

State of Vermont

Department of Disabilities, Aging and Independent Living
Adult Services Division
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Agency of Human Services

Memo

To: Traumatic Brain Injury Provider Agencies

From: Sara Lane, BSN, RN, Quality Management Nurse, TBI/CFC Programs

cc: Andre Courcelle, Quality & Provider Relations Program Director
ARIS Solutions

Date: August 24, 2017

Re: TBI Daily Rate- Billing and Reporting Respite Budget to ARIS Solutions

If you are an agency serving individuals enrolled in the TBI program who have been authorized a **daily rate**, *please implement the following procedure immediately* if the individual is budgeting **respite services** as part of the daily rate:

1. Determine the amount of the daily rate that will be used for respite
2. Complete the ARIS Solutions Financial Agent Enrollment or Change of Information form for the TBI Respite Program found here: <http://asd.vermont.gov/resources/forms> and submit to ARIS Solutions
3. Ensure employers and respite workers complete enrollment with ARIS Solutions
4. Only bill the portion of the authorized daily rate (Procedure Code: T1020 U8) **minus** the amount of respite

This process will allow ARIS Solutions to bill VT Medicaid directly for the respite as time sheets are submitted and will eliminate the need for invoicing.

Example: Total Daily Rate Authorized is \$200/day. The individual would like to use \$50/day toward a respite budget. The Agency should bill \$150/day to VT Medicaid using the daily rate procedure code. The total allotted respite funds for a specified period should be reported to ARIS Solutions on the form referenced above.