



**STATE OF HAWAII
DEPARTMENT OF HEALTH
DEVELOPMENTAL DISABILITIES DIVISION**

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In reply, please refer to:
File:

Medicaid I/DD Waiver
Memo No.: FY2021-10
Date: March 30, 2021

TO: Medicaid I/DD Waiver Providers

FROM: Mary Brogan, Administrator
Developmental Disabilities Division

SUBJECT: DDD 1915(c) Appendix K Operational Guidelines Version 4 Transmittal

The Appendix K Operational Guidelines have been updated as “DDD 1915(c) Operational Guidelines – Version 4” revised March 30, 2021, and are posted on the COVID-19 page for Waiver Providers on the DDD website at:
<https://health.hawaii.gov/ddd/covid-19/waiver-providers/>.

Please note that previous versions of the Appendix K Operational Guidelines have been removed from the website and are no longer in effect as of March 30, 2021.

Version 4 includes a number of updates. New language in the document is highlighted in yellow, and strikethrough is used to denote language that has been deleted.

Highlights of Changes in Version 4

- Timeframe – information has been added to update the end date of the Appendix K, with the exception of Temporary Rate Adjustments (TRAs), to six (6) months after the end of the Public Health Emergency (PHE) for COVID-19.
- Temporary Rate Adjustments (TRAs) – new section added: TRAs are available for select services provided between October 1, 2020 and June 30, 2021. Information and instructions have been added.
- Service Authorizations – information has been added to update the duration of authorizations related to the PHE for COVID-19.
- Adult Day Health (ADH) and Community Learning Services-Group (CLS-G) – reopening guidance and the self-assessment tool has been added as Attachment D: DDD Services Reopening Guidance and Attachment E: COVID-19 Provider Self-Assessment Preparedness Tool.

Medicaid I/DD Waiver Program – Provider Memo

Memo No. FY2021-10

March 30, 2021

Page 2 of 2

- Personal Assistance/Habilitation (PAB) – clarification regarding authorizations for PAB during hospitalization has been added. Also, additional instructions for Consumer-Directed PAB (CD-PAB) have been added.
- Specialized Medical Equipment and Supplies (SMES) – information has been added for case managers and providers about the service, authorization, and purchasing.
- Telehealth – information has been added for case managers to include instructions for CD-PAB.
- Adverse Event Reporting (AER) – email address for submission to the Outcomes and Compliance (OCB) Branch has been updated.
- Provider Qualifications – information has been added for providers regarding the requirement of a Tuberculosis (TB) clearance. Also, a section for CD employees has been added.
- Retainer Payments – clarification regarding limits and the requirement of an attestation were added. Also, billing instructions for Adult Day Health (ADH), Community Learning Services – Group (CLS-G), Individual Employment Supports – Job Coaching (IES-JC) has been updated.

If you have any questions, please email the Community Resources Branch at doh.dddcrb@doh.hawaii.gov or call (808) 733-2135.

c: Jon Fujii, DHS-MQD
DDD Management Team