

Updating Authorizations for the New LSD 3 and LSD 4 Monthly Service Codes

Introduction

Pursuant to legislative changes in s. 393.066, Florida Statutes, the Agency for Persons with Disabilities (APD) collaborated with the Agency for Health Care Administration (AHCA) to implement a monthly rate for Adult Day Training (ADT) and Prevocational services (Life Skills Development 3 and 4). The monthly rate is effective October 1, 2025, and is required for iBudget Waiver clients who attend either ADT or Prevocational services for at least 80 hours per month during a calendar month. Providers shall continue to be reimbursed at the existing hourly rate for clients who attend fewer than 80 hours of either service during the calendar month.

The new rates and procedure codes are below:

Service Description	Procedure Code	Ratio	New Billing Unit	New Rate Geographical	New Rate Non-Geographical	New Rate Monroe County
Life Skills Development – Level 3 (ADT) – Facility Based – Month	S5102 UC HI	1:1	Month	\$2,587.69	\$2,573.57	\$2,646.53
Life Skills Development – Level 3 (ADT) – Facility Based – Month	S5102 UC HI	1:3	Month	\$1,895.76	\$1,873.40	\$1,959.30
Life Skills Development – Level 3 (ADT) – Facility Based – Month	S5102 UC HI	1:5	Month	\$1,022.60	\$1,009.66	\$1,060.26
Life Skills Development – Level 3 (ADT) – Facility Based – Month	S5102 UC HI	1:6 – 10	Month	\$803.73	\$788.43	\$803.73
Life Skills Development Level 4 - Prevocational - Month	T2014 UC HI	1:1	Month	\$2,587.69	\$2,573.57	\$2,646.53
Life Skills Development Level 4 - Prevocational - Month	T2014 UC HI	1:3	Month	\$1,895.76	\$1,873.40	\$1,959.30
Life Skills Development Level 4 - Prevocational - Month	T2014 UC HI	1:5	Month	\$1,022.60	\$1,009.66	\$1,060.26

Life Skills Development Level 4 - Prevocational - Month	T2014 UC HI	1:6-10	Month	\$803.73	\$788.43	\$803.73
--	----------------	--------	-------	----------	----------	----------

Per the Florida Medicaid Developmental Disabilities Individual Budgeting Waiver Services Provider Rate Table, the combination of Life Skill Development Services may not exceed more than 56 hours per week for any client.

End Prior Authorizations for LSD 3 and LSD 4 Services

Waiver Support Coordinators (WSCs) must work with the Providers and identify the impacted clients on their caseload. These clients will have authorizations for LSD 3 or LSD 4 and attend one of those services for 80 hours or more within a calendar month. For those clients, the prior authorization (PA) will need to end to create a new authorization utilizing the new service codes. It is imperative that the WSCs work with Providers to confirm that the service provider did not bill for services after 9/30/2025 for LSD 3 and/or LSD 4. If the service provider has billed, they will first need to void out their claim through FMMIS before any further action can be taken by the WSC.

NOTE: The instructions below provide general information regarding how to update and create the new planned services for the monthly LSD 3 and LSD 4 services. The WSC will need to consider if providers have changed over the month, if the ratios have changed, and if the client qualifies for the new monthly service for LSD 3 and/or LSD 4 (attending either of those services 80 hours or more within a calendar month).

1. To begin, log into iConnect and set Role to **WSC Cost Plan Adjustment**. Click **Go**.
2. Navigate to the impacted client's record.
3. Open the **Plans** tab in the client's record.
4. Open the current plan.
5. Navigate to **File > Reverse Status**.
6. **File > Save and Close Plan**.
7. Change Role to **WSC/CDC**. Click **Go**.
8. Navigate back to the impacted client's record.
9. Open the **Plans** tab in the client's record.
10. Open the current plan in the Draft status.
11. Navigate to **Planned Services**.
12. Open the impacted LSD 3 or LSD 4 planned service.
13. Update the following fields:
 - a. End Date = 09/30/2025
 - b. Annualized Units = 0
 - c. Authorization Notes/Comments = add the following to the existing note. "Updating service to the new monthly service code."
 - d. Planned Service Status = leave as Region Review Approved
 - e. **File > Save and Close Planned Services**

NOTE: If the client has transportation and no other qualifying LSD service outside of LSD 3 and LSD 4, the Transportation Planned Service will need to be end dated since the qualifying LSD service is also being end dated to pass Plan Validation Rule 18 – “Consumers can only receive transportation services if also receiving Life Skills 2, 3, & 4 services.”

14. If Applicable: Revise the Transportation Planned Service

- a. Update the following fields:
 - i. End Date = 09/30/2025 (or as appropriate for the client)
 - ii. Authorization Notes/Comments = leave comments and add - Updating to accommodate the new LSD 3 or LSD 4 Monthly Service Code.
 - iii. **File > Save and Close Planned Services**

NOTE: If the client has enough funding to add LSD 3 or LSD 4 monthly service, the WSC can proceed to step 12 in the [Add the New Planned Service for the Monthly LSD 3 and LSD 4 Rate section](#).

15. Navigate to the **Plan Information** bookmark.

16. **File > Save and Validate Plan.**

17. Review the Plan Validation Error report. Remediate any other errors utilizing the [Plan Validation Error Job Aid](#), as needed.

18. Update the Worker Name to the waiver liaison.

19. Update the Status to Pending.

20. Review Request Date = today's date

21. Region or State Review = enter the appropriate region

22. **File > Save Plan**

23. Navigate to the **Cost Plan Review Notes** bookmark.

24. **File > Add Note.**

25. In the new Note update the following fields:

- a. Cost Plan Review Note? = Yes
- b. Note Type = Cost Plan Review
- c. Note SubType = Plan Validation Review
- d. Description = Plan Validation Review
- e. Note = Ending LSD 3 or LSD 4 service to add the new LSD 3 or LSD 4 monthly service code. (If applicable notify the waiver liaison of Transportation services being end dated.)
- f. Status = leave as Pending
- g. **File > Save and Close Notes**

26. Once the WSC receives the Complete Note, from the waiver liaison, notifying them of the approved Cost Plan, the WSC will then update the authorization.

IMPORTANT: Do **NOT** update the authorization for Transportation.

27. Set Role to WSC/CDC. Click **Go**.
28. Navigate back to the impacted client's record.
29. Open the **Plans** tab in the client's record.
30. Open the current plan.
31. Navigate to **Planned Services**.
32. Click the check box on the far right for the hourly LSD 3 or LSD 4 service.
33. Navigate to **File > Update Authorization(s)**.
34. Send the updated authorization to the provider(s).

Add the New Planned Service for the Monthly LSD 3 and LSD 4 Rate

The WSC can proceed with this step only after the authorizations come back in the "Terminated" Status. If the authorization was rejected, the WSC will need to remediate the rejected authorizations before proceeding. For more information on how to remediate rejected authorizations, please review the [Handling Rejected Errors in iConnect Job Aid](#).

1. To begin, log into iConnect and set Role to **WSC Cost Plan Adjustment**. Click **Go**.
2. Navigate to the impacted client's record.
3. Open the **Plans** tab in the client's record.
4. Open the current plan.
5. Navigate to **File > Reverse Status**
6. **File > Save and Close Plan**
7. Change Role to **WSC/CDC**. Click **Go**.
8. Navigate back to the impacted client's record.
9. Open the **Plans** tab in the client's record.
10. Open the current plan in the Draft status.
11. Navigate to **Planned Services**.
12. **File > Add Planned Service**
13. Update the following fields:
 - a. Fiscal Year = 2026
 - b. Begin Date = 10/01/2025
 - c. End Date = 06/30/2026 (or as appropriate for the client)
 - d. Index/SubObject Code = enter as applicable
 - e. Service Ratio = enter as applicable (same ratio as previous)
 - f. Geographic Differential = enter as applicable
 - g. Service Code = enter new service code.
 - h. Units Per = 1
 - i. Units of Measure = Month - Round Up
 - j. Annualized Units = 12 (or as appropriate for the client)
 - k. Authorization Notes/Comments = add appropriate notes for the client's needs as applicable and notate that the authorization was updated to accommodate the new monthly service code.
 - l. Planned Service Status = update to Proposed

- m. **File > Save and Close Planned Services**
- 14. **If Applicable:** Update the Transportation Planned Service
 - a. Update the following fields:
 - i. End Date = update back to 06/30/2026 (or as appropriate for the client)
 - ii. **File > Save and Close Planned Services**
- 15. **Unlink and Link Budget**
- 16. Navigate to the **Plans** tab, locate the current Plan and navigate to the **Plan Information** bookmark.
- 17. **File > Save and Validate Plan**
- 18. Review the Plan Validation Error report. If Transportation is on the Error report, disregard. Remediate any other errors utilizing the [Plan Validation Error Job Aid](#), as needed.
- 19. Update the Worker Name to the waiver liaison.
- 20. Update the Status to Pending.
- 21. Review Request Date = today's date
- 22. Region or State Review = enter the appropriate region
- 23. **File > Save Plan**
- 24. Navigate to the **Cost Plan Review Notes** bookmark.
- 25. **File > Add Note**
- 26. In the new Note update the following fields:
 - a. Cost Plan Review Note? = Yes
 - b. Note Type = Cost Plan Review
 - c. Note SubType = Plan Validation Review
 - d. Description = Plan Validation Review
 - e. Note = Adding new monthly LSD 3 or LSD 4 service. (If applicable notify the waiver liaison if an override is needed due to Transportation Services)
 - f. Status = leave as Pending
 - g. **File > Save and Close Notes**
- 27. Once the WSC receives the Complete Note, from the waiver liaison, notifying them of the approved and/or override Cost Plan, the WSC will then create the new authorization.
- 28. Set Role to WSC/CDC. Click **Go**.
- 29. Navigate back to the impacted client's record.
- 30. Open the **Plans** tab in the client's record.
- 31. Open the current plan.
- 32. Navigate to **Planned Services**.
- 33. Click the check box on the far right for the monthly LSD 3 or LSD 4 service.
- 34. Navigate to **File > Create Authorization(s)**.
- 35. Send the new authorization to the provider.