

Community Services and Programs Commission
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Shawn Sullivan, Secretary
Gina Meier-Hummel, Commissioner

Sam Brownback, Governor

March 6, 2014

To: Targeted Case Managers and Targeted Case Management Agencies

FROM: Susan Fout, Quality Assurance Program Manager

CC: Executive Directors, Community Developmental Disability Organizations (CDDOS)
Aquila Jordan, Director; Gina MeierHummel, Commissioner; Shawn Sullivan, Secretary;

RE: Sharing of Information and Billing for TCM services

The Kansas Department for Aging and Disability Services is providing this information to Targeted Case Management Agencies since some providers continue to express objections to the disclosure of protected health information (PHI) to the three State contracted Managed Care Organizations (MCOs).

Federal HIPAA law permits covered entities to disclose PHI about individuals for treatment, payment, or health care operations purposes without an authorization (45 CFR 164.506). TCM information disclosed to the MCOs is for these purposes. The individual who is the subject of the PHI being requested is in a relationship with the MCO as a member. The MCO has a need for the information for the purposes specified. Effective coordination of care for individual members including treatment, payment or health care operations requires the disclosure of members' PHI to their MCOs.

As a state licensed provider for Targeted Case Management your agency has agreed to comply and cooperate with and be responsive to requests from the Kansas Department for Aging and Disability Services. It is the expectation of KDADS that the Person-Centered Support Plan and Behavior Support Plan are shared with members' MCOs. The state has requested you share the information with the individual's Managed Care Organization. Failure to provide this information adversely impacts the MCOs abilities to provide services to their members.

Please provide the required documents requested by the individual's MCOs when the information is requested.

Targeted Case Managers should bill according to generally accepted principles of rounding when billing for services. Billing practices should be consistent, and services must be billed in whole units. Documentation must include start times and end times and clearly demonstrate the actions completed, who they were completed for, the date, and other requirements for documentation. Services billed without adequate documentation or with inappropriate billing practices are subject to recoupment.

If you have questions, please contact Susan Fout at Susan.fout@kdads.ks.gov