

Lilia Teninty

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Number: APD-AR-16-063

Issue date: 8/26/2016

Topic: Developmental Disabilities

Due date: 9/30/2016

Subject: Relief Care Authorizations in eXPRS Plan of Care

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input checked="" type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other (<i>please specify</i>): DD Brokerage Directors, Services Coordinators, Personal Agents |
| <input type="checkbox"/> Child Welfare Programs | |

Reason for action:

As of September 1st, 2016 relief care rates for Personal Support Workers (PSWs) have changed. For more information about the change see [APD-PT-16-029 PSW Relief Care Rate and Hours Worked](#)

ODDS has adjusted all current OR507 Daily Relief Care authorized to PSWs reflect the change in rate from \$175 to \$176 per daily unit, effective 9/1/2016.

Action required:

When authorizing relief care in eXPRS Plan of Care (POC):

OR507 Daily Relief Care will be used to authorize the daily unit at \$176/day. The \$176 hours assumes 16 working hours and 8 sleeping hours during the relief care daily unit.

If, after the unit of relief care is provided, the PSW informs the Case Management Entity that additional awake hours were needed, those hours are to be authorized using the OR508 Relief Care code. These additional awake working hours may only be authorized in eXPRS POC after they have been provided and reported. OR508 may only be authorized in conjunction with OR507 daily relief care.

The PSW should accurately record service start date, and their Start time (time in) and End Time (time out) for the full unit of OR507 Daily Relief Care and for additional awake time record the Start time and End Time for the OR508 waking hours. The OR508 worked hours must fall completely inside the 24 hour unit of OR507.

Examples:

- On September 7th, 2016 at 7:00am PSW Leo starts to provide a unit of relief care. Leo is able to sleep 8 hours during the delivery of the 24 hour relief care unit. Leo is paid \$176 for the unit of relief care. Leo had 16 working hours that were paid at \$11.00 per hour during the 24 hour unit of relief care.

Code	Date	Start Time	End Time	Hours worked	Total Amt. Billed
OR507	9/7/2016	7:00 am	7:00 am	16	\$176
OR508				0	

- On December 1st, 2016 at 10:45pm PSW Lucy starts to provide a unit daily relief care to Angel. Angel slept for 2 hours, woke up for 1 hour requiring PSW Lucy to provide support with toileting and transferring, then slept for another 5 hours. PSW Lucy is paid a combined total of \$187 for the daily relief care. PSW Lucy had 17 working hours that were paid at \$11.00 per hour during the 24 hour unit of relief care.

Code	Date	Start Time	End Time	Hours worked	Total Amt. Billed
OR507	12/1/2016	10:45 pm	10:45 pm	16	\$176
OR508	12/2/2016	12:45 am	1:45 am	1 (additional awake)	\$11

- On January 3rd, 2017 at 2pm PSW Taj to starts to provide a unit of daily relief care to Tanya. Tanya requires 24 hours of awake care due to exclusive focus needs during the night. PSW Taj is paid a combined total of \$264 for the daily relief care. PSW Taj had 24 working hours that were paid at \$11.00 per hour during the 24 hour unit of relief care.

Code	Date	Start Time	End Time	Hours worked	Total Amt. Billed
OR507	1/3/2017	2:00 pm	2:00 pm	16	\$176
OR508	1/3/2017	10:00 pm	12:00 am	2 (additional	\$22

				awake)	
OR508	1/4/2017	12:00am	6:00 am	6 (additional awake)	\$66

- On October 3rd, 2015 and 5:20 pm PSW Dylan starts to provide a unit of daily relief care To Daniel. Daniel slept for 1 hour, woke and needed support for 30 minutes, slept for 2 hours, woke and needed support for 1 hour, and slept for another 3 and a half hours. PSW Dylan is paid a combined total of \$192.50 for the daily relief care. PSW Dylan had 17.5 working hours that were paid at \$11.00 per hour during the 24 hour unit of relief care.

Code	Date	Start Time	End Time	Hours worked	Total Amt. Billed
OR507	10/3/2016	5:20 pm	5:20 pm	16	\$176
OR508	10/4/2016	12:00 am	12:30 am	0.5 (additional awake)	\$5.50
OR508	10/4/2016	2:30 am	3:30 am	1 (additional awake)	\$11

As of September 1st, 2016 OR508 will no longer draw against the ANA/CNA hours. OR508 will also be able to overlap with Start/End Time billing entries for OR507. These changes will be available in eXPRS with the September 15th release.

Any PSWs who worked awake hours during relief care between September 1st, 2016 and September 15th, 2016 must have their authorizations for OR508 to pay for the awake hours beyond 16 hours created and approved by September 30th, 2016.

Relief care is intended to be for a 24 hour unit of relief for an individual's primary caregiver to meet the intermittent attendant care needs of the individual. If a PSW works less than 16 working hours during a scheduled 24 hour unit of daily relief care due to unforeseen circumstances by the individual or the PSW (illness, emergency, etc.) contact your case management entity's (CME) FAC to correct the POC authorization.

Working hours during relief care count towards the PSW's weekly hours limit. See [APD-PT-16-030 PSW Weekly Hours Limitations](#)

Field/stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this action request, contact:

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