



DIVISION OF DEVELOPMENTAL DISABILITIES

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MEMORANDUM

DATE: September 1, 2020

TO: Community Support Providers, Case Management Providers

FROM: Julie Hand, Assistant Director, Division of Developmental Disabilities 

SUBJECT: Update to Retainer Payment Guidance

In response to the COVID-19 public health emergency, the Division of Developmental Disabilities (DDD) submitted a request to the Centers for Medicare and Medicaid Services (CMS) via an Appendix K specific to the CHOICES Home and Community Based waiver. One component of the request included the use of retainer payments as a mechanism to ensure waiver participants' services remain available when services cannot be provided in person or other means such as telephonic or virtual supports. The request to amend the CHOICES Appendix K was approved by CMS on August 21, 2020.

In response to CMS Appendix K requirements and guidance, DDD has updated the following:

- *Retainer Payment Process & Policy* to reflect the 90-day limitation for retainer payments, clarify which services are eligible for retainer payments and actions necessary at the conclusion of the 90-day timeframe.
- *Guidance for Telephonic/Virtual Habilitative Supports* to provide further detail regarding parameters for the provision of virtual supports in terms of scope, frequency and duration, accountability for reduction of services to participants, and guidance for submitting Significant Change Request (SCR) to adjust services accordingly.
- *DHS-DD-C305* to include attestation required by CMS

If you have any questions regarding the retainer payment process, please contact your assigned Program Specialist or Liliana Borcea at 605.773.3438 or Liliana.Borcea@state.sd.us.

Enc: COVID-19 CHOICES Retainer Payment Process & Policy
DHS-DD-C305 Revised 8.28.20
COVID-19 Guidance for Telephonic/Virtual Habilitative Supports

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