

Specialized Payment Structure Services Reporting Procedures

Counties/Joiners may have established agreements with providers where a specialized payment structure (SPS) exists as a result of program-funded services, cost reimbursement, budget circumstances, special grant arrangements or other unique situations. This SPS prevents a per unit cost or rate for encounters from being established until the conclusion of the fiscal year (FY). There may be other circumstances in which the unit defined in the *CCRI Reporting Tool* for a given service may differ from the unit defined in the agreement between the county and provider for the delivery of services. Regardless of the type of SPS that is in place, each encounter for services must be reported through the Consolidated Community Reporting Initiative (CCRI) on an 837 encounter file to ensure compliance with state and federal reporting requirements for client-level data.

To support SPS service reporting, OMHSAS has worked with counties/joiners to develop standard reporting requirements and procedures. The SPS reporting requirements included below are effective for FY22-23 and moving forward. Lists of services and contracts required in previous years no longer need to be provided in advance. The completed SPS report must be submitted no later than March 31 – 9 months after the completion of each fiscal year.

Step One: Submitting Encounters for Specialized Payment Structure Services

Counties/Joiners will submit the individual encounters for CCRI via the 837 encounter file per submission requirements detailed in the *CCRI Production Procedures*. Submission of encounters for SPS services are due using the same schedule for all other CCRI submissions. When submitting these encounters for SPS services, the County/Joiner will include a \$0 paid amount for that service and the below information in Loop 2300/Segment CN1 or Loop 2400/Segment CN1. If a county/joiner contract includes multiple services that have different unit rates then a different contract number or contract version number should be used for the purposes of the encounters and SPS Services report in order to accurately account for costs.

CN101: Contract Type Code	05
CN102: Contract Amount	N/A
CN103: Contract Percentage	N/A
CN104: Contract Code	County's/Joiner's Contract Number
CN105: Terms Discount Percentage	N/A
CN106: Contract Version Number	Optional

Step Two: Reporting Contract Information for Specialized Payment Structure Services

Each county/joinder that has any SPS services will complete an SPS Services report using the *SPS Services Template*. The fields listed below are more clearly defined in the *Data Definitions* tab of the *SPS Services Template*. If a county/joinder contract includes multiple services that have different unit rates than submitted encounters then either a different contract number or different contract version number should be used for the purposes of the SPS Services report and the encounters to differentiate them and ensure accurate accounting of costs.

- CCRI plan code (2-letter code assigned to the county – also used for CCRI-POMS)
- Contract number
- Contract version number (if applicable)
- MPI number
- Service location code
- Contract start date for the SPS service
- Contract end date for the SPS service
- Total units for the fiscal year
- Total cost for the fiscal year
- Cost per unit

The report has to be submitted by March 31st to ra-pwomhsas837Issues@pa.gov.

The file name should include the CCRI Plan Code and Fiscal Year (e.g. *SPS Services_ZZ FY22-23*).

The email subject should be “SPS Services Report for [County/Joinder Name]”.

The information in the report will be used to replace the \$0 paid amount on the associated encounters with the actual cost per unit in order to meet reporting requirements.