

COMMONWEALTH of VIRGINIA

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**MEMORANDUM**

**TO:** All Providers of Developmental Disability Waivers Services

**FROM:** Nicole DeStefano, Director of Waiver Network Supports

 Ken Haines, Regional Supports Manager

 Maureen Kennedy, SIS Quality Manager

**DATE:** May 19, 2025

**RE:**  Default Tier 2 Billing When an Individual Receives a DD Waiver

The following information is a review of current processes in response to some providers’ questions.

When an individual on the Developmental Disabilities Waivers waitlist is assigned a slot, they may start services prior to having a Supports Intensity Scale® (SIS) assessment. Upon slot assignment, the individual is administratively placed into a Level 2/Tier 2 for billing purposes (often this is referred to as a “Default Tier 2”). This allows the provider of a tiered service to begin billing at the Tier 2 rate.

When that individual receives a SIS, the effective date for the new level and tier is the date of the SIS interview. The only exception is for individuals new to services who are assessed to be at a Tier 3 or Tier 4. In this case, the effective date of the reimbursement tier is the first date of authorization of a waiver service. From that date forward, the provider(s) may receive reimbursement at the assigned Tier 3 or Tier 4 rate, inclusive of making a billing adjustment for past dates billed at the Tier 2 level.

Once an enrolled individual receives subsequent SIS assessments, the effective date of any resulting change in the Tier is the date of the SIS interview.

More information about the Support Level criteria is available here: <https://dbhds.virginia.gov/wp-content/uploads/2024/11/VA-SIS-Support-level-criteria.pdf>

Information about billing adjustments is available in [Chapter 5 of the DD Waiver Manual](https://vamedicaid.dmas.virginia.gov/sites/default/files/2024-02/DD%20Waiver%20Chapter%205%20%28updated%202.27.24%29_Final.pdf).