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PROVIDER BULLETIN

Number 8

<https://dmh.mo.gov/dev-disabilities>

Effective Date: 8/1/2017-6/30/22

Revised Date: 11/9/2022

Shared Living Relief Variance Reporting Process

Contents

This bulletin annualizes Shared Living Relief hours and describes the methodology for the reporting of under/over service utilization delivered prior to July 1, 2022. **NOTE: Shared Living services delivered on or after July 1, 2022 are no longer subject to variance reporting due to the adoption of new rate methodology and therefore, are not covered herein.**

Process for Relief Usage:

Relief hours on the monthly Shared Living budget are a reflection of 1/12th of annual hours of service. Annualizing relief hours affords the individual and Shared Living family/companion the flexibility to utilize relief as needed throughout the plan year. Provider policy on relief usage must always be followed.

It is the expectation that Relief will be provided one on one which will allow relief time to be deducted, hour per hour as outlined on the Shared Living Budget. In the event relief is shared between more than one individual (no more than three individuals receiving services regardless of funding source and with the Team's prior approval) the hourly relief hours will be divided equally between the individuals for tracking and reporting.

REPORTING UNDER SERVED PROVISIONS TO MMAC

- Providers evaluate service provision utilizing internal systems no less than annually as established by provider policy. Each provider shall establish a written policy which defines the year of service being utilized for service reporting. The year may or may not follow ISP timelines and may differ by service site, as prescribed by the policy. If the year differs by service site, the provider shall design a reporting system to describe the timeline for each site.
- A variance report may only be submitted when service provision has been tracked for an entire year or from the beginning of the established year through the date the service was terminated.

- Provider submits the “DD Waiver Variance Calculation Worksheet” (previously known as the “ISL Variance Calculation Worksheet”) found at the following link by clicking on DMH Providers Reporting Variance <http://mmac.mo.gov/providers/provider-enrollment/home-and-community-based-services/>
- The rate utilized when reporting under service utilization for relief served in a 1:1 ratio shall be the rate indicated on the shared living budget associated with the relief hours, less 15% for administration costs.
- The administering agency shall establish a policy outlining rate methodology utilized when reporting under service utilization for relief served outside of the 1:1 ratio. An explanation of methodology shall be submitted with the report of under service utilization.
- MMAC will make a recoupment (this means the provider should not send payment with the DD Waiver Variance Calculation Worksheet or adjust any claims as this may cause duplicate recoupments.)

REPORTING OVER SERVICED PROVISIONS TO THE DIVISION

- Providers evaluate service provision utilizing internal systems no less than annually as established by provider policy or upon service termination.
- A report may only be submitted when service provision has been tracked for an entire year or from the beginning of the year through the date the service was terminated. An exception may be made on a case by case basis for reimbursement prior to the end of the year should there be extenuating circumstances.
- Provider submits a variance report to the responsible Regional Office or Satellite Office Variance Report Committee using the Individualized Supported Living and Shared Living Variance Reporting form found under Guideline #37: [Guidelines | dmh.mo.gov](http://dmh.mo.gov)
- The rate utilized when reporting over service provision shall be the rate indicated on the shared living budget associated with the relief hours.
- Variance Report Committee reviews request and justification and requests any additional information needed.
- Upon receipt of all information, the committee communicates their decision in writing (email, fax or letter) to provider within ten (10) business days of the review. The Division adjusts the Shared Living Relief budget one time on a future months billing.