

Instructions to Providers for billing on Individualized Service Agreements (ISA) FY21:

Itemize all unpaid ISA claims for the remainder of the fiscal year. The attached spreadsheet will provide the outline for the total and line-item breakout of the reimbursements. Each ISA provider agreement (Adult, Youth, CRISP, TIC) will require a separate spreadsheet.

The spreadsheet requires agency and contact name, ISA plan type, and total billed, and then line items with Unique Client Number (UCN), date, service code, units, amount, provider, and a brief note, omitting any Private Health Information (PHI). You will also need to submit copies of all receipts. For ISA Youth MISC services that exceed \$250, attach approval proof. These services require approval from Kristina Weltzin prior to billing.

The UCN generated by AKAIMS is not considered PHI and will be used to identify the client if needed. To get an existing UCN for your clients or to have one created for new clients you must contact the AKAIMS helpdesk – Lisa or Sandy. Also, if you are uncertain if an ISA billing event has been paid for, please reach out to the AKAIMS Helpdesk. You may email them to request a secure email, which enables a secure reply, or use phone or fax; they will need to know client information (PHI) to assist you.

To submit this billing sheet to the adjudicators, regular email is fine. When you send it, notify the adjudicator in a separate message that it was sent, and they will confirm receipt.

Do not include on this spreadsheet those claims, if any, that were billed in February, March, or April 2021 and have not yet been paid due to an error in the system. Those will be added separately. You will receive a copy of a report listing these claims for validation.

ISA billing submissions for Q4 of 2021 must be received no later than July 31, 2021. Date of receipts or services cannot be after June 30, 2021. Attach a copy of all receipts.

Exceptions to these standards include PLL services and Trauma Informed Care services, and possibly others. These special ISA services require actual complete but redacted notes (no PHI) describing the services provided, in addition to the UCN and the rest of the data needed for billing for ISA funds.

Attached are the codes and rates for all ISA Adult, Youth, and TIC services for PA 2 of FY 21, as well as CRISP codes and rates. Please be sure you are using the appropriate codes authorized by your provider agreement.

All billed and paid services will need to be entered into AKAIMS when the application is again available. For these notes, you will lock them but not bill them as the billing was already submitted via paper in the instructions above. If your agency needs assistance on how to lock a note, please feel free to reach out to the AKAIMS helpdesk. The deadline for completing this has been extended to Dec. 31, 2021 for the purpose of claim reconciliation/reports needed for legislative session on services delivered through ISA funds.

FY22 questions will be addressed at a later date.

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