



**Program Approved Service Agency Information – DD Waiver Services**



**Waiver Services Reporting**

Regarding items Program Approved Service Agency (PASA) does not directly provide, i.e., PASA purchases on behalf of individuals enrolled in the Developmental Disabilities Waiver (DD Waiver, also known as Comprehensive Waiver):

Includes items such as Vision, Behavior, Disposable Supplies and Medical Equipment or other such items / services provided by Vendors. For individuals enrolled in Foothills Gateway Case Management, these services are paid for and billed to Medicaid by Foothills Gateway, a Community Centered Board and Organized Health Care Delivery System (OHCDS). Because PASAs coordinate these purchases with Vendors and request the PAR units from Case Management in individual’s PARs - our process for payment is to have PASAs complete an Excel Spreadsheet showing what was purchased; track that the item has been requested through Case Management and is available in the individual’s PAR.

* **BILLING REQUIREMENTS** When such Services have been provided to an individual in services:
  + Complete the Comprehensive Waiver Services form per the instructions on the form. The form can be found on the Foothills Gateway website: Comprehensive-Waiver-Form-Third-Party-Billing.xlsx
  + Submit the signed completed form, along with the original provider or vendor invoice, to the [accountbilling@foothillsgateway.org](mailto:accountbilling@foothillsgateway.org).
  + Foothills Gateway will promptly disburse payment to the Vendor.
  + In special circumstances, an advance payment may be requested to be disbursed to a Vendor.
  + When advanced payments are requested, PASA will need to provide final invoice from Vendor that shows date item was disbursed as that will be the date used for billing Medicaid.
* **PROVIDER PAYMENT EXCEPTIONS / BILLING ISSUES:** 
  + In the event that an invoice is submitted by the PASA 365 or more days after the service has been provided, the billing will be out of timely filing per Medicaid rules, and the PASA will incur the obligation to make payment to the Vendor.
  + If the invoice includes items that are not Medicaid billable, only the billable portion of the invoice will be paid to the Vendor by Foothills Gateway and the PASA will be required to pay the remaining portion to the Vendor.
  + If an item is not in an individual’s PAR, or if there are not sufficient units in the PAR, Foothills Gateway will pay up to the remaining balance in the PAR and the PASA will be required to pay the remaining portion to the Vendor.
  + For prepays, if an item is disbursed after the appropriate PAR term ends, PASA will need to reimburse Foothills Gateway as the item that had already been paid for by Foothills Gateway.
  + If Foothills Gateway pays Vendor for items that are not available in a PAR at the time Foothills Gateway bills Medicaid, i.e., Medicaid billing is denied, PASA will be billed by and need to reimburse Foothills Gateway for the portion Foothills Gateway paid but wasn’t billable.



2/13; 1/14; 11/20; 6/21