



Updates to Billing Requirements for Children’s HCBS and CFTSS

To: Children’s Home and Community Based Service (HCBS) Providers, Children and Family Treatment and Support Services (CFTSS) Providers, and Medicaid Managed Care Plans (MMCPs) including Mainstream Managed Care and HIV Special Needs Plans (HIV-SNPs)

Date: September 5, 2023

The Department of Health (DOH), in collaboration with the Office of Mental Health (OMH), Office of Addiction Services and Supports (OASAS), Office for People with Developmental Disabilities (OPWDD) and the Office of Children and Family Services (OCFS), is implementing a billing change that will allow claims for Children’s Home and Community Based Services (HCBS) and Children and Family Treatment Support Services (CFTSS) to be paid based on the county in which services were provided, rather than a provider’s corporate headquarters or central office address, effective December 1, 2023. This update is necessary to align with the Centers for Medicare and Medicaid Services (CMS) billing requirements, which dictate that services must be reimbursed based on the location of service delivery.

DOH will announce two webinars to be held regarding this change, one for providers and one for MMCPs:

The State has assigned a Federal Information Processing Standards (FIPS) code and a proxy locator code to each county in New York State. The applicable FIPS (if submitting electronically) or proxy locator (if submitting on paper) county code, indicating service location, must be included on all Children’s HCBS and CFTSS claims submitted for dates of service on or after December 1, 2023. The county FIPS and proxy locator codes are as follows:

Table with 5 columns: Federal Information Processing Standards (FIPS) County Code for Electronic Claims (Code, County), Proxy Locator Code for Paper Claims (Code, County), and Rate Region. It lists 20 counties and their corresponding codes and regions.

Federal Information Processing Standards (FIPS) County Code for Electronic Claims		Proxy Locator Code for Paper Claims		Rate Region
Code	County	Code	County	Rate Region
36035	Fulton County	917	FULTON	Upstate
36037	Genesee County	918	GENESEE	Upstate
36039	Greene County	919	GREENE	Upstate
36041	Hamilton County	920	HAMILTON	Upstate
36043	Herkimer County	921	HERKIMER	Upstate
36045	Jefferson County	922	JEFFERSON	Upstate
36047	<i>Kings County</i>	959	<i>KINGS (Brooklyn)</i>	<i>Downstate</i>
36049	Lewis County	923	LEWIS	Upstate
36051	Livingston County	924	LIVINGSTON	Upstate
36053	Madison County	925	MADISON	Upstate
36055	Monroe County	926	MONROE	Upstate
36057	Montgomery County	927	MONTGOMERY	Upstate
36059	<i>Nassau County</i>	928	<i>NASSAU</i>	<i>Downstate</i>
36061	<i>New York County</i>	960	<i>NEW YORK (Manhattan)</i>	<i>Downstate</i>
36063	Niagara County	929	NIAGARA	Upstate
36065	Oneida County	930	ONEIDA	Upstate
36067	Onondaga County	931	ONONDAGA	Upstate
36069	Ontario County	932	ONTARIO	Upstate
36071	<i>Orange County</i>	933	<i>ORANGE</i>	<i>Downstate</i>
36073	Orleans County	934	ORLEANS	Upstate
36075	Oswego County	935	OSWEGO	Upstate
36077	Otsego County	936	OTSEGO	Upstate
36079	<i>Putnam County</i>	937	<i>PUTNAM</i>	<i>Downstate</i>
36081	<i>Queens County</i>	961	<i>QUEENS (Queens)</i>	<i>Downstate</i>
36083	Rensselaer County	938	RENSSELAER	Upstate
36085	<i>Richmond County</i>	962	<i>RICHMOND (Staten Island)</i>	<i>Downstate</i>
36087	<i>Rockland County</i>	939	<i>ROCKLAND</i>	<i>Downstate</i>
36091	Saratoga County	941	SARATOGA	Upstate
36093	Schenectady County	942	SCHENECTADY	Upstate
36095	Schoharie County	943	SCHOHARIE	Upstate
36097	Schuyler County	944	SCHUYLER	Upstate
36099	Seneca County	945	SENECA	Upstate
36089	St. Lawrence County	940	ST LAWRENCE	Upstate
36101	Steuben County	946	STEUBEN	Upstate
36103	<i>Suffolk County</i>	947	<i>SUFFOLK</i>	<i>Downstate</i>
36105	<i>Sullivan County</i>	948	<i>SULLIVAN</i>	<i>Downstate</i>
36107	Tioga County	949	TIOGA	Upstate
36109	Tompkins County	950	TOMPKINS	Upstate
36111	<i>Ulster County</i>	951	<i>ULSTER</i>	<i>Downstate</i>
36113	Warren County	952	WARREN	Upstate
36115	Washington County	953	WASHINGTON	Upstate
36117	Wayne County	954	WAYNE	Upstate
36119	<i>Westchester County</i>	955	<i>WESTCHESTER</i>	<i>Downstate</i>

Federal Information Processing Standards (FIPS) County Code for Electronic Claims		Proxy Locator Code for Paper Claims		Rate Region
Code	County	Code	County	Rate Region
36121	Wyoming County	956	WYOMING	Upstate
36123	Yates County	957	YATES	Upstate

### **Submitting Electronic Claims**

When submitting an electronic claim for Children’s HCBS or CFTSS effective for claims with dates of service on or after December 1, 2023, providers must enter **Value Code 85 plus the applicable FIPS code** from the list above in the Value Code box of the claim. Providers must continue to include any other value code that is necessary to accurately report the claim (e.g., rate code) in this box.

### **Submitting Paper Claims**

When submitting paper claims for Children’s HCBS or CFTSS effective for claims with dates of service on or after December 1, 2023, providers must enter **Value Code 61 plus the applicable proxy locator code** from the list above in the Value Code box of the claim. Providers must continue to include any other value code that is necessary to accurately report the claim (e.g., rate code) in this box.

### **Systems Updates**

The eMedNY system is being reconfigured to associate FIPS codes to the correct proxy locator codes to ensure the correct reimbursement amount is paid for each Fee for Service claim<sup>1</sup>. MMCPs must configure their systems to be able to accept the new billing changes from providers and pay claims correctly; and to be able to submit claims to FFS for any non-risk payments. MMCPs have 90 days from the date of this announcement to configure their systems to align with these requirements and begin paying claims based on the location of service delivery for dates of service on or after December 1, 2023. Providers will hold managed care claims for dates of service on or after December 1, 2023.

The HCBS Manual, CFTSS Manual, and MCTAC Billing Tool will be updated to reflect this change in billing guidance.

Questions about this update can be sent to: [BH.Transition@health.ny.gov](mailto:BH.Transition@health.ny.gov)

---

<sup>1</sup> As a result of system reconfigurations, agencies may receive an auto-generated letter from eMedNY including information related to FIPS codes/proxy locator codes and their effective date. System effective dates may not align with program/policy effective dates. Providers must follow the guidance found in this announcement and any subsequent announcements released by DOH for accurate information on effective dates and policy implications.