



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

**MARYLAND MEDICAL ASSISTANCE PROGRAM
HIV Targeted Case Management Transmittal No. 1
December 21, 2011**

To: HIV Targeted Case Management Providers

From: Susan J. Tucker, Executive Director
Office of Health Services

Note: Please ensure that appropriate staff members in your organization are informed of the contents of this transmittal.

Re: Revised rates and regulations for HIV Targeted Case Management.

On February 1, 2012, new HIV Targeted Case Management regulations will go into effect. The purpose of these changes is to update language within the HIV Targeted Case Management regulations to ensure consistency with the provision of case management services across the Department, specifically with the Infectious Disease and Environmental Health Administration's Ryan White Part B program.

The Centers for Medicare and Medicaid Services has requested that all states require providers of services to bill on an incremental basis, rather than per day or per month. Specifically, the Department will now require HIV Targeted Case Management providers to bill in 15 minute increments (with one unit being 15 minutes). Each participant in the program has a limit of 96 units of service allowable per year, starting after the completion of the annual assessment, or Diagnostic Evaluation Service.

Some examples of non-billable services include, but are not limited to, activities that are not allowable under the Federal definition of case management, such as the provision of direct services and time spent by the provider solely for the purpose of transporting participants. Other examples of non-billable activities include:

- Case Management services of less than seven minutes duration;
- Telephone contact with the Department or its designated agent for the purpose of requesting or reviewing authorization;
- Time spent engaged in activities required by a credentialing, certification or oversight entity such as gathering and submitting care plan or service data or other information;
- Completion of billing documentation;

- Individual or group supervision, routine case reviews and rounds, ad hoc consultation with supervisors and discussion or consultation among team members;
- Time spent in staff training, clinical supervision or case reviews including for the purpose of treatment planning;
- Travel time;
- Attempted contacts or leaving messages; and
- Services provided by individuals who do not meet the definition of and minimum qualifications for a case manager.

The following describes the rate structure and billing information for the HIV Targeted Case Management program:

Procedure Code	Service	Unit of Service	Maximum Rate per Unit
S0315	Diagnostic Evaluation Services	One	\$200.00
W0316	HIV Ongoing Case Management	15 minutes	\$17.86

Also, within regulations are specific requirements regarding maintaining a patient record. Providers of ongoing case management must maintain a record on each participant which meets the Program's requirements, including:

- (1) Verification of the participant's HIV-infected status;
- (2) Verification of the participant's eligibility for services;
- (3) A signed consent form by the participant to participate in HIV ongoing case management;
- (4) The completed bio-psychosocial assessment;
- (5) The completed plan of care signed by all members of the multidisciplinary team;
- (6) Documentation for each contact made by the case manager including:
 - (a) Date and subject of contact;
 - (b) Person contacted;
 - (c) Person making the contact;
 - (d) Nature, extent, and unit or units of service provided; and
 - (e) Place of service; and
- (7) A signed case closure form when HIV ongoing case management services are ended.

The Department has also made available recommended forms that are consistent with Ryan White Part B program guidelines. All recommended forms can be found at: <http://www.dhmd.state.md.us/mma/longtermcare/HIVTCM.html>

Questions regarding this transmittal should be directed to Eric Saber at 410-767-1458.

cc: Infectious Disease and Environmental Health Administration