

# BSW 410 Eligibility for Services: Retainer Payments

## PURPOSE

Retainer payments are available to keep members from losing their caregivers or placement in a residential setting. As a general rule, Big Sky Waiver providers may not bill for services on the days members are absent from the home or adult residential care facility. Retainer payments are an exception to this rule; they allow providers to be reimbursed for specific services if the members are absent because they are in a hospital, nursing facility, or on vacation.

## AFFECTED SERVICES

Retainer Payments are only available for the following services, and are applicable only to payment of Big Sky Waiver services:

1. Personal Assistance Services (Agency-Based, Self-Directed; Community Supports in BSB). Refer to BSW 722 (Personal Assistance Services);
2. Residential Habilitation; refer to BSW 728 (Residential Habilitation); and
3. Specially Trained Attendant Services. Refer to **BSW ###** (Specially Trained Attendant)

## RETAINER PAYMENT LIMITATIONS

Retainer payments may not exceed 30 days per service plan year. If a member is discharged from the Big Sky Waiver and is later readmitted to the program, a new service plan with a new annual service plan date span is required. The 30-day retainer day timeframe restarts with each service plan year.

Retainer payments may not be used while a member resides at the Montana State Hospital.

## PROVIDER REQUIREMENTS

Providers of this service may be eligible for a retainer payment if authorized by the case management team or Big Sky Bonanza Financial Management. Case management teams are required to inform providers that retainer payments will not be made in excess of 30 days.

The case management team must keep a record of a member's retainer payment information to ensure that they do not exceed 30 days within the service plan year and the appropriate rate, if applicable.

Providers are required to report retainer payment information to the case management team as soon as possible but within at least 10 calendar days from the first date of absence. Member absences not reported to the case management team timely by the provider are not eligible for retainer payments.

Retainer payments are not eligible for reimbursement by the Big Sky Waiver if:

1. The provider rate includes vacancy savings. In this situation, retainer payments are considered a duplication of services; or
2. The Personal Assistance Services (PAS) provider has the option to provide PAS services to another Big Sky Waiver member during that time period; refer to BSW 722 (Personal Assistance Services).

Self-directed services are an exception to these billing requirements.

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