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 Developmental Disabilities Administration

**Memorandum**

To: DDA Community Pathways Waiver Behavioral Support Services Providers

From: Ronald Peele, Finance Director

Date: June 28, 2018

Subject: Community Pathways Waiver Behavioral Support Services (BSS) Invoicing and Federal Billing

This letter is to inform you of the new invoicing process for BSS under the Community Pathways Waiver to help you understand how the process will work and what you need to do to ensure your invoices are paid in a timely manner. The new BSS invoicing process is as follows:

Please submit monthly invoices to DDA for:

* DDA Recipients whom DDA has found eligible for the service to be provided;
* s whom DDA has found eligible for the service to be provided;is still VERY applicable)heir carettachment defining the servicesDDA Recipients for whom DDA has agreed to reimburse services;
* Those services that are necessary for the DDA Recipient’s habilitation and support;
* The actual cost of services in accordance with the rates published on DDA’s website for BSS services.
* The services that were actually provided as described in the Provider’s claim for payment.

For Provider payment, all complete and accurate monthly invoices for services shall be signed by the Provider and submitted electronically to the DDA Regional Office using the attached Invoice Template no later than the end of the month following the month in which service was provided. The required backup documentation for the invoice should be 1) a Detailed Service Report (DSR) and 2) federal billing claim forms or remittance advice for claims submitted directly to Medicaid.

Invoices submitted without the backup documentation will not be processed for payment until the Provider submits the required information.

The amount of the invoice and payment shall be the total of itemized services reflected in the Detailed Service Report.

To capture federal funding for Behavioral Services, providers will submit HFCA 1500 forms or submit electronic claims directly to Medicaid for all services provided to individuals enrolled in the DDA Community Pathways Waiver. Providers may verify participant eligibility using PCIS2 or Medicaid’s EVS system at <https://encrypt.emdhealthchoice.org/emedicaid/>. Providers may acquire billing software or use a third-party billing service to submit the federal claims directly to Medicaid. The Provider shall comply with applicable laws and regulations governing the secure electronic submission of billing claims. Information on HIPAA Electronic Claims Submission can be found at [https://dda.health.maryland.gov/Pages/Federal%20Billing.aspx](https://dda.health.maryland.gov/Pages/Federal%20Billing.aspx%20). The Provider shall have a process for resolving invoice and federal billing errors and discrepancies in a timely manner.

Attachments