteers must comply with the Health Insurance Portability and Accountability Act (HIPAA) privacy requirements.

The portable x-ray provider is responsible for determining that a member is Medicaid eligible on the date of service.

Portable x-ray providers must keep the following records for each member for a period of at least 7 years:

- A copy of the written, signed and dated order by the member's physician,
- The date of the x-ray examination,
- The name of the physician who performed the professional interpretation of the procedure, and
- The date the radiograph was sent to the physician.

Portable x-ray providers will not be reimbursed for the following services:

- Procedures involving fluoroscopy,
- Procedures involving the use of contrast media,
- Procedures requiring the administration of a substance to the member, the injection of a substance, or the spinal manipulation of the member,
- Procedures requiring special technical competency and/or special equipment or materials,
- Routine screening procedures such as annual physicals,
- Procedures which are not of a diagnostic nature, e.g., therapeutic x-ray treatments, and
- Annual x-rays

## Fee Schedule

Information regarding the Fee Schedule to be used for Portable X-rays and CT Scan can be obtained on [www.gammis.com](http://www.gammis.com) following the links under "Provider Manual", "Provider Information", and "Fee Schedules."

## I. Mammography

All mammograms must be performed at a state certified center, and the results must be interpreted by a physician certified by the American Board of Radiology, or the American Osteopathic Board of Radiology, or certified as qualified to interpret the results of mammograms as determined by the Secretary of Health and Human Services. Contact the office below with questions on obtaining certification.

**Office of Regulatory Services  
Health Care Services  
Georgia Department of Community Health  
2 Peachtree Street, N.W., 19th Floor  
Atlanta, Georgia 30303  
(404) 657-5407**

The Division must have an updated and valid copy of your certification. Please fax new certification to DXC Technology at 1-866-483-1044 or 1-866-483-1045 or forward to:

**Prior Authorization & Pre-Certification  
Alliant Health Solutions  
PO Box 105329  
Atlanta, Georgia 30348  
800-766-4456 (Toll free)**

When billing for mammography on the CMS 1500 claim form, enter the radiology center's 6 digit certification number on field 24a, with the preceding EW qualifier. Please refer to Policies and Procedures for Medicaid PeachCare for Kids Part 1 Manual for billing instructions.