

MEMORANDUM

To: OPWDD Providers

From: Donna M. Cater
Deputy Director, Division of Finance and Rate Setting

Date: July 21, 2020

Subject: **FINAL NOTICE** - Reporting of Non-Billable Days for Occupancy Adjustment Calculation

SURVEY EXTENSION
PLEASE READ – HIGHLY IMPORTANT

This serves as notification that the Department of Health (Department) has extended the deadline for the submission of the Non-Billable Days Survey to July 24, 2020. For details on the survey, please see the previously issued memorandum posted on the Office of Pool Administration (OPA) website dated June 9, 2020.

The form for use in reporting these days was previously posted on the OPA website. You can access the form by logging on to your agency's account at: http://www.hcrapools.org/opwdd_index.cfm. The Department is requesting that agencies report such instances so that the Occupancy Adjustment calculation is accurate. Failure to disclose this alternate billing may pose a risk to an agency during an audit.

Again, the deadline for submission of the survey has been extended to July 24, 2020. The survey must be submitted, in Excel format, by July 24, 2020 to MHR@health.ny.gov. The survey must be returned even if there are no days to report. The Department will not accept any surveys submitted after this extended deadline. Therefore, those agencies who do not submit the survey will receive a zero percent occupancy factor.

If you have questions regarding this memo, please contact us at: MHR@health.ny.gov.

cc: Kevin Valenchis
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