



# INDIANA HEALTH COVERAGE PROGRAMS

## PROVIDER REFERENCE MODULE

# Home Health Services

LIBRARY REFERENCE NUMBER PROMOD00032  
PUBLISHED: JUNE 20, 2019  
POLICIES AND PROCEDURES AS OF AUGUST 1, 2018  
VERSION: 3.0



## Revision History

Version	Date	Reason for Revisions	Completed By
1.0	Policies and procedures as of October 1, 2015 Published: February 25, 2016	New document	FSSA and HPE
1.1	Policies and procedures as of April 1, 2016 Published: July 12, 2016	Scheduled update	FSSA and HPE
1.2	Policies and procedures as of April 1, 2016 Published: August 16, 2016	Corrections to Tables 1 and 3	FSSA and HPE
1.3	Policies and procedures as of April 1, 2016 Published: January 5, 2017	Correction to Table 1	FSSA and HPE
1.4	Policies and procedures as of April 1, 2016 ( <i>CoreMMIS</i> updates as of February 13, 2017) Published: March 28, 2017	<i>CoreMMIS</i> update	FSSA and HPE
2.0	Policies and procedures as of May 1, 2017 Published: November 7, 2017	Scheduled update	FSSA and DXC
3.0	Policies and procedures as of August 1, 2018 Published: June 20, 2019	Scheduled update: <ul style="list-style-type: none"> <li>• Reorganized and edited text as needed for clarity</li> <li>• Incorporated relevant information from the <i>Medical Policy Manual</i></li> <li>• Modified the note box at the beginning of the module with standard wording</li> <li>• Updated links to the new IHCP website</li> <li>• Updated the home health services definition in the <a href="#">Introduction</a> section</li> <li>• Added medical necessity certification and prior authorization information in the <a href="#">IHCP Coverage for Home Health Services</a> section</li> <li>• In the <a href="#">Covered Services</a> section, added a list of services included in the home health benefit</li> </ul>	FSSA and DXC

Version	Date	Reason for Revisions	Completed By
		<ul style="list-style-type: none"> <li>• Added information about face-to-face encounter requirements in the <a href="#">Certification of Medical Necessity of Home Health Care</a> section</li> <li>• Added the <a href="#">Indicators for Home Health Services</a> section and subsections</li> <li>• Added the <a href="#">Home Health Care Hourly Determination Guidelines</a> section and subsections</li> <li>• In the <a href="#">Home Health PA Documentation</a> section, added a note box about multiple-member care situation and clarified that documentation of the face-to-face encounter is required with the initial request only</li> <li>• Updated the <a href="#">PA for Home Health Nursing Services</a> section</li> <li>• Removed respiratory therapy from the <a href="#">PA for Home Health Therapy Services</a> section</li> <li>• Updated and added information in the <a href="#">Home Health Billing Procedures</a> section</li> <li>• Removed outdated information from the <a href="#">Initial Evaluations for Physical Therapy, Occupational Therapy, and Speech-Language Pathology in Home Settings</a> section</li> <li>• Removed outdated information from the <a href="#">Overhead Rate</a> section</li> <li>• Updated information in the <a href="#">Home Health Reimbursement</a> section</li> <li>• Added the <a href="#">Electronic Visit Verification System for Home Health Services</a> section</li> </ul>	

# Table of Contents

---

Introduction.....	1
IHCP Coverage for Home Health Services.....	1
Covered Services.....	2
Noncovered Services.....	2
Certification of Medical Necessity of Home Health Care.....	2
Indicators for Home Health Services.....	3
Indicators for Central Nervous System Disorders.....	4
Indicators for Gastrointestinal Disorders.....	5
Indicators for Musculoskeletal Disorders.....	6
Indicators for Respiratory Disorders.....	7
Indicators for Urinary/Renal Disorders.....	8
Home Health Care Hourly Determination Guidelines.....	9
12 to 16 Hours a Day of Home Health Services.....	10
8 Hours a Day of Home Health Services.....	11
3 to 7 Hours a Day of Home Health Services.....	11
Home Health Prior Authorization Policies.....	12
Home Health PA Documentation.....	12
PA for Home Health Nursing Services.....	14
PA for Home Health Therapy Services.....	14
PA Exception for Hospital Discharge.....	15
Home Health Billing Procedures.....	15
Unit of Service.....	16
Overhead Rate.....	17
Multiple-Visit Billing.....	17
Registered Nurse Delegation to Home Health Aides.....	18
Initial Evaluations for Physical Therapy, Occupational Therapy, and Speech-Language Pathology in Home Settings.....	18
Home Infusion and Enteral Therapy Services.....	19
Home Health Reimbursement.....	20
Electronic Visit Verification for Home Health Services.....	21



# Home Health Services

*Note: The information in this module applies to services provided under the **fee-for-service** delivery system. Within the **managed care** delivery system, individual managed care entities (MCEs) establish their own coverage criteria, prior authorization requirements, billing procedures, and reimbursement methodologies. For services covered under the managed care delivery system, providers must contact the Healthy Indiana Plan (HIP), Hoosier Care Connect, or Hoosier Healthwise member's MCE or refer to the MCE provider manual for specific policies and procedures. MCE contact information is included in the [IHCP Quick Reference Guide](#) available at [in.gov/medicaid/providers](http://in.gov/medicaid/providers).*

*For updates to the information in this module, see [IHCP Banner Pages and Bulletins](#) at [in.gov/medicaid/providers](http://in.gov/medicaid/providers).*

## Introduction

In accordance with *Code of Federal Regulations 42 CFR 440.70*, the Indiana Health Coverage Programs (IHCP) defines “home health services” as services provided on a part-time and intermittent basis to Medicaid members of any age in the member’s place of residence. A “place of residence” for home health services does not include a hospital, nursing facility, or intermediate care facility for individuals with intellectual disabilities (ICF/IID). Members may receive home health services in any setting in which normal life activities take place other than a hospital, nursing facility, ICF/IID, or any setting in which payment is, or could be, made under Medicaid for inpatient services that include room and board. Home health services cannot be limited to members who are homebound.

## IHCP Coverage for Home Health Services

Home health services are available to IHCP members of any age when the services are:

- Medically necessary
- Ordered in writing by a physician
- Performed on a part-time and intermittent basis in accordance with a written plan of treatment

The medical necessity for home health services must be certified by the member’s qualifying treating physician as described in the [Certification of Medical Necessity](#) section.

Home health services require prior authorization as described in the [Home Health Prior Authorization Policies](#) section.

## ***Covered Services***

Home health services include home health nursing, home health aide services, and skilled therapies (physical therapy, occupational therapy, and speech-language pathology).

IHCP home health benefits include covered services performed by practitioners such as the following:

- Registered nurses (RNs)
- Licensed practical nurses (LPNs)
- Physical therapists
- Occupational therapists
- Speech-language pathologists
- Home health aides

The IHCP covers telehealth services provided by home health agencies. See the [Telemedicine and Telehealth Services](#) module for more information.

## ***Noncovered Services***

The following services are not covered for the home health benefit, except as specified under applicable IHCP Home and Community-Based Services (HCBS) waiver programs:

- Transporting the member to grocery stores, pharmacies, banks, and so forth
- Homemaker services (including shopping, laundry, cleaning, meal preparation, and so on)
- Chores (including picking up prescriptions and running other errands)
- Sitter or companion services (including activity planning, escorting the member to events, and so on)
- Respite care

## **Certification of Medical Necessity of Home Health Care**

A face-to-face encounter between the member and the physician, advanced practice registered nurse in collaboration with the physician, or a physician assistant under the supervision of the physician is required for certification of medical necessity of home health services.

Documentation of the face-to-face encounter, in accordance with *42 CFR 440.70(f)*, is required for IHCP coverage of home health services, including certain medical equipment and supplies as home health services:

- To initiate home health services, the face-to-face encounter must occur no more than 90 days before or 30 days after the start of services.
- For coverage of the following items, the face-to-face visit must occur and be recorded no more than 6 months before the start of services:
  - Compression devices
  - Decubitus care equipment
  - Hospital beds and accessories
  - Humidifiers, compressors, nebulizers
  - Infusion supplies



- Monitoring devices
- Nerve stimulators and devices
- Oxygen and related respiratory equipment
- Patient lifts
- Speech generating devices
- Traction equipment
- Ultraviolet light devices
- Wheelchairs and wheelchair accessories
- Whirlpool equipment

*Note: The face-to-face encounter requirements for coverage of home health services applies to all initial orders and to all episodes initiated with the completion of a Start-of-Care Outcome and Assessment Information Set (OASIS) assessment. The face-to-face encounter requirements do not apply to recertification of home health services. IHCP HCBS programs and benefits are outside the scope of this regulation and are not subject to the face-to-face encounter requirements.*

## Indicators for Home Health Services

At least one indicator from each of the following two categories must be present for a member to be eligible for home health services:

### Category I: Member

- The member is at risk of respiratory failure, severe deterioration, or hospitalization without constant monitoring.
- The member requires total care – monitoring 24 hours per day.
- The member desires to stay in the home, rather than in a long-term care (LTC) facility.
- The medical condition of the member has deteriorated, creating the need for more intense short-term care (physician’s statement required).
- The member does not have a primary caregiver or access to other care.

### Category II: Caregiver

- The caregiver is employed and absent from the home, or is unable to provide the necessary care.
- The caregiver has additional child-care responsibilities, disallowing the time needed to care for the member (three or more children under 6 years of age, or four or more children under the age of 10).
- The caregiver has additional children with special needs to care for (one or more children with special healthcare needs requiring extensive medical and physical care).
- A caregiver is experiencing a major illness or injury, with expectation of recovery (physician’s statement required).
- There is a temporary but significant change in the availability of a caregiver – for example, military service (commanding officer, other military representative, or employer’s statement required).
- There is a significant permanent change in a caregiver’s status – for example, death or divorce with loss of one caregiver (physician’s statement required).

## Indicators for Central Nervous System Disorders

One of the following indicators must be present for a member to receive home health care for central nervous system (CNS) disorders:

- Altered level of consciousness
- Respiratory distress
- Potential for increased intracranial pressure
- Body temperature fluctuations (hypothalamus involvement)
- Posturing (decerebrate/decorticate)
- Seizure activity (current)
- Spasticity (severe)
- Pain
- Impaired motor/sensory function, to include:
  - Paresis
  - Paralysis
  - Vision impairment
  - Hearing impairment
  - Impaired gag reflex
  - Decreased tactile sensation
- Potential for injury to self
- Need for constant supervision

One of the following services in Table 1 must also be necessary for a member to receive either skilled or nonskilled home health nursing care for CNS disorders.

Table 1 – Service Requirements for Members with Central Nervous System Disorders

Services Requiring Skilled Care	Services Requiring Nonskilled Care
<ul style="list-style-type: none"> <li>• Central line maintenance</li> <li>• Complex treatment/wound care (sterile dressings, wound packing, medicated soaks, etc.)</li> <li>• Exercise (active/passive)</li> <li>• Intravenous (IV) medication administration</li> <li>• Oxygen therapy</li> <li>• Parenteral/enteral nutrition</li> <li>• Respiratory treatments</li> <li>• Stimulation (verbal/tactile)</li> <li>• Suctioning (frequency/secretion type)</li> <li>• Tracheostomy maintenance/change</li> <li>• Tube feedings/maintenance of tube</li> <li>• Urinary catheter maintenance/change</li> <li>• Ventilator operation/maintenance</li> <li>• Vital signs</li> </ul>	<ul style="list-style-type: none"> <li>• Ambulation/transfer assistance</li> <li>• Bathing/dressing/changing linens</li> <li>• Catheter care</li> <li>• Exercise (active/passive)</li> <li>• Intake and output (I&amp;O) records</li> <li>• Minor treatment modalities</li> <li>• Occupational therapy or physical therapy plan continuance</li> <li>• Oral care</li> <li>• Feeding/fluid assistance as ordered</li> <li>• Positioning</li> <li>• Safety measures (seizure precautions)</li> <li>• Skin care</li> <li>• Splint or brace application</li> <li>• Stimulation</li> <li>• Vital signs</li> </ul>
<p><i>Note: Services appearing in both columns may be either skilled care or nonskilled care, as justified by the required plan of treatment during PA review.</i></p>	

## ***Indicators for Gastrointestinal Disorders***

One of the following indicators must be present for a member to receive home health care for gastrointestinal (GI) disorders:

- Nutritional impairment
  - Malabsorption
  - Mechanical cause
- Stomatitis, pharyngitis, or esophagitis
- Swallowing disorders
- Gastric reflux
- Vomiting
- Anorexia
- Pain
- Orthostatic blood pressure
- Significant rapid weight loss
- Morbid obesity >200% optimal weight
- Periorbital/perirectal lesions
- Unhealed wound(s)
  - Surgical
  - Fistula, abscess, fissures
- Bacterial or parasitic infections
- Diarrhea
- Constipation
- Subtotal or total gastrectomy
- Ostomies
- Anemia
- Weakness and fatigue

One of the following services in Table 2 must also be necessary for a member to receive either skilled or nonskilled home health nursing care for GI disorders.

Table 2 – Service Requirements for Members with Gastrointestinal Disorders

Services Requiring Skilled Care	Services Requiring Nonskilled Care
<ul style="list-style-type: none"> <li>• Administration/maintenance</li> <li>• Bowel training</li> <li>• Central line maintenance</li> <li>• Complex treatment/wound care (sterile dressings, wound packing, medicated soaks, etc.)</li> <li>• Gastric tube medication administration</li> <li>• I&amp;O records</li> <li>• IV medication administration</li> <li>• Nasogastric tube placement</li> <li>• Oral medication administration</li> <li>• Ostomy care/irrigation</li> <li>• Oxygen therapy</li> <li>• Parenteral/enteral nutrition</li> <li>• Vital signs</li> <li>• Weight monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Ambulation/transfer assistance</li> <li>• Bathing/dressing/changing linens</li> <li>• Exercise (active/passive)</li> <li>• Feeding/fluid assistance as ordered</li> <li>• I&amp;O records</li> <li>• Occupational therapy, physical therapy, and speech therapy teaching reinforcement</li> <li>• Oral care</li> <li>• Skin care</li> <li>• Weight monitoring</li> </ul>
<p><i>Note: Services appearing in both columns may be either skilled care or nonskilled care, as justified by the required plan of treatment during PA review.</i></p>	

### **Indicators for Musculoskeletal Disorders**

One of the following indicators must be present for a member to receive home health care for musculoskeletal disorders:

- Pain
- Loss of locomotor ability
- Decreased muscle strength
- Stiffness
- Joint pain, swelling, redness, tenderness
- Muscle wasting
- Paralysis
- Postamputation
- Multiple fractures
- Muscle spasms
- Potential for injury to self

One of the services in Table 3 must also be necessary for a member to receive either skilled or nonskilled home health nursing care for musculoskeletal disorders.

Table 3 – Service Requirements for Members with Musculoskeletal Disorders

Services Requiring Skilled Care	Services Requiring Nonskilled Care
<ul style="list-style-type: none"> <li>• Ambulation/transfer assistance</li> <li>• Exercise (active/passive)</li> <li>• Noninvasive treatments, comfort measures</li> <li>• Position changes</li> <li>• Prosthesis, brace, splint assistance</li> <li>• Treatments requiring sterile procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Activities of daily living (ADLs) assistance</li> <li>• Ambulation/transfer assistance</li> <li>• Bathing/dressing/changing linens</li> </ul>
<p><i>Note: Services appearing in both columns may be either skilled care or nonskilled care, as justified by the required plan of treatment during PA review.</i></p>	

### ***Indicators for Respiratory Disorders***

One of the following indicators must be present for a member to receive home health care for respiratory disorders:

- Dyspnea
- Quality of respiration (shallow, air hunger, and so on)
  - Rate of respiration
  - Dyspnea at rest
  - Dyspnea with exertion
  - Cyanosis
  - Use of accessory muscles
  - Apnea/bradycardia
- Abnormal breath sounds
- Splinting respirations
- Strenuous coughing
- Excessive, tenacious secretions
- Ineffective airway clearance
- Abnormal arterial blood gases (ABGs)
- Decreased ability to be mobile due to dyspnea
- Irritability/depression
- Fatigue/weakness
- Anxiety

One of the services in Table 4 must also be necessary for a member to receive either skilled or nonskilled home health nursing care for respiratory disorders.

Table 4 – Service Requirements for Members with Respiratory Disorders

Services Requiring Skilled Care	Services Requiring Nonskilled Care
<ul style="list-style-type: none"> <li>• Complex treatment/wound care (sterile dressings, wound packing, medicated soaks, etc.)</li> <li>• IV medication administration</li> <li>• Oral medication administration</li> <li>• Parenteral/enteral nutrition</li> <li>• Respiratory treatments</li> <li>• Suctioning</li> <li>• Tracheostomy maintenance/change</li> <li>• Ventilator operation/maintenance</li> <li>• Vital signs</li> </ul>	<ul style="list-style-type: none"> <li>• Ambulation/transfer assistance</li> <li>• ADL assistance</li> <li>• Bathing/dressing/changing linens</li> <li>• Exercise (active/passive)</li> <li>• Feeding/fluid assistance as ordered</li> <li>• Oral care</li> <li>• Skin care</li> <li>• Vital signs</li> </ul>
<p><i>Note: Services appearing in both columns may be either skilled care or nonskilled care, as justified by the required plan of treatment during PA review.</i></p>	

### ***Indicators for Urinary/Renal Disorders***

One of the following indicators must be present for a member to receive home health care for urinary/renal disorders:

- Anemia
- Dyspnea
- Increased blood urea nitrogen (BUN)/creatinine
- Decreased mental acuity
- Increased blood pressure
- Abnormal electrolytes
- Oliguria
- Weakness/fatigue
- Decreased mobility
- Neuropathies
- New diagnosis of renal failure
- Vascular access
- Newly initiated hemodialysis
- Recent admission for renal failure
- Recent admission for urinary tract (UT) surgery
- Peritoneal dialysis
- Pain
- Edema
- Potential for self-injury

One of the services in Table 5 must also be necessary for a member to receive either skilled or nonskilled home health nursing care for urinary/renal disorders.

**Table 5 – Service Requirements for Members with Urinary/Renal Disorders**

Services Requiring Skilled Care	Services Requiring Nonskilled Care
<ul style="list-style-type: none"> <li>• Complex treatment/wound care (sterile dressings, wound packing, medicated soaks, etc.)</li> <li>• I&amp;O records</li> <li>• Urinary catheter care (ureteral or suprapubic), including irrigation</li> <li>• Vital signs</li> <li>• Weight monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Ambulation/transfer assistance</li> <li>• Bathing/dressing/linen change</li> <li>• Exercise (active/passive)</li> <li>• I&amp;O records</li> <li>• Nutritional teaching reinforcement</li> <li>• Oral care</li> <li>• Safety measures</li> <li>• Skin care</li> <li>• Vital signs</li> <li>• Weight monitoring</li> </ul>
<p><i>Note: Services appearing in both columns may be either skilled care or nonskilled care, as justified by the required plan of treatment during PA review.</i></p>	

## Home Health Care Hourly Determination Guidelines

The following guidelines are used to determine the appropriate number of hours authorized for home health care services. These are guidelines only and do not override medical decisions based on individual case review.

Factors for consideration when determining the hours of service to be approved include the following:

- Severity of illness and symptoms
- Stability of condition and symptoms
- Change in medical condition that affects the type or units of service that can be authorized
- Treatment plan, including identified goals
- Intensity of care required to meet needs
- Complexity of needs
- Amount of time required to complete treatment tasks
- Whether the services required in the current treatment plan are consistent with prior treatment plans
- Need for instructing the member on self-care techniques in the home or need for instructing the caregiver on caring for the member in the home, or both
- Other home care services currently being used, including but not limited to Medicare, Medicaid waiver programs, Community and Home Option to Institutional Care for the Elderly and Disabled (CHOICE), vocational rehabilitation, and private insurance
- Whether the member works or attends school outside the home, including what assistance is required
- Caregivers available to provide care for the member, including the following considerations:
  - Number of caregivers available
  - Whether the caregiver works outside the home

- Whether the caregiver attends school outside of the home
- Whether the caregiver has additional child care responsibilities
- Physical limitations of available caregivers that limit their ability to provide care to the member
- Number of hours requested, compared to availability of caregiver time (The provider is responsible for coordinating home care services with the caregiver’s work or school schedule to meet the member’s needs.)

Special situations may occur where additional home health hours may be authorized on a short-term or temporary basis. These situations are evaluated individually, on a case-by-case basis. Examples of these situations include the following:

- Significant deterioration in the member’s condition, particularly if additional hours will prevent an inpatient or extended inpatient hospital admission
- Major illness or injury of the caregiver with expectation of recovery, including, but not limited to:
  - Illness or injury that requires an inpatient acute-care stay
  - Chemotherapy or radiation treatments
  - A broken limb, which would impair the caregiver’s ability to lift the member
- Temporary but significant change in the home situation, including but not limited to:
  - A caregiver’s call to military duty (substantiated in writing by the commanding officer or other military representative)
  - Temporary unavailability due to employment responsibilities (substantiated in writing by the employer)
- Significant permanent change in the home situation, including but not limited to death or divorce with loss of a caregiver. Additional units of service may be authorized for a short period of time to assist in providing a transition.

## ***12 to 16 Hours a Day of Home Health Services***

Members requiring 24-hour monitoring may be authorized for up to 12 hours a day of skilled nursing or home health aide services to prevent deterioration in life sustaining systems. Examples of these conditions include but are not limited to:

- Severe respiratory conditions resulting from:
  - Pulmonary disorders, such as bronchopulmonary dysplasia
  - Severe respiratory complications of cystic fibrosis, bronchitis, or asthma
  - Central nervous system disorders
  - Cardiovascular disorders, such as cardiac anomalies
  - Neuromuscular disorders, such as muscular dystrophy and Guillain-Barré syndrome
- Dependency on mechanical ventilator assistance
- Tracheostomy



Special situations may occur where home health hours may be approved for up to 16 hours per day of skilled care on an ongoing basis, although each individual situation must be evaluated with a PA request. These special situations include but are not limited to:

- A single caregiver is available, and that caregiver also works full-time (or a significant number of part-time hours) outside the home. This situation applies in cases where there is only one adult caregiver in the home and in situations where there may be two adults present, but one is unable to provide any care (or only a very limited amount of care) due to physical disability or severe physical limitations. The caregiver's physician must substantiate the caregiver's disability in writing.
- The caregiver has significant additional child care responsibilities. Significant is defined as any of the following:
  - Three or more children under the age of 6
  - Four or more children under the age of 10
  - One or more children with special medical care needs requiring extensive medical and physical care above and beyond the needs of the average well child (If the IHCP is not providing services to this child at home also, the child's physician must provide a statement of the child's medical needs. The same caregivers must be caring for these children, as well as for the member for whom the PA request has been submitted.)

### ***8 Hours a Day of Home Health Services***

Members who require extensive care and daily monitoring of their medical/physical conditions, but who do not possess the same degree of potential to deteriorate quickly into life-threatening situations as do members requiring 24-hour monitoring, may receive up to 8 hours of home health care daily. An additional hour or two may be allowed for transportation to and from work in situations where the caregivers work full-time outside the home. Examples of these situations include but are not limited to:

- Chronic, debilitating conditions, such as quadriplegia or severe forms of cerebral palsy, muscular dystrophy, spina bifida, or other congenital anomalies
- Conditions that require equipment or treatment needs with potential for serious complications – for example, central lines or Hickman catheters
- Conditions that require frequent treatments, such as physical or occupational therapy
- Nutrition provided by hyperalimentation or by gastrostomy tube feedings, in addition to one of the preceding
- Members requiring skilled nursing assistance to attend school
- Members receiving multiple medications that require monitoring for severe side effects or responses

### ***3 to 7 Hours a Day of Home Health Services***

Members without the severity of conditions noted in the previous sections, but who require primarily heavy physical care with some skilled nursing monitoring to avoid deterioration, may receive 3 to 7 hours of home health care per day. These members are generally stable but with chronic conditions such as congenital anomalies, neuromuscular disorders, central nervous system disorders, or other disorders that severely disrupt the capacity to care for one's self.

Consideration may be given to paraplegics, quadriplegics, or other members with disabilities that render them unable to provide self-care, such as bathing or dressing, but who are able to drive mechanically altered vehicles to maintain meaningful employment and a relationship with the community. Such adults may be considered for assistance from a home health aide for up to 4 hours per day. The agency may split the hours between morning and evening to attend to the bedtime needs of the member. This service is subject to medical necessity, and documentation must demonstrate the need.

## Home Health Prior Authorization Policies

All home health services require prior authorization (PA), except as outlined in [PA Exception for Hospital Discharge](#) section. For specific PA criteria for home health services, see *Indiana Administrative Code 405 IAC 5-16*.

An authorized representative of the home health agency submits PA requests for home health agency services, along with supporting documentation, to the IHCP PA contractor. An increase in home health services, except in the case of urgent or emergency services, also requires a written request with supporting documentation of medical necessity.

Providers can contact Cooperative Managed Care Services (CMCS) to request PA for fee-for-service members:

**Cooperative Managed Care Services  
Prior Authorization Department  
P.O. Box 56017  
Indianapolis, IN 46256**

**Toll-Free Telephone: 1-800-269-5720  
Fax: 1-800-689-2759**

See the [Prior Authorization](#) module for information about completing the *Indiana Health Coverage Programs Prior Authorization Request Form*, which is available on the [Forms](#) page at [in.gov/medicaid/providers](http://in.gov/medicaid/providers). See the [Provider Healthcare Portal](#) module for information about submitting a PA request online via the IHCP Provider Healthcare Portal (Portal), for fee-for-service members.

### ***Home Health PA Documentation***

The following documentation must be submitted with the PA request for home health services:

- Copy of the written plan of treatment that was developed by the attending physician, home health agency personnel, and (if applicable) therapists; has been signed by the attending physician; is current through the date of request; and includes the following:
  - Date of onset of the medical problems
  - Progress notes regarding the necessity, effectiveness, and goals of therapy services
  - Mental status
  - Types of services and equipment required
  - Frequency of visits
  - Prognosis
  - Rehabilitation potential
  - Functional limitations
  - Activities permitted
  - Nutritional requirements
  - Medications and treatments
  - Safety measures to protect against injury
  - Instructions for timely discharge or referral
  - Other relevant information
- Documentation of a face-to-face encounter as described in the [IHCP Coverage for Home Health Services](#) section (initial PA request only; not required with reauthorization requests to extend the initial PA period)

- Estimate of costs for the required services as ordered by the physician and set out in the written plan of treatment:
  - The cost estimate must be provided with the plan of treatment and signed by the attending physician.
  - The estimate must reflect the cost of each service requested, plus the overhead rate for the time periods requested, as reflected on the plan of treatment.
- Number and availability of nonpaid caregivers that assist in member care (even if the number is zero), and availability of each nonpaid caregiver, including
  - Whether the caregiver works outside the home and, if so, a copy of the caregiver’s work schedule from the employer
  - Whether the caregiver attends school outside of the home and, if so, a copy of the caregiver’s class schedule from the school
  - Whether the caregiver has additional child care responsibilities
  - Reasonably predictable or long-term physical limitations of that limit the caregiver’s ability to provide care to the member
- Amount of time required to complete treatment tasks (number of hours per day, number of visits per day, and number of days per week the service is to be provided)
- Intensity of care required to meet needs
- Documentation of whether the member works or attends school outside the home, including what assistance is required
- Number of hours per day and number of days per week the member receives *other* home health service, from non-Medicaid sources including (but not limited to) the following:
  - Medicare
  - CHOICE program
  - Medicaid waiver programs
  - Private insurance
  - Vocational rehabilitation
- Number of members receiving home health services within the same household, so that care can be coordinated to use services in the most efficient manner

*Note: A home care situation in which more than one member of a single household is receiving home health services is called a **multiple-member care situation**. In these situations, care must be coordinated in the most efficient manner. Multiple-member care situations must be reported on each member’s individual PA request. See the [Overhead Rate](#) section for special billing for multiple-member care situations.*

An original signature or signature stamp is required on the *Indiana Health Coverage Programs Prior Authorization Request Form*, as well as on all State forms submitted as attachments to the request. The IHCP allows electronic signatures on supporting documents (such as physician orders and plans of treatment) submitted with PA requests for home health and hospice services. See the [Prior Authorization](#) module for more information.

## ***PA for Home Health Nursing Services***

IHCP covers home health nursing services. PA is required for all nursing services rendered by RNs, LPNs, and home health aides from agencies that are IHCP providers, with the exception of services ordered in writing by a physician before the member's discharge from an inpatient hospital. These services may continue without PA for a period not to exceed 120 hours within 30 days of discharge. (See the [PA Exception for Hospital Discharge](#) section for details.)

In addition to the general PA requirements for home health services, home health services provided by an RN, LPN, or home health aide must meet the following criteria:

- Prescribed or ordered in writing by a physician
- Provided in accordance with a written plan of treatment developed by the attending physician
- Medically necessary
- Less expensive than any alternate mode of care
- Provided in accordance with all other requirements for nursing services as laid out in *405 IAC 5-22-2*

Written evidence of physician involvement and personal patient evaluation are required to document the acute medical needs. A current plan of treatment and progress notes as to the necessity and effectiveness of nursing services must be attached to the prior authorization request and available for postpayment audit purposes. The attending physician must review the plan of treatment every 60 days and reorder the service if medically necessary.

The IHCP issues PA for home health nursing based on procedure code 99600 TD – *Unlisted home visit, service, or procedure – registered nurse* only. PA requests for home nursing do not need to indicate whether an RN or an LPN is to perform the service, because that level of detail is reported on the claim.

Home health providers can bill 99600 TE – *Unlisted home visit or service – LPN/LVN* or 99600 TD – *Unlisted home visit, service, or procedure – registered nurse*, and the IHCP Core Medicaid Management Information System (*CoreMMIS*) uses the approved PA units for the RN service 99600 TD.

## ***PA for Home Health Therapy Services***

PA is required for all home health therapy services, with the exception of occupational therapy, physical therapy, and speech-language pathology services ordered in writing by a physician before the member's discharge from an inpatient hospital, limited to a combined total of 30 units of service within 30 days of discharge. If additional services are required, PA must be obtained. (See the [PA Exception for Hospital Discharge](#) section for details.)

Occupational therapy, physical therapy, and speech-language pathology services provided by a home health agency must meet the following criteria:

- Prescribed or ordered in writing by a physician
- Provided by an appropriately licensed, certified, or registered therapist employed or contracted by the home health agency
- Provided in accordance with a written plan of treatment developed cooperatively between the therapist and the attending physician
- Medically necessary
- Provided in accordance with all other requirements for these services (see the [Therapy Services](#) module)

Orders for therapy services must include the specific procedures and modalities to be used, and the amount, frequency, and duration of each.

Written evidence of physical involvement and personal member evaluation is required to document the acute medical needs. A current plan of treatment and progress notes about the necessity and effectiveness of therapy must be attached to the PA request, and a copy must be available for postpayment audit.

## ***PA Exception for Hospital Discharge***

Providers can perform certain home health services without PA following a member's discharge from an inpatient hospital if a physician orders the service in writing prior to the member's discharge:

- RN, LPN, and home health aide services, not to exceed 120 units within 30 calendar days following the discharge
- Any combination of therapy services, not to exceed 30 units in 30 calendar days following the discharge

The hospital discharge date is counted as day 1.

Providers should use **occurrence code 42** with the corresponding date of discharge in the occurrence code and occurrence date fields of the institutional claim (fields 31a–34b on the *UB-04* claim form) to bypass PA requirements associated with the preceding parameters.

Home health services may not continue beyond the limits noted unless PA is obtained. When a provider bills for services exceeding the limitations established in the IAC, and the provider has not received PA for additional units, *CoreMMIS* automatically denies or cuts back units on the Remittance Advice (RA).

The IHCP does not require PA for an emergency visit, but providers must request a Prior Authorization System Update from the PA contractor to continue service provision.

## **Home Health Billing Procedures**

To ensure appropriate reimbursement, Traditional Medicaid home health claims should be submitted as an institutional claim (*UB-04* claim form, Portal institutional claim, or the 837I electronic transaction). The institutional claims include fields for reporting overhead amounts and procedure codes applicable to the service provided. The occurrence code for the overhead and procedure codes related to each home health discipline are included in Table 6.

Table 6 – Home Health Services

<b>Code</b>	<b>Service Performed By</b>	<b>Billing Unit</b>
Occurrence code 73	[Overhead]	One unit per provider per member per day
Procedure code and modifier 99600 TD	Registered nurse	Hourly
Procedure code and modifier 99600 TE	Licensed practical nurse	Hourly
Procedure code 99600	Home health aide	Hourly
Procedure code G0151	Physical therapist	15-minute increments
Procedure code G0152	Occupational therapist	15-minute increments
Procedure code G0153	Speech-language pathologist	15-minute increments

Home health providers follow the general billing directions for completing the institutional claim, as described in the [Claim Submission and Processing](#) module, with the exception of the service date, local codes, and the additional type-of-bill codes. In the HCPCS/Rates field (field 44 of the UB-04 claim form), providers must enter the Healthcare Common Procedure Coding System (HCPCS)/Current Procedural Terminology (CPT<sup>®1</sup>) procedure code (and modifiers, if needed) for the service provided, not the rate. Table 7 lists applicable revenue codes and the crosswalked procedure codes.

Table 7 – Revenue Codes Crosswalked to Procedure Codes for Home Health Services

Revenue Code	Procedure Code	Revenue Code	Procedure Code
420	G0151	439	G0152
421	G0151	440	G0153
422	G0151	441	G0153
423	G0151	442	G0153
424	97161–97163	443	G0153
429	G0151	444	92521–92524
430	G0152	449	G0153
431	G0152	552	99600 TD, 99600 TE
432	G0152	559	99601, 99602
433	G0152	572	99600
434	97165–97167		

Submit home health claims electronically or mail them to the following address for processing:

**DXC Home Health Claims**  
**P.O. Box 7271**  
**Indianapolis, IN 46207-7271**

See the [Home and Community-Based Billing Guidelines](#) module for information about billing HCBS waiver services.

## Unit of Service

Each line item identifies services billed using procedure codes and service dates. Providers must bill each date of service as a separate line item and bill each level of service, such as RN or LPN, provided on the same date as a separate line item. The procedure code description defines the unit of service. When home health providers perform the same service, such as multiple RN visits on the same date of service, they must bill those services on the same claim form and on one detail with the total number of units of services provided. Billing separate lines for the same service with the same date of service causes claims to be denied as exact duplicates. The Family and Social Services Administration (FSSA) sets the rate for each procedure code.

The billing units of home health visits for therapists, home health aides, LPNs, and RNs are as follows:

- For therapy visits – Therapy codes are measured as one unit equals 15 minutes. If the therapist is in the home 8 minutes or more, the provider can round the visit up to the 15-minute unit of service. If the therapist is in the home for 7 minutes or less, the provider cannot round this up and, therefore, cannot bill for it.
- For home health aide, LPN, or RN visits – Nursing services are measured as one unit equals 1 hour. If the home health aide, LPN, or RN is in the home for fewer than 29 minutes, providers can bill for the entire first hour only if they provided a service. For subsequent hours in the home, providers should round up any partial unit of service of 30 minutes or more to the next highest unit, and round down any

<sup>1</sup> CPT copyright 2018 American Medical Association. All rights reserved. CPT is a registered trademark of the American Medical Association.

partial unit of service of 29 minutes or less to the next lowest unit. (For example, 85 minutes spent on billable patient care activities is rounded down to one unit, and 95 minutes spent on billable patient care activities is rounded up to two units.)

If the therapist, home health aide, LPN, or RN enters the home and the member refuses service, providers cannot bill for any unit of service. Overheads are linked with reimbursement for services provided. When the provider does not render a service, the IHCP does not reimburse the provider for overhead.

## Overhead Rate

Home health agencies may report only one overhead per provider per member per day. Providers that submit more than one claim in a multiple-member care situation (home health services provided to multiple members in the same household) should attach the overhead to only one of the submitted claims. As long as the overhead is attached to only one member, it does not matter to which member it is attached.

Providers use the appropriate occurrence code and corresponding dates to indicate the appropriate overhead fee for a claim. Providers must bill home health overhead with occurrence code 73, indicating that one encounter with the member occurred on the date shown.

Providers should use the following guidance when billing the overhead occurrence code for nonconsecutive and consecutive dates of service on the *UB-04* claim form or Portal institutional claim:

- If the dates of service billed are not consecutive:
  - On the *UB-04* claim form, for each nonconsecutive date of service billed, providers should enter the occurrence code and the corresponding date in the Occurrence Code and Date fields (31a–34b).
  - On the Portal institutional claim, for each nonconsecutive date of service billed, in the *Occurrence Codes* panel, providers should enter the occurrence code and the corresponding date, using the same date in both the From Date and To Date fields for each entry.
- If the dates of service billed are consecutive, and one encounter was provided every day:
  - On the *UB-04* claim form, providers should enter the appropriate occurrence code and the first and last dates of service being billed in the Occurrence Span Code, From, and Through fields (35a–36b).
  - On the Portal institutional claim, use the same occurrence code fields as are used for nonconsecutive dates, but use the From Date and To Date fields to indicate that the single code entry represents a span.

*Note: Providers should not add the dollar figures associated with the overhead rates to the claim when calculating total charges. The Remittance Advice (RA) or 835 transaction automatically reflects the appropriate overhead amounts.*

## Multiple-Visit Billing

When providers make multiple visits for the same prior-authorized service to a member during 1 day, providers should bill all visits on the same claim form and on one detail with the total number of units of service provided. If providers bill these services on separate claim forms or on separate claim details, the IHCP denies one or more of the services as a duplicate service.

If additional hours of the same service are identified after a claim has been adjudicated and paid, providers must submit a paid claim adjustment. Procedures for submitting a paid claim adjustment are in the [Claim Adjustments](#) module.

Home health agency providers should be aware that rotating personnel in the home merely to increase billing is not appropriate.

*Example:* A home health agency sent an RN to a member's home in the morning and an LPN to the same home in the evening of March 15, 2018. The first nurse performed 2 hours of RN services in the morning, and the second nurse performed 2 hours of LPN services in the evening of March 15, 2018.

**Detail 1:** Revenue code 552 with CPT code 99600 TD. The date of service is 3/15/18 and the unit of service is 2.

**Detail 2:** Revenue code 552 with CPT code 99600 TE. The date of service is 3/15/18 and the unit of service is 2.

## ***Registered Nurse Delegation to Home Health Aides***

The IHCP has specific guidelines for tasks that are to be performed by RNs versus those performed by home health aides. Home health agency providers are expected to staff according to these guidelines. For federal and State regulations related to home health aide services, see *42 CFR 484.36* and *410 IAC 17-14-1(g)-(n)*.

The IHCP may grant PA for skilled services under the home health benefit; however, the home health agency must bill the IHCP for services that were provided as follows: **The skilled nurse renders home health aide services because the agency was unable to contract a home health aide.**

The agency must then document that the nurse rendered the home health aide service. The agency must bill the IHCP using the appropriate code for home health aide services. If the postpayment review identifies that the agency billed for skilled nursing services rather than for home health aide services, the IHCP recoups the overpayment.

## ***Initial Evaluations for Physical Therapy, Occupational Therapy, and Speech-Language Pathology in Home Settings***

Home health providers should use the CPT procedure code and corresponding revenue code listed in the following table, as appropriate, when billing for initial evaluations for physical therapy, occupational therapy, or speech-language pathology in home settings. Although PA is generally not required for initial evaluations for therapy services, PA is required if initial evaluation is performed in the home.

Table 8 – Codes for Billing Initial Evaluations for Physical Therapy, Occupational Therapy, and Speech-Language Pathology in Home Settings

<b>Therapy Service</b>	<b>Procedure Code and Description</b>	<b>Revenue Code and Description</b>
Physical	97161 – <i>Physical therapy evaluation, low complexity</i>	424 – <i>Evaluation or re-evaluation (for physical therapy)</i>
	97162 – <i>Physical therapy evaluation, moderate complexity</i>	
	97163 – <i>Physical therapy evaluation, high complexity</i>	
Occupational	97165 – <i>Occupational therapy evaluation, low complexity</i>	434 – <i>Evaluation or re-evaluation (for occupational therapy)</i>
	97166 – <i>Occupational therapy evaluation, moderate complexity</i>	
	97167 – <i>Occupational therapy evaluation, high complexity</i>	



Therapy Service	Procedure Code and Description	Revenue Code and Description
Speech-Language	92521 – Evaluation of speech fluency (eg, stuttering, cluttering)	444 – Evaluation or re-evaluation (for speech therapy – language pathology)
	92522 – Evaluation of speech sound production (eg, articulation, phonological process, apraxia, dysarthria)	
	92523 – Evaluation of speech sound production (eg, articulation, phonological process, apraxia, dysarthria); with evaluation of language comprehension and expression (eg, receptive and expressive language)	
	92524 – Behavioral and qualitative analysis of voice and resonance	

## Home Infusion and Enteral Therapy Services

Home infusion includes the following:

- Enteral feeding within, or by way of, the intestine
- Enteral tube feeding that includes the provision of nutritional requirements through a tube into the stomach or small intestine
- Parenteral therapy that includes any route other than the alimentary canal, such as intravenous, subcutaneous, intramuscular, or mucosal
- Total parenteral nutrition therapy (TPN)

### Billing for Home Infusion and Enteral Therapy

The following provider types may bill for home infusion and enteral therapy services and supplies:

- DME and home medical equipment (HME) providers
- Home health agencies
- Pharmacies

Providers should bill separately for the following three components of home infusion and enteral therapy:

- DME and HME providers bill all supplies, equipment, and formulas required to administer home infusion and enteral therapy on a *CMS-1500* claim form or electronic equivalent (Portal professional claim or 837P transaction) using the appropriate HCPCS code.
- Home health agencies bill only for services provided in the home by an RN or LPN on the *UB-04* claim form or electronic equivalent using the appropriate HCPCS codes.
- Pharmacies bill for compound drugs or any drugs used in parenteral therapy on an *Indiana FSSA Drug Claim Form* or electronic equivalent using the appropriate National Drug Code (NDC).

Home health agency may bill all three components using the proper billing forms and appropriate codes if the agency maintains multiple enrollments as a home health agency, a pharmacy, and a DME or HME provider.

## Billing for Home Uterine Monitoring Device

Home health agencies can bill for infusion therapy using a home uterine monitor with the following procedure codes:

- 99601 – Home infusion/specialty drug administration, per visit (up to 2 hours)
- 99602 – Home infusion/specialty drug administration, per visit (up to 2 hours); each additional hour

Providers are allowed to bill one unit of service daily and should use revenue code 559 when billing 99601 or 99602.

Codes 99601 and 99602 cover the following items:

- Home uterine monitor
- Skilled nursing services that include the following:
  - Initial nursing assessment
  - Instructions given to the patient about the proper use of the monitor
  - Home visits to monitor signs and symptoms of preterm labor
  - Twenty-four hour telephone support for troubleshooting the monitoring equipment and for reporting patient symptoms

Any costs involved in transmitting reports to the physician electronically, such as fax or telephone modem, are included in the payment. In addition, all supplies for each therapy are bundled into a daily rate, and home health agencies are not allowed to bill separately for any supplies associated with these therapies. Home health agencies are also not allowed to bill an overhead charge when daily infusion services do not include an actual encounter in the home.

## Home Health Reimbursement

Pursuant to *405 IAC 1-4.2*, home health providers are reimbursed for covered and prior-authorized services provided to IHCP members through standard, statewide rates computed by adding the following:

- Overhead cost rate
- Staffing cost rate multiplied by the number of hours spent performing billable patient care activities

The IHCP announces home health rates in an annual bulletin. Providers can go to the [Bulletins](#) page at [in.gov/medicaid/providers](http://in.gov/medicaid/providers) to view bulletins. Search by keywords “home health” for the most current publication containing home health rates.

See [Table 6](#) for information about billing home health services. For coverage and rate information, see the Professional Fee Schedule, accessible from the [IHCP Fee Schedules](#) page at [in.gov/medicaid/providers](http://in.gov/medicaid/providers).

## Electronic Visit Verification for Home Health Services

The *21st Century Cures Act* requires Medicaid providers of home health services to use an electronic visit verification (EVV) system to document services rendered. Use of an EVV system to document home health services must be implemented by January 1, 2023.

Affected providers may use an EVV system of their choice; however, providers are responsible for ensuring that the system selected complies with federal requirements, including documentation of the following information:

- Type of service performed
- Individual receiving the service
- Date of the service
- Location of service delivery
- Individual providing the service
- Time the service begins and ends

*Note: The IHCP is in the process of developing a federally compliant EVV system for providers that will interface with CoreMMIS. DXC Technology will design the EVV system for implementation effective January 1, 2019. The system will offer aggregator functionality to accept data from other EVV systems that providers may already be using or will opt to use in the future.*