



## Memo #13-12

To: Help Me Grow Home Visiting Contract Managers

From: Jonathan Thomas, Research and Data Administrator  
Bureau for Children with Developmental and Special Health Needs

Copy: Help Me Grow Home Visiting Supervisors, Billing Approvers, Home Visitors, & HMG staff

Subject: Home Visiting Early Track Adjustments

Date: May 23, 2013

The purpose of this communication is to provide Help Me Grow Home Visiting (HMG HV) Contract Managers and staffs with guidance on how to request adjustments to previously submitted claims in Early Track.

### *What **can** be adjusted with the submission of an adjustment request form?*

- The times associated with previously vouchered events
- The rate at which a worker was paid for an event (e.g., licensed vs. non-licensed)

**NOTE: *Paper and/or electronic documentation to support any adjustments are required to be part of a record***

### *What **cannot** be adjusted?*

- The dates associated with previously approved events
- Adding events or home visits that were never entered in Early Track (e.g., adding a tool to a previously paid home visit or adding a missing home visit that occurred prior to a paid home visit)

### *When are adjustments **unnecessary** and do not require the submission of an adjustment request form?*

- Adding Time and Activity entries (data entry, documentation, and referral follow up)
- Making changes to start/end times for any home visit not yet approved for payment

The ODH will make automatic adjustments beginning with the June 4, 2013 vouchers for events vouchered before June 4, 2013 that contain any of the following:

- Events associated with a home visit completed before provider effective start date
- Non-HMG HV participants (e.g., MIECHV)
- Home Visitor licensure status (and therefore rate) different than what is currently recorded
- Non-billed time during a home visit (e.g., if the total home visit time is greater than the indicated home visit activities, the ODH will “fill-in-the-gap” between the total time and the indicated times)

To request an adjustment, fill out completely the HMG HV Adjustment Request Form and either fax (614-728-9163) or email to William Gardner ([William.Gardner@odh.ohio.gov](mailto:William.Gardner@odh.ohio.gov)). The form must be filled out fully and accurately to ensure that the adjustment is made. In order to assure payments, including adjustments, can be paid from the funding available for the corresponding fiscal year, any adjustment request must be received by the ODH in accordance with this memorandum no later than August 15<sup>th</sup> of the subsequent fiscal year. For SFY13-related data, the ODH will begin applying requested adjustments to the July 2, 2013 vouchers forward.

When an adjustment is entered by the ODH into Early Track, Early Track will take the new start and end times and re-run the entire vouchering process at the next scheduled time (currently, every Tuesday afternoon). In doing so, Early Track will determine what effect the new start and end times will have for the contractor's agency's Home Visitor on the particular day for which the adjustment is entered. Therefore, an adjustment may result in an **additional payment** to the contractor, **no change** in payment to the contractor, or a **debit** to the contractor. In the event adjustments result in a **debit** to the contractor, the adjustments will not be vouchered until sufficient offsetting funds are ready to be vouchered from other events.

Home Visiting Contractor staff/billing approvers are strongly encouraged to run the Early Track billing-related reports to find potential events for adjustment and to determine what effect an adjustment will have.

- The Overlapping Claim Events Report will be useful to determine where contractors may have inappropriately approved overlapping times and consequently not been paid for the full amount of minutes.
- The Home Visit Claim Events report can be used to determine the Voucher ID for the HMG HV Adjustment Request Form.
- The Home Visit Claim Events report should also be run by worker, limited to a single event date, to determine whether the proposed adjusted start/end times in one record will result in overlap with other records.
- The Home Visit Claim Events and Voucher Details reports can be used to look at the impact of adjustments after they have been vouchered and paid.

Early Track will not allow adjusted start/end times to be entered if the times would overlap with other times *in the record*. However, it will *not* check for overlap in *other records*.

#### *Additional payment*

- If, after re-running the vouchering process, Early Track determines that the adjustment will result in at least one additional unit being paid, contractors will see an additional payment.
- Contractors may see an additional payment if the Home Visitor was paid initially at the unlicensed rate and the rate is adjusted to the licensed rate for an event.

#### *No change in payment*

- If, after re-running the vouchering process, Early Track determines that the adjusted times will make no difference in the number of units paid for the child, the contractor will see no change in payment. For example, the change may not be enough to trigger an additional unit of pay due to the total time for a participant on a single service date.
- Home Visiting Contractors are reminded that units are calculated based on the work an agency's Home Visitor does for a particular participant on a particular day. Once the non-overlapping minutes are summed, the sum is divided by 15 to determine the number of units. If the remainder is 8 or greater, the number of units is rounded up 1. If the remainder is 7 or fewer, the remainder minutes are not paid.
- If, after re-running the vouchering process, Early Track determines that the adjusted times now overlap with the Home Visitor's work on the same day with other children, the contractor may see no change in payment.

#### *Debit*

- Contractors may see reduced payments if minutes are adjusted downward. Contractors may see a reduced payment if the Home Visitor was paid initially at the licensed rate and the rate is adjusted to the unlicensed rate for an event.
- If, after re-running the vouchering process, Early Track determines that the adjusted times now overlap with the Home Visitor's work on the same day with other children, the contractor may see a reduction in payment.