



STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
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**TO: DDD PROVIDER NETWORK**  
**FROM: Division of Developmental Disabilities**  
**RE: Response to COVID-19 (rel25)**  
**DATE: 04/16/2021**

**COVID-19 Guidance for Alabama HCBS Waiver Service Providers**  
**Division of Developmental Disabilities Services**

**The Alabama Department of Mental Health's Revised Appendix K request has now been forwarded to Alabama Medicaid and will then proceed to CMS. Until approval is received from CMS the information below will not be in effect. Upon CMS approval the below changes will be effective with services beginning March 1, 2021 through services ending August 31, 2021.**

**Residential Services**

Beginning with services performed March 1, 2021, the Department of Mental Health will reimburse residential providers an additional 11% on top of current residential rates for residential expenses incurred in recruiting and retaining direct support professionals (DSP). This increase will be in addition to the 19% increase in residential services applied through the Appendix K last fiscal year for a total of 30% increase to each Individualized Residential Budgeting Instrument (IRBI).

**Other Services Related to Direct Support Professionals**

Beginning with services performed March 1, 2021, rates associated with the following services (**including their self-directed counterparts**) will be increased by 30% to cover expenses incurred in recruiting and retaining DSPs.

- Community and Facility Day Habilitation
- Community Experience
- Adult Companion Services
- Personal Care (includes Personal Care on Worksite)
- Respite (In Home and Out of Home)
- LPN and RN Services
- Assessment/Discovery
- Individual Job Coach/Individual Job Developer
- Prevocational (Facility and Community)
- Employment Small Group

**Recruitment and Retention (R&R) Documentation Requirements**

Immediately upon CMS approval of the Appendix K amendment, providers must submit a Staff Recruitment and Retention Plan (i.e. marketing strategy such as sign on bonuses, longevity bonuses, etc.) to the fiscal manager in your respective regional office. An example of a plan is attached. ADMH encourages those who do not currently have a DSP Recruitment and Retention Plan to begin developing those now.

Providers will be audited to ensure the additional funding is used for the purpose of which it is intended. Recruitment and Retention practices are addressed in the Division of Developmental Disabilities (DDD) Provider Operational Guideline Manual. Providers could potentially be faced with a Provisional certification should funding be used for purposes other than for what is intended or as outlined in the provider's R&R plan.

Providers should also complete the NCI Staff Stability Survey by June 30, 2021.

Please send any questions you may have relating to COVID-19, services, etc., to: [ADMH-DDD.Questions@mh.alabama.gov](mailto:ADMH-DDD.Questions@mh.alabama.gov)

## EXAMPLE:

Attention Staff,

In an effort to recruit the best candidates to join our team, we need your help! We have made changes and added to our Referral Bonus Program: This will take effect on **03/30/2021**.

### **New Employee-Sign on Bonus**

\$250 after successfully completing 6 months and another \$250 after completing a year.

### **Employee Referral**

\$250 after referred new employee completes 90 days and another \$250 after probationary period is successfully completed.

**AND** \$25 gift card after the new employee completes a month of employment.