

# Changing Day Support Activity Service Prior Authorizations from Monthly to Weekly Frequency

**Did you know** you can change the Frequency of authorizations for Day Support Activity (OR542) without having to void paid Service Delivered Billing Entries?

There may be times that a Case Management Entity authorizes OR542 services, but incorrectly uses a monthly frequency instead of a weekly frequency. This results in the provider only being authorized for 25 hours **per month**, instead of 25 hours per week, as intended.

- If nothing has been billed and paid against the Plan Line and Authorization, then it can be voided & re-created using the correct frequency desired.
- If there are paid billings against the Plan Line and Authorization, then there is a work around to make corrections without voiding SD billings & claims.

## Changing the Frequency of a Day Support Activity Authorization

1. Determine the last date billed for the monthly OR542-DSA authorizations & **end** the SPA(s) & Plan Line as of that date.

SE	Procedure	Modifier	Units	Dates				
54	OR542 - Day Support Activity, non-work	W1	25.00 Hours per Month	3/1/2018 - 9/30/2018				
Auth Id	Provider	Units	Rate	Pay To Provider	Dates	Review?	Allocation	Status
21*****6	Agency Employment or DSA Provider	25.00	\$8.90	Main Agency Provider	3/1/2018 - 9/30/2018	Yes	\$6,899.72	Accepted

2. Create new Plan Lines/SPAs for OR542-DSA **at the weekly frequency** from the next date, going forward.

SE	Procedure	Modifier	Units	Dates				
54	OR542 - Day Support Activity, non-work	W1	25.00 Hours per Week	10/1/2018 - 2/28/2019				
Auth Id	Provider	Units	Rate	Pay To Provider	Dates	Review?	Allocation	Status
25*****5	Agency Employment or DSA Provider	25.00	\$8.90	Main Agency Provider	10/1/2018 - 2/28/2019	No	\$4,895.00	Accepted

3. A POC Super User can then increase the Unit Limit on the OR542 Plan Line and Authorization that was ended to an amount that will allow weekly billing. This is done using the following calculation:

- 25 hours per week x 4.43 = **110.75** hours per month

Be sure that the individual has enough monthly hours on their Plan of Care to support the new, higher monthly limit. This will allow the provider to bill 25 hours/week for that period of time.

SE	Procedure	Modifier	Units	Dates	
54	OR542 - Day Support Activity, non-work	W1	110.75 Hours per Month	3/1/2018 - 9/30/2018	
Auth Id	Provider	Units	Rate	Pay To Provider	Authorization Status
21*****6	Agency Employment or DSA Provider	110.75	\$8.90	Main Agency Provider	9/30/2018 110.75 Accepted

This monthly amount will allow for billing 25 hrs/week.