



STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH

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Kay Ivey
Governor

Kimberly G. Boswell
Commissioner

MEMORANDUM
24-DD-05

TO: All DDD Providers
FROM: Kathy Sawyer *Kathy Sawyer*
DDD Associate Commissioner
DATE: March 7, 2024
RE: Follow Up

The following are updates from our meetings last month:

- **DHR Abuse Registry:** In view of DHR delays in processing requests, I am waiving the ADMH contract requirement (VII-H) that states “contractor must obtain clearance from the Department of Human Resources ...before an employee, agent, or volunteer can begin providing services and annually thereafter”. However, during this time you must continue to file the requests for clearance with DHR. We will review this issue again at the end of ninety (90) days or sooner upon confirmation that delays have been resolved.
- **Nurse Delegation Rates:** The rates for nurse delegation under ID and LAH waivers have been updated in ADIDIS. Any claims billed using the old rates from 10/1/23 through the present must be voided and rebilled with the new service code.
- **Remote Billing Issues:** Problems with remote services codes have been addressed with Medicaid and Gainwell. Please get with your Regional Fiscal manager for instructions on how to re-bill, if needed.
- **Wage Reports:** I am pleased to report we have received the Baseline Wage Reports for all Providers and Support Coordination Agencies. However, as of this date, we have received only 114 of 165 Provider’s Quarterly Reports and only 8 of 17 Support Coordination Agencies’ Quarterly Reports for quarter/period ending December 31, 2023. As you are aware, the deadline for the Quarterly Report was extended from end of January 2024 to February 29, 2024. If you have not already done so, please get with your Regional Fiscal Manager to submit your reports. Note that failure to do so will delay authorizations for payment.
- **Changes in ICAP or Size of Home:** Instructions for completion of the ICAP are established in Operational Guideline A.1.3. Instructions for completion Request For Action service are established in Operational Guideline A.4.2.
 - Changes in ICAPs that are not a part of admission or redetermination should be submitted via the RFA process. The requests will be reviewed by the Regional Community Services Director. If accepted the request will be forwarded to the Regional Fiscal Manager to update the individual rate. Both approvals and denials will follow the notification process as outlined in Operational Guideline A.4.2.



- Changes in the number of bedrooms in a home or due to movement of an individual to a home of a different size (number of bedrooms) will be submitted via the RFA process. The requests will be reviewed by the Regional Community Services Director and if accepted, the request will be forwarded to the Regional Fiscal Manager to update the individual rate. Both approvals and denials will follow the notification process outlined in Operational Guideline A.4.2.

Finally, please help spread the word about the Annual Capitol Showcase Art Exhibition with the people we serve.

Since 2005, ADMH has hosted an Art Show at Alabama's State Capitol. Artists from around the state with mental illnesses, developmental disabilities, substance use disorders, and co-occurring disorders are invited to have their abilities showcased throughout the month of May in the Capitol in observance of National Mental Health Month.

Fill out our online entry form and send us a digital photo of your artwork and your typed artist statement by March 20, 2024, to participate. Acceptance letters with details about sending your artwork in, and the reception will follow. Completed artwork will be due by April 10, 2024.

You can find the entry form online here: <http://bit.ly/capitolshowcase>

More information about the Art Show can be found here: <https://mh.alabama.gov/capitol-showcase/>
Should you have any questions regarding the above, please do not hesitate to call me or your Regional Community Services Director or Fiscal manager. Thanks again for your hard work over the last several months. While there continues to be much to accomplish, much has been done!!

cc: Regional Community Services Directors
Regional Fiscal Managers
Sekeena Holt
Vivian Waren