

Other Than Personal Services (OTPS)

Reimbursement Resource

***Other Than Personal Services (OTPS)-** state funded services for reimbursable items that are not Medicaid-fundable.

Any item or service to be approved for OTPS funding in any category, it must pass ALL of the following four criteria:

1. *Be related to a valued outcome in the person's plan*
2. *Increase the person's independence and/or health and safety*
3. *Not be an OTPS excluded item*
4. *Not be funded through any other source*

- OTPS Billing Dates: Verification Date (in eVero)

Reimbursable through OTPS:

Phone- a cell phone or a landline to assist the person in communication and independence

- individual's phonenumber must be identified on the bill
- cell and or landline are divided by household members over the age of 18
- related back to a valued outcome as outlined in supporting documents (Life Plan/Staff Action Plan)
 - typically, not reimbursed for children under 18 years old unless a specific need is established/justified to the DDRO for approval

Phone Reimbursement Equation:

- (Taxes & Fees/ # of lines= Percentage of fees covered)
- Total Cellphone Line Reimbursement Equation (% of Fees Covered + Line costs = Total Phone Reimbursement

Additional Resource: AIM OTPS Reimbursement Chart; OTPS Reimbursement Steps-eVeroPortal

Internet- a tool to support connection to broader opportunities, integration, communication, and independence

- Internet is divided by household members over the age of 18
- Related back to a valued outcome as outlined in supporting documents (Life Plan/Staff Action Plan)
 - typically, not reimbursed for children under 18 years old unless a specific need is established/justified to the DDRO for approval

Cannot reimburse for cable packages or equipment fees

Additional Resource: AIM OTPS Reimbursement Chart; OTPS Reimbursement Steps-eVeroPortal

Software related to individual's disability- a tool to promote communication, independence and supports a person's valued outcomes (not education-based)

- must be related back to a valued outcome as outlined in supporting documents (Life Plan/Staff Action Plan)
- Additional funding streams will need to be attempted (adaptive tech)

Cannot be educationally based

Additional Resource: AIM OTPS Reimbursement Chart; OTPS Reimbursement Steps-eVeroPortal

Staff Activity Fees (SAF)- to support costs incurred by staff while on the clock or for a representative who incurs costs and submits reimbursement with receipts

- costs incurred by the self-hired staff when supporting the person on shift
 - meals, admission costs, fees, parking costs, etc.
 - staff must be on the clock and Com Hab staff must have a shift note indicating activity fee

Cannot reimburse for tips

Additional Resource: AIM OTPS Reimbursement Chart; Entering Staff Activity Fee Reimbursement Requests-eVeroMobile; OTPS Reimbursement Steps-eVeroPortal

Staff Advertising/Recruitment- to support costs incurred by the person/representative when hiring self-hired staff

- costs associated with advertising or recruitment fees for potential self-hired staff

Additional Resource: AIM OTPS Reimbursement Chart; OTPS Reimbursement Steps-eVeroPortal

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Staff Training- to promote skill building for self-hired staff based on the needs of the person and their valued outcomes

- trainings that are above the standard OPWDD trainings and identified as the individual needs it
 - First AID, CPR, and Hoyer lift training (examples)
- This is for the cost of the training and excludes the worked time of self-hired staff

Additional Resource: AIM OTPS Reimbursement Chart; OTPS Reimbursement Steps-eVeroPortal

Personal Use Transportation (PUT)- personal travel to increase independence within the community to non IDGS funded activities

- including public transit, train, bus, ride share or other forms of travel
- must be related back to a valued outcome as outlined in supporting documentation (Life Plan/Staff Action Plan)
 - if traveling outside of NYS justification is needed in the life plan/staff action plan to support out of state traveling

AIM does not reimburse family trips for minors under PUT

Additional Resource: AIM OTPS Reimbursement Chart; AIM Transportation Information; OTPS Transportation Reimbursement Steps-eVeroPortal; AIM Out of State Form

Clothing- to promote appropriate attire related to the person's valued outcomes to maintain health, safety, or independence

- must be related back to a valued outcome and increase independence and or health/safety
 - typically, not reimbursed for children under 18 years old unless a specific need is established/justified to the DDRO for approval

AIM cannot pay accessories or supplies (250\$ annual budget cap)

Additional Resource: AIM OTPS Reimbursement Chart; OTPS Reimbursement Steps-eVeroPortal

Board Stipend (Food Subsidy)- to support costs incurred by the person/representative when purchasing food items to promote independence and health related back to the person's valued outcomes

- must be outlined in supporting documentation (Life Plan/Staff Action Plan)
 - typically, not reimbursed for children under 18 years old unless a specific need is established/justified to the DDRO for approval
- must provide annual proof of Supplemental Nutritional Assistance Program (SNAP) application

AIM cannot pay for SNAP paid items or non-food items/bottle deposits)

Additional Resource: AIM OTPS Reimbursement Chart; OTPS Reimbursement Steps-eVeroPortal; **AIM SNAP Deferral Form:** offered after the first initial subsidy is applied for and denied; this can be accessed by requesting through your SD Team

Utilities- to support costs incurred by the person/representative when paying bills to promote independence and health related back to the person's valued outcomes

- the cost of utilities will only be reimbursed to the individual
- divided by the number of household members above the age 18 (cost of utilities/ # of adults in the household = reimbursement amount)
- must be outlined in supporting documentation (Life Plan/Staff Action Plan)
 - typically, not reimbursed for children under 18 years old unless a specific need is established/justified to the DDRO for approval
- must provide annual proof of Home Energy Assistance Program (HEAP) application

If the service is not supported by HEAP teams do not need to access HEAP

- ex: pellets heating a house (HEAP would not cover this and team would not apply for HEAP)

Additional Resource: AIM OTPS Reimbursement Chart; OTPS Reimbursement Steps-eVeroPortal; **AIM HEAP Deferral Form:** offered after the first initial subsidy is applied for and denied; this can be accessed by requesting through your SD Team

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Services that Increase Independence or Services Related to Health & Safety- to support additional opportunities through the scope of health, safety, or independence and must outline a habilitative need for the person

- each item must have specific/extensive justification in the life plan/staff action plan to support specific item based on that person's need
- must be directly related to a valued outcome, increase independence and or health/safety (meeting 4 OTPS Criteria)
- Items approved on a case-by-case basis
- Access to another funding source with proof of denial may be required depending on the request:
 - (Environmental Modification (EMOD) or Adaptive Tech

AIM cannot retroactively reimburse items that have been purchased prior to the budget effective date or line item open with available funding

- AIM Preapproval Team is an optional offering for teams to use as a resource to assist in determining program criteria eligible for reimbursement

Additional Resource: AIM OTPS Reimbursement Chart; OTPS Reimbursement Steps-eVeroPortal; AIM Preapproval Information, AIM Preapproval Process

Additional AIM Supports:

Recurring Payments- memberships invoiced yearly will be processed and paid out on a monthly cycle; if desired AIM can set up recurring payments which will assist in automatic monthly invoices to populate for reimbursement (total cost of invoice divided by 12)

Direct Pay- AIM offers a direct payment option with all direct pay cleared vendors. This allows AIM to directly pay the provider and for the person receiving supports to avoid initial out of pocket expenses.

Preapproval Team- AIM offers an additional support of programmatic item review which can assist teams with a pre-approval or denial of the requested opportunity. Requests can be submitted through your SD Coordinator or preapproval@aimservicesinc.org

AIM Approved Activities- AIM maintains a Self-Direction approved list of activities across NYS; available per request from SD Team

AIM Self-Direction Web Portal- <https://www.aimservicesinc.org/services/self-direction/>

AIM Reimbursement Policy:

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Any invoice/request with all necessary supporting documentation **entered by the 1st** of the month will be processed and **paid by the 16th**, or the next business day.

Any invoice/request with all necessary supporting documentation **entered by the 15th** of the month will be processed and **paid by the 31st**, or the last business day of the month.

AIM holds a **60-day reimbursement window** from the date of service

Examples:

Submitting by the 1st (example):

Invoice submitted on July 1st (with programmatic criteria met) will be paid on July 16th

Submitting by the 15th (example):

Invoice submitted on July 15th (with programmatic criteria met) will be paid on July 31st

60- Day Reimbursement Window (example):

Date of Service is the 1st of May; submission for reimbursement available until July 1st