

NH Department of Health and Human Services (DHHS)
Division of Long Term Supports and Services (DLTSS)
Bureau of Developmental Services (BDS)

105 Pleasant St.
Concord, NH 03301

STATE OF NEW HAMPSHIRE BDS GENERAL MEMORANDUM (GM)	
DATE:	Revised December 28, 2023
TO:	Area Agency Executive Directors, Area Agency Business Managers, BDS Staff
FROM:	Laurie Vachon, Administrator III
SUBJECT:	FY 23 UCR Processing
EFFECTIVE DATE:	November 27, 2023, revised on December 28, 2023
REGULATORY GUIDANCE:	This memo is a communication tool circulated for informational purposes only. The goal is to provide information and guidance to the individuals to whom it is addressed. The contents of this memo and the information conveyed are subject to change. This communication is not intended to take the place of or alter written law, regulations or rule.

MEMORANDUM SUMMARY	
The purpose of this memorandum is to:	
<ul style="list-style-type: none"> • Communicate the process that will be utilized to finalize Unit Change Requests (UCR) processing for FY 23 	

UCR Processing:

A small workgroup of BDS staff and Area Agency (AA) business managers met to establish an efficient plan to ensure all UCRs for fiscal year 2023 will be completed and paid out by March 2024. In December of 2023 upon request of the AA's, BDS extended the UCR processing plan through April 2024.

If an AA chooses to continue the regular processing and billing for their UCRs for each individual, they may choose to do so. This will need to be communicated to Sheila Acheson (BDS Administrator, Service Authorization Unit), the AA assigned BDS liaison and BDS program specialist for UCR processing.

UCR Tracking List:

By 1/31/24, AAs will identify all individuals that will require a UCR on the UCR Tracking List. If an individual is not on this tracking list by 1/31/24, they will not be considered for UCR processing. The UCR Tracking List is currently being utilized with each AA as a working tool to process UCRs. BDS will continuously work on these lists as they are received. It is recommended that AAs that have not submitted a UCR Tracking List to date begin this process.

All requested UCRs require supporting documentation including service agreements and/or amendments, an approved budget, and an approved certification (when applicable) that aligns with the services that are being requested. BDS will not require a service agreement/amendment and functional screen to be provided if BDS is

able to confirm the individual has waiver eligibility and the service agreement documents are final and available for BDS review in IntellectAbility.

As indicated above, all individuals in need of a UCR must be indicated on the tracking sheet by 1/31/24. All necessary documentation required for processing the UCR must be submitted to BDS no later than 2/29/24.

Approved UCR Invoice:

To assist AAs to bill for their approved UCRs, the following alternative process can be utilized. An Approved UCR Invoice can be submitted to BDS instead of billing for each individually approved UCR in MMIS. The Approved UCR Invoice will serve as the documentation for billing on behalf of all the individuals on the invoice. This exception to current billing practices for UCRs is only to be utilized for UCRs prior to 7/1/23. The following flexibilities have been agreed upon:

- Billing will not be submitted per individual/per date of service. The total amount owed per individual will be billed as indicated on the Approved UCR Invoice. AAs will need to ensure that documentation for all dates of services provided is available when requested by BDS to support the billing that was submitted.
- Previous billing for an approved UCR enhancement or change in service will not need to be recouped. AAs will be paid for the enhanced services owed for the specific time period as indicated on the Approved UCR Invoice.
- Service authorizations that were approved through MMIS that were erroneously voided during systems conversion can also be added to the Approved UCR Invoice to bill the remaining amount.
- Approved service authorizations entered in NH Easy with service dates prior to 7/1/23 can also be added to the Approved UCR Invoice for billing instead of billing through MMIS.

Timeline:

UCR Tracking List:

- Ongoing through 1/31/24: All AAs will submit their UCR Tracking list until the final submission on 1/31/24
- 1/31/24: All requested UCRs for each individual must be identified on the UCR Tracking List
- 2/29/24: All required documentation for UCRs requested must be finalized and submitted to BDS for individuals listed on the UCR Tracking list

Approved UCR Invoice:

- 12/8/23: The first UCR Invoice is due, only individuals who have approved UCRs, individuals with an approved service authorization that was voided in error, and approved service authorizations entered in NH Easy with service dates prior to 7/1/23 should be on this sheet
- 1/12/24: Payments will be issued by 1/12/24 for the 12/8/23 UCR Invoice
- 1/12/24: The next Approved UCR Invoice is due by 1/12/24
- 2/9/24: Payments will be issued by 2/9/24 for the 1/12/24 UCR Invoice
- 2/9/24: The next Approved UCR Invoice is due by 2/9/24
- 3/8/24: Payments will be issued by 3/8/24 for the 2/9/24 UCR Invoice.
- 3/08/24: The next Approved UCR Invoice is due by 03/08/24
- 3/29/24: Payments will be issued by 3/29/24 for the 03/08/24 UCR Invoice
- 3/29/24: The final UCR Approved UCR Invoice is due
- 4/26/24: **Final** Payment for UCR's will be issued for 3/39/24 UCR Invoice

UCR Tracking Sheet and Approved Invoice Submission should be emailed to the following BDS staff:

Area Agency	BDS Liaison	BDS Program Specialist
Northern Human Services	Brianna Belfontaine	Michelle Rosado
PathWays of the River Valley	Kristen Kather	Michelle Rosado
Lakes Region Community Services	Melissa Occhipinti	Kate Brighton
Community Bridges	Brianna Belfontaine	Kate Brighton
Monadnock Developmental Services	Karen McLaughlin	Kate Brighton
Gateways Community Services	Karen McLaughlin	Michelle Rosado
Moore Center Services	Melissa Occhipinti	Kate Brighton
One Sky Community Services	Kristen Kather	Michelle Rosado
Community Partners	Kristen Kather	Michelle Rosado
Community Crossroads	Karen McLaughlin	Kate Brighton