



ARIS Solutions Non-Payroll/Reimbursement Request Form Developmental Disabilities Services

Category	Service Code Descriptor*	
Administrative Service		
	Admin	
Camp		
	Camp (Overnight) (1 full session/unit)	Camp (Day) (1 full session/unit)
Employment		
	Employer and Job Development	Job Training
	Employer and Job Development 1:1 (15 minutes/unit)	Job Training 1:1 (15 minutes/unit)
	Employer and Job Development 1:2 (15 minutes/unit)	Job Training 2:1 (15/minutes/unit)
	Employer and Job Development 1:3 (15 minutes/unit)	
	Employment Assessment	
	Employment Assessment 1:1 (1 day/unit)	
Mileage		
	Mileage 1:1 (1 mile/unit)	
	Mileage 1:2 (1 mile/unit)	
	Mileage 1:3 (1 mile/unit)	
Supportive Services		
	Behavioral Support, Assessment, Planning & Consultation Services (15 minute/unit)	
	Communication Support (15 minutes/unit)	
	Other Supportive Services (15 minutes/unit)	
Service Coordination		
	Service Coordination 1:1 (15 minutes/unit)	
	Service Coordination 1:2 (15 minutes/unit)	
Vehicle Modification Expenses (formerly Adaptive Van Expenses)		
	Vehicle Modifications Expenses 1:1 (1 service/unit)	
	Vehicle Modifications Expenses 1:2 (1 service/unit)	
	Vehicle Modifications Expenses 1:3 (1 service/unit)	

Most services cannot be provided while an individual is admitted to the hospital. Services cannot be provided while an individual is admitted to a nursing home or rehab facility.

Ratios are defined as employee:consumer (i.e., 1:2 is 1 employee providing support to 2 consumers, 2:1 is 2 employees providing support to 1 consumer). It is important to choose the code that includes the correct employee:consumer support ratio.

This information may change; please consult www.arissolutions.org, your case/program manager or Program Handbook to be sure that you have the current information.

The employer is responsible to ensure all program requirements are met around who can be paid. For more information about these requirements, please consult the Medicaid and program manuals. *This is not a full list of allowable service codes; if the code that best meets the service provided is not included, please contact ARIS Solutions or consult the System of Care plan for a full list of authorized codes for use with self/family-and surrogate directed services.

Non-Payroll/Reimbursement Requests (NPRR) must be received by Monday of the DDS payroll cycle. NPRRs can be mailed or hand delivered.

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