

**WSC ADVISORY #2016-016 DRAFT**  
**SERVICE AUTHORIZATION NOTES, SPANNING AND QUARTERLY UTILIZATION**

**ACTION REQUIRED**

**EFFECTIVE DATE: IMMEDIATELY**

This advisory provides information to WSCs to reduce workload and simplify the service authorization and billing procedures related to service authorizations.

**Service Authorizations Spanning the Quarter:**

The iBudget Handbook (page3-4) states, “*The total units of service are available for the entire quarter and not limited to a monthly amount. In order to allow for increased flexibility, the ‘Comments’ section of the service authorization should be used to describe how the amount, frequency, duration, intensity, and scope of the service are generally intended.*”

WSCs should consider the following:

1. WSCs can adjust service authorizations to meet a consumer’s needs within existing approved units within a quarter without APD review and approval. Providers may bill on a monthly, daily or weekly basis as long as the sum of each month’s billing does not exceed the quarterly total.

*Example: If a consumer is approved for 500 units per month for the months of January, February and March (3<sup>rd</sup> quarter), the provider can bill those units according to the consumers’ needs as long as the total units billed for that quarter do not exceed 1500 units. For instance, if the consumer needs to use 700 units in January the provider can bill the 700 units for January, but must be aware that this would leave them with 800 units to use in the months of February and March. In these situations, please be advised that service plans **DO NOT** need to be adjusted to match the number of units actually being billed per month as long as the sum does not exceed what is approved for that quarter.*

2. Services can be spanned over a quarter. This means that if there are units in the first AND last month of a quarter, the units can be used in any way throughout that quarter.

*Example: Spanning the quarter with Adult Dental services is helpful due to the inability to predict appointment availability. By spanning units, the number of updates to each consumer’s service plans will be reduced, thus reducing workload as well as providing greater flexibility.*

**Notes Section on Service Plans:**

The iBudget Waiver Handbook (page 3-5) states, “*The notes section of the service authorization should be used to specify the preferred use of the service.*”

1. The process of approving updates/changes to cost plans is sometimes prolonged due to the lack of access to updated consumer information. In order to expedite this process, WSCs must enter notes on all service plans, including CDC+ participants.

*Examples: When requesting Consumable Medical Supplies, please be sure to list the items being requested, the units cost, and the number per month or quarter, i.e: Surgical mask, 100 @ \$30/mo  
Fenestrated Gauze 100 @ \$75.60/mo  
Nasal bulbs 4 @ \$15/every other mo  
Feeding Pump @ \$82.45/mo  
Feeding bags @ 276/mo*

*When requesting services such as Personal Supports, provide an approximation of the number of daily or weekly hours, i.e., 5 hours weekdays, 10 hours weekends. Do not restate the total # of units for the month or quarter.*

A copy of the iBudget Waiver handbook can be found online at <http://apd.myflorida.com/ibudget/rules-regs.htm>.

Thank you for your cooperation in the matter. We feel this will improve the process while also reducing the workload for all involved.