
Program Memorandum Intermediaries

Department of Health and
Human Services (DHHS)
Centers for Medicare & Medicaid
Services (CMS)

Transmittal: A-01-100

Date: AUGUST 16, 2001

CHANGE REQUEST 1812

**SUBJECT: Upcoming Train the Trainer Session for Inpatient Rehabilitation Facility
Prospective Payment System (IRF PPS)**

This Program Memorandum (PM) notifies Medicare fiscal intermediaries (FIs) of an upcoming IRF PPS Train the Trainer Session scheduled for September 24 – 26, 2001, at the Radisson Hotel in Annapolis, Maryland.

Section 4421 of the Balanced Budget Act of 1997, as amended by the Balanced Budget Refinement Act (BBRA) of 1999, authorizes the implementation of a per discharge prospective payment system for inpatient rehabilitation hospitals and rehabilitation units – referred to as inpatient rehabilitation facilities. Major elements of the proposed IRF PPS train the trainer session will include:

- ? The Patient Assessment Instrument;
- ? Case Mix Group Classification System;
- ? Payment Rates;
- ? Case Mix Group Relative Weights;
- ? Budget Neutrality Adjustment;
- ? Special Payment Adjustments;
- ? Phase-In Implementation;
- ? Method of Payment; and
- ? Billing Instructions.

Staff attending this training will be responsible for training additional FI staff as well as taking part in the training of IRF providers on issues related to medical review, Medicare payment, claims processing, and provider education/customer service. Medical review staff are being asked to attend, even though they will not be reviewing IRF claims, to be sure that they are given instruction on the coverage issues as they relate to IRF. There is no limit to the number of staff you may send. All attendees do need to register. Training of providers should be completed by November 30, 2001, to ensure that providers will have sufficient time to make any systems changes by the January 1, 2002, IRF PPS implementation date.

For information on hotel reservations and training registration, log on to www.hcfa.gov/medlearn/inpatref.htm. An agenda will also be provided on this Web site at a later date. Training registration forms should be completed as soon as possible. You will have the option of submitting your registration form directly to CMS from the registration form after it has been completed. You may also e-mail your forms directly to medlearnregistration@cms.hhs.gov or fax them to 410-786-0330, to the attention of Tiffany Dillard. You must register for this training by Monday September 10, 2001. Confirmations will be e-mailed or faxed and should be brought along to the training session for admission. Training materials will be provided for you at the training session. Following the session, you will be able to download the training materials from our Web site at www.hcfa.gov/medlearn/inpatref.htm. You will be responsible for reproducing the training materials for your provider sessions. Questions and answers from the training session will also be found at that site to assist you during your provider training sessions.

Begin to submit budget requests for funding that will be needed to put on your provider training sessions. Funding for implementation activities will be provided to contractors through special funding provided by CMS. Submit your requests directly to AAbelMatkins@cms.hhs.gov by Monday, September 17, 2001. The subject line in your e-mail to her should read, Inpatient Rehabilitation Facility Budget Request.

Following the train-the-trainer session, take immediate steps to schedule your training and notify providers and other interested entities in your service area concerning times and places for training. This includes posting information on your Web site, providing information to your customer service representatives who deal with providers directly, and contacting relevant provider associations. Keep account of the number of training sessions you hold, attendance, locations, and any other relevant information. Submit a schedule for your training to Cheryl Barton at Cbarton@cms.hhs.gov and Tiffany Dillard at Tdillard@cms.hhs.gov. Monitor the progress of your providers and address unanticipated problems that may occur during the implementation of these program changes. Report any significant problems to your regional office contact. More detailed information will be provided to you, as needed, on the reporting and collection of this information.

You should also take the following steps to ensure that providers and their billing vendors have adequate information about these Medicare program changes and the availability of training:

- Work cooperatively with your Provider Education and Training Advisory Committee and the relevant State associations to coordinate training; and
- Notify providers that relevant training materials, articles and other relevant information will be posted on the CMS's Web site at www.hcfa.gov/medlearn/inpatref.htm.

The *effective date* for this PM August 16, 2001.

The *implementation date* for this PM is August 16, 2001.

Pending the availability of FY2002 funds, funding will be provided by CMS to contractors to cover the cost of provider training under this PM.

This PM may be discarded after April 1, 2002.

If you have any questions, contact Cheryl Barton at 410-786-1114.