


NH Department of Health & Human Services (DHHS)  
Division of Long Term Supports and Services (DLTSS)  
Bureau of Elderly & Adult Services (BEAS)

105 Pleasant St.  
Concord, NH 03301

STATE OF NEW HAMPSHIRE BEAS GENERAL MEMORANDUM (GM)	
<b>DATE:</b>	07/03/2023
<b>TO:</b>	CFI Providers, BEAS Management, BEAS Staff, DLTSS Division Director.
<b>FROM:</b>	Wendi Aultman, Bureau Chief, Elderly & Adult Services
<b>SIGNATURE:</b>	
<b>SUBJECT:</b>	Home and Community Based Services Direct Support Worker Payment Program
<b>GM NUMBER:</b>	23-20
<b>EFFECTIVE DATE:</b>	07/01/2023
<b>REGULATORY GUIDANCE:</b>	This memo is a communication tool circulated for informational purposes only. The goal is to provide information and guidance to the individuals to whom it is addressed. The contents of this memo and the information conveyed are subject to change. This communication is not intended to take the place of or alter written law, regulations or rule.

MEMORANDUM SUMMARY
The purpose of this memorandum is to announce the allocation of authorized funds under Chapter 90, Laws of 2021 for supplemental payments to providers via NH Home and Community Based Services (HCBS) Direct Support Workforce Payment Program (DSWPP).

**Definitions**

- A) **Direct Support Professional (DSP)** works directly with people who have intellectual, developmental, or physical disabilities. DSPs assist people to reach their goals as outlined in their service agreement.
- B) **Direct Support Worker (DSW)** helps maintain a client’s well-being and independence in their own home and community, as outlined in their care plan/service agreement. DSWs provide a range of care and support services such as personal care, help with mobility, transport, domestic duties, or provide companionship. A Direct Support Professional is included in this broader category of Direct Support Worker. Direct Support Worker does not include case managers or other individuals providing a similar service.
- C) **HCBS:** Home and Community Based Services
- D) **Immediate Supervisor** an individual who directs and assigns the work of DSWs. Immediate supervisor does not include agency general management, including the Chief Executive Officers, Chief Financial

Officers, Chief Operating Officers, Chief Clinical Officers, Chief Medical Officers, or any equivalent Provider Agency leadership positions.

**Procedures:**

- A. The NH HCBS DSWPP funds will be allocated and paid to certain CFI waiver providers. Distribution of these funds was determined using the Temporary Increase of payment rate, however the funds will be issued via a lump sum. The Bureau of Elderly & Adult Services (BEAS) reviewed the Medicaid Management and Information System (MMIS) to determine estimated actual expenditures trended through June 30, 2023 for eligible codes. Once the department is able to determine the remaining funds within the accounting units, BEAS will operationalize the distribution of funds through the same methodology used to distribute HCBS ARPA Funding as described in GM 21-18 issued on 02/02/2022
- B. Services targeted for this program include:
- G0156 & T1021 - Home Health Aide;
  - H0043 - Supported Housing;
  - S5102 - Adult Day Care;
  - S5130 - Homemaker;
  - S5140 - Adult Foster Care;
  - T1019 - Personal Care;
  - T1030 - Skilled Nursing; and,
  - T2033 - Mid-level Residential
- C. At least 80% of the DSWPP funds will be spent on:
- Existing DSWs, including direct support professionals (DSPs) and existing immediate supervisors.
  - New DSWs, including DSPs, and new immediate supervisors.

**Next Steps:**

- 1) The Department will be contacting each provider by August 15<sup>th</sup>, 2023 with an estimated payment amount.
- 2) Providers can expect additional guidance from the department regarding this allocation of funds in the coming weeks that will include the requirement of an agency attestation form before receiving payment.

The Appendix K amendment approval can be found at <https://www.medicaid.gov/state-resource-center/downloads/nh-combined-6-appendix-k-appvl.pdf>

Questions regarding this program should be directed to [HCBSDSWPP@dhhs.nh.gov](mailto:HCBSDSWPP@dhhs.nh.gov)