



Office of
Mental Health

PROS Service Units

CALCULATING DAILY UNITS UNDER PROS REDESIGN
EXAMPLES

JANUARY 15, 2025

How to Use this Tool

- This tool is intended to illustrate how PROS units would be calculated on a daily and monthly basis depending on whether a participant engaged in onsite or off-site services, or a combination of onsite/off-site services.
- PROS Programs and others seeking to understand the PROS reimbursement methodology may use this tool to review different service engagement scenarios and how units are adjusted to account for off-site services.
- This tool is not comprehensive of every billing situation or scenario. It is not intended to describe service standards or expectations with regard to service utilization and program schedules.

Process for Calculating Daily PROS Units

Basic Billing Rules

- PROS Service Units may be accrued through a combination of onsite services and offsite services on a given day.
- A PROS unit is equal to 15 minutes of service provided 1:1 or 30 minutes of service provided in a group.
- A maximum of five (5) PROS Service Units may be counted per day.
- To recognize the higher costs associated with provision of services delivered outside of the PROS site, in the community, PROS Service Units provided off-site will be doubled. This adjustment allows for up to five PROS service units to be doubled to ten per day.
- In order to bill the monthly base rate, a minimum of 4 units of CRS must be provided. Once that threshold is met, all other units also count toward the base rate tier.

Methodology for Calculating Units

All Services Provided Onsite

Calculate the number of PROS service units earned via group services.

Calculate the number of PROS service units earned via individual services.

Determine total onsite service units for the day, up to 5 units

All Services Provided Offsite

Calculate the number of PROS service units earned via group services.

Calculate the number of PROS service units earned via individual services.

Determine total offsite service units for the day, up to 5 units.

Double the offsite service units. This adjustment allows for up to 10 service units counted toward the monthly base rate tier.

Mixed Onsite/Offsite Service Delivery

Calculate the number of PROS units earned via offsite services (individual and group)

Calculate the number of PROS units earned via onsite service (individual and group)

Using offsite services first, determine the number of service units for the day, up to 5 unadjusted units.

Double the offsite service units. This adjustment allows for up to 10 service units.

Onsite Only (Including Telehealth)

Example 1: ORS / Telehealth



This totals **3 unadjusted units**

Example 1: ORS / Telehealth

Total Units Counted for This Day: 3

Why?

- 1:1 services accrue units in 15-minute increments
- Group-based services accrue units in 30-minute increments
- A total of 3 unadjusted units were accrued through telehealth, which counts as “onsite” for the purposes of calculating units
- There are no off-site services on this day

Example 2: IR / Onsite

8 AM	Intensive Relapse Prevention 1:1 PROS Program (Onsite)
9 AM	
10 AM	
11 AM	
12 PM	
1 PM	
2 PM	
3 PM	
4 PM	

This totals **5 unadjusted units**

Example 2: IR / Onsite

Total Units Counted for This Day: 5

Why?

- 1:1 services accrue units in 15-minute increments
- A total of 5 unadjusted units were accrued onsite
- There are no off-site services on this day

Example 3: CRS & CT / Onsite & Telehealth

8 AM	
9 AM	
10 AM	Crisis Intervention 1:1; PROS Program (Onsite)
11 AM	Peer Support Group; PROS Program (Onsite)
	Community Meeting (Unbillable) PROS Program (Onsite)
12 PM	
1 PM	
2 PM	
3 PM	
4 PM	

This totals **4 unadjusted units**

Example 3: CRS & CT / Onsite & Telehealth

Total Units Counted for This Day: 4

Why?

- 1:1 services accrue units in 15-minute increments
- Group-based services accrue units in 30-minute increments
- A total of 4 unadjusted units were accrued onsite
- There are no off-site services on this day

Example 4: CT & CRS / Onsite

8 AM	
9 AM	
10 AM	Clinical Counseling & Therapy Group PROS Program (Onsite)
11 AM	1:1 Peer Support PROS Program (Onsite)
12 PM	Lunch (Unbillable); PROS Program (Onsite)
1 PM	
2 PM	
3 PM	
4 PM	

This totals **5 unadjusted units**

Example 4: CT & CRS / Onsite

Total Units Counted for This Day: 5

Why?

- 1:1 services accrue units in 15-minute increments
- Group-based services accrue units in 30-minute increments
- A total of 5 unadjusted units were accrued onsite
- There are no off-site services on this day

Example 5: CRS & IR / Onsite

8 AM	
9 AM	
10 AM	Psychosocial Rehabilitation Group PROS Program (Onsite)
11 AM	Goal Acquisition Group PROS Program (Onsite)
12 PM	Lunch (Unbillable); PROS Program (Onsite)
	Peer Support Group PROS Program (Onsite)
1 PM	
	Integrated Treatment for Co-Occurring Disorders Group PROS Program (Onsite)
2 PM	
3 PM	
4 PM	

This totals **5 unadjusted units**

Example 5: CRS & IR / Onsite

Total Units Counted for This Day: 5

Why?

- 1:1 services accrue units in 15-minute increments
- Group-based services accrue units in 30-minute increments
- A total of 5 unadjusted units were accrued onsite
- There are no off-site services on this day

Off-Site Only

Example 6: IR / Off-Site



This totals **5 unadjusted units**

Example 6: IR / Off-Site

Total Units Counted for This Day: 10

Why?

- 1:1 services accrue units in 15-minute increments
- A total of 5 unadjusted units were accrued off-site, and this adjusts to **10** units

Example 7: ORS / Offsite

8 AM	
9 AM	
10 AM	
11 AM	
12 PM	
1 PM	Ongoing Rehabilitation & Support 1:1 Dunkin Donuts (Offsite)
2 PM	
3 PM	
4 PM	

This totals **4 unadjusted units**.

Example 7: ORS / Offsite

Total Units Counted for This Day: 8

Why?

- 1:1 services accrue units in 15-minute increments
- A total of 4 unadjusted units were accrued off-site, and this adjusts to **8** units

Other Important Information:

- Reminder that while you can provide four (4) units of ORS in a single session, to bill the add-on, you would need a second ORS date of service within the month

Onsite & Off-Site

Example 8: CRS / Offsite & Telehealth



This totals **4 unadjusted units**

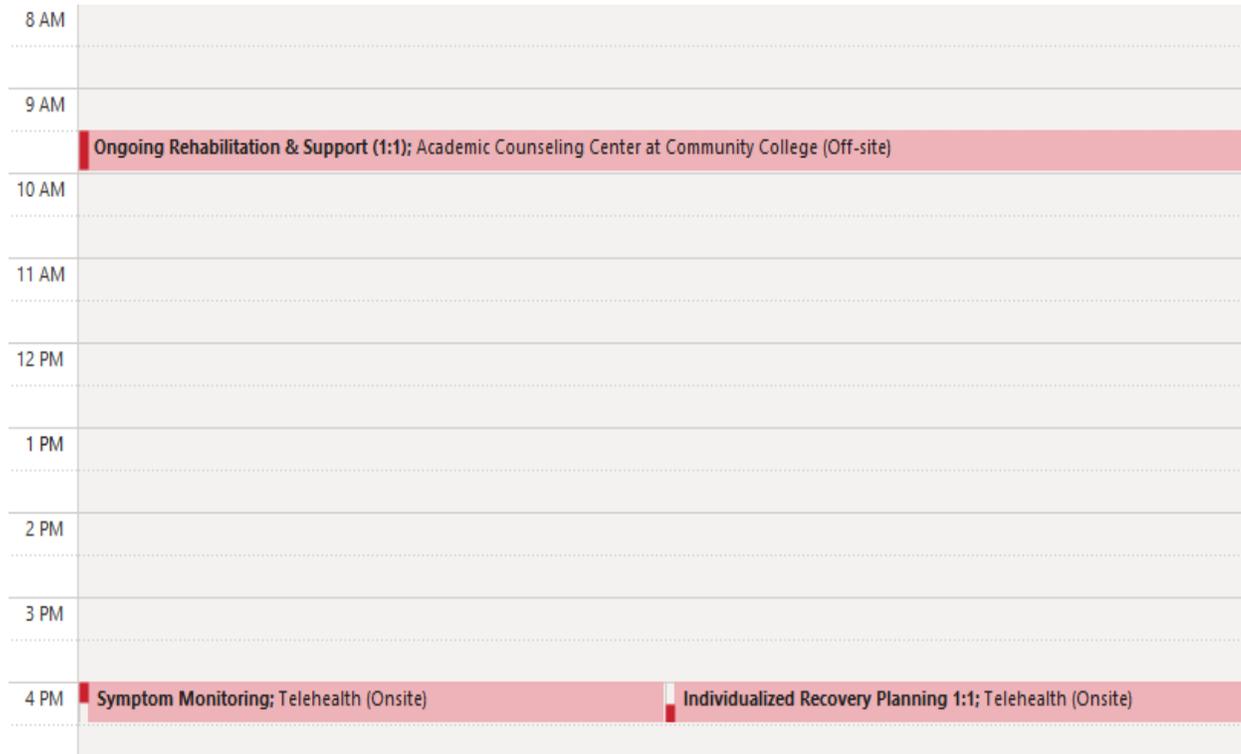
Example 8: CRS / Offsite & Telehealth

Total Units Counted for This Day: 6

Why?

- 1:1 services accrue units in 15-minute increments
- Group-based services accrue units in 30-minute increments
- A total of 2 unadjusted units were accrued off-site, and this adjusts to **4** units
- There is a cap of 5 unadjusted units per day, meaning that up to 3 additional onsite units can also be counted. In this example only 2 onsite units were accrued.
- 4 Adjusted Off-Site + 2 Unadjusted Onsite = 6

Example 9: ORS, CT & CRS / Off-site & Telehealth



This totals **4 unadjusted units**.

Example 9: ORS, CT & CRS / Off-site & Telehealth

Total Units Counted for This Day: 6

Why?

- 1:1 services accrue units in 15-minute increments
- A total of 2 unadjusted units were accrued off-site, and this adjusts to **4** units
- There is a cap of 5 unadjusted units per day, meaning that up to 3 additional onsite units can also be counted. In this example only 2 onsite units were accrued.
- 4 Adjusted Off-Site + 2 Unadjusted Onsite = 6

Example 10: CRS & IR / Off-Site & Onsite

8 AM	
9 AM	Psychosocial Rehabilitation 1:1; Participant's Home (Offsite)
10 AM	
11 AM	Goal Acquisition Group PROS Program (Onsite)
12 PM	Lunch Break PROS Program (Onsite)
1 PM	1:1 Individualized Recovery Planning PROS Program (Onsite)
2 PM	
3 PM	
4 PM	

This totals **6 unadjusted units**.

Example 10: CRS & IR / Off-Site & Onsite

Total Units Counted for This Day: 7

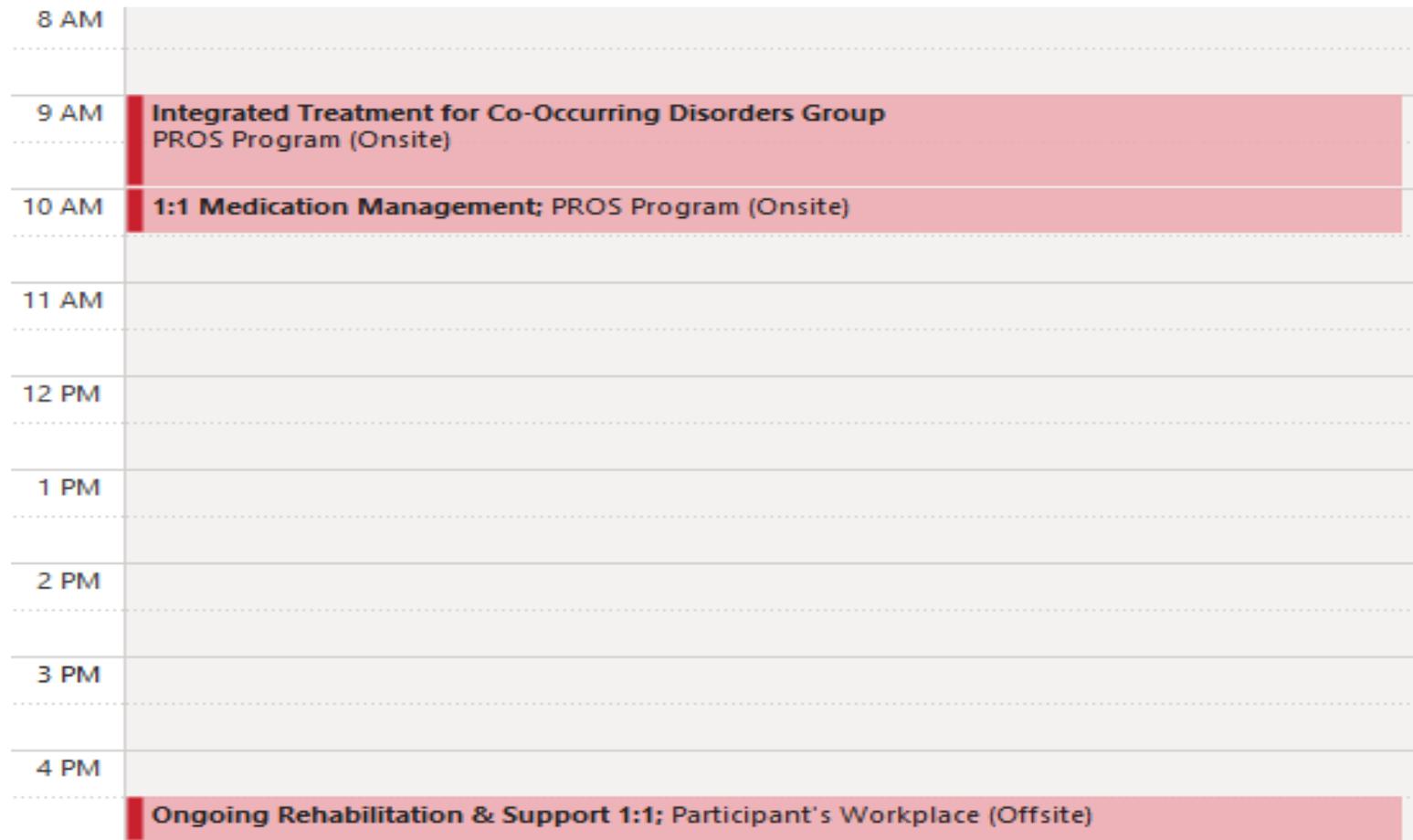
Why?

- 1:1 services accrue units in 15-minute increments
- Group-based services accrue units in 30-minute increments
- A total of 2 unadjusted units were accrued off-site, and this adjusts to **4** units
- There is a cap of 5 unadjusted units per day, meaning that up to 3 onsite units can also be counted
- 4 Adjusted Off-Site + 3 Unadjusted Onsite = 7

Other Important Information:

- Regardless of *which* units are counted toward the base rate, the provision of an IR Goal Acquisition service should count toward the minimum threshold for the IR Add On

Example 11: IR, CT, and ORS / Onsite and Off-Site



Example 11: IR, CT, and ORS / Onsite and Off-Site

Total Units Counted for This Day: 7

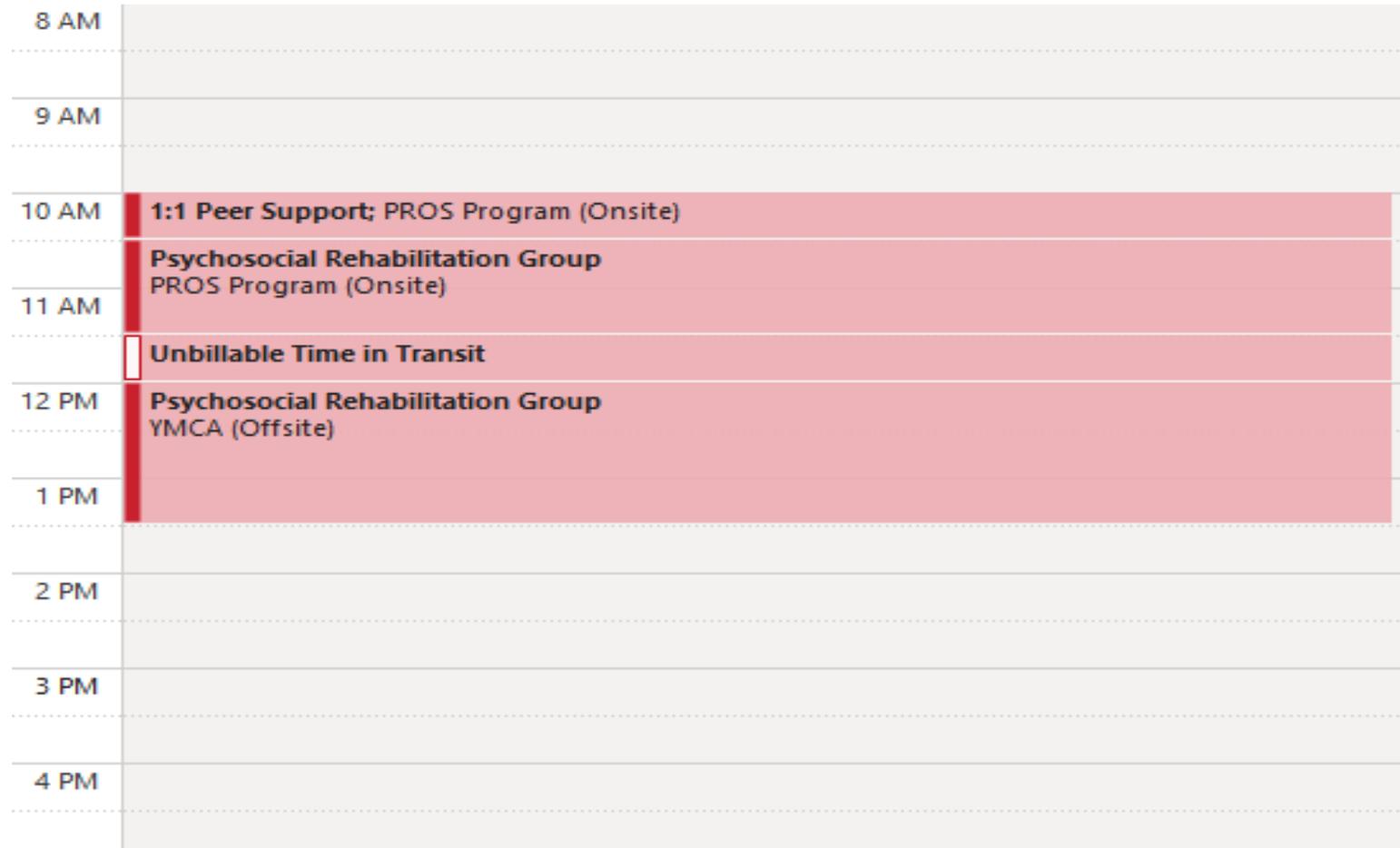
Why?

- 1:1 services accrue units in 15-minute increments
- Group-based services accrue units in 30-minute increments
- A total of 2 unadjusted units were accrued off-site, and this adjusts to **4** units
- There is a cap of 5 unadjusted units per day, meaning that up to 3 onsite units can also be counted
- 4 Adjusted Off-Site + 3 Unadjusted Onsite = 7

Other Important Information:

- Regardless of *which* units are counted toward the base rate...
- the provision of an IR Integrated Treatment service should count toward the minimum threshold for the IR Add On
- the provision of a CT Medication Management service should count toward the minimum threshold for the CT Add On
- the provision of ORS should count toward the minimum threshold for the ORS Add On

Example 12: CRS / Onsite and Off-Site



Example 12: CRS / Onsite and Off-Site

Total Units Counted for This Day: 8

Why?

- 1:1 services accrue units in 15-minute increments
- Group-based services accrue units in 30-minute increments
- A total of 3 unadjusted units were accrued off-site, and this adjusts to **6** units
- There is a cap of 5 unadjusted units per day, meaning that up to 2 onsite units can also be counted
- 6 Adjusted Off-Site + 2 Unadjusted Onsite = 8

Example 13: CRS & IR / Onsite & Off-Site

12 PM	
1 PM	Peer Support Group PROS Program (Onsite)
2 PM	Psychosocial Rehabilitation Group PROS Program (Onsite)
3 PM	Gaming Club (Unbillable) PROS Program (Onsite)
4 PM	
5 PM	
6 PM	Family Psychoeducation 1:1 Participant's Home
7 PM	

This totals **8 unadjusted units**.

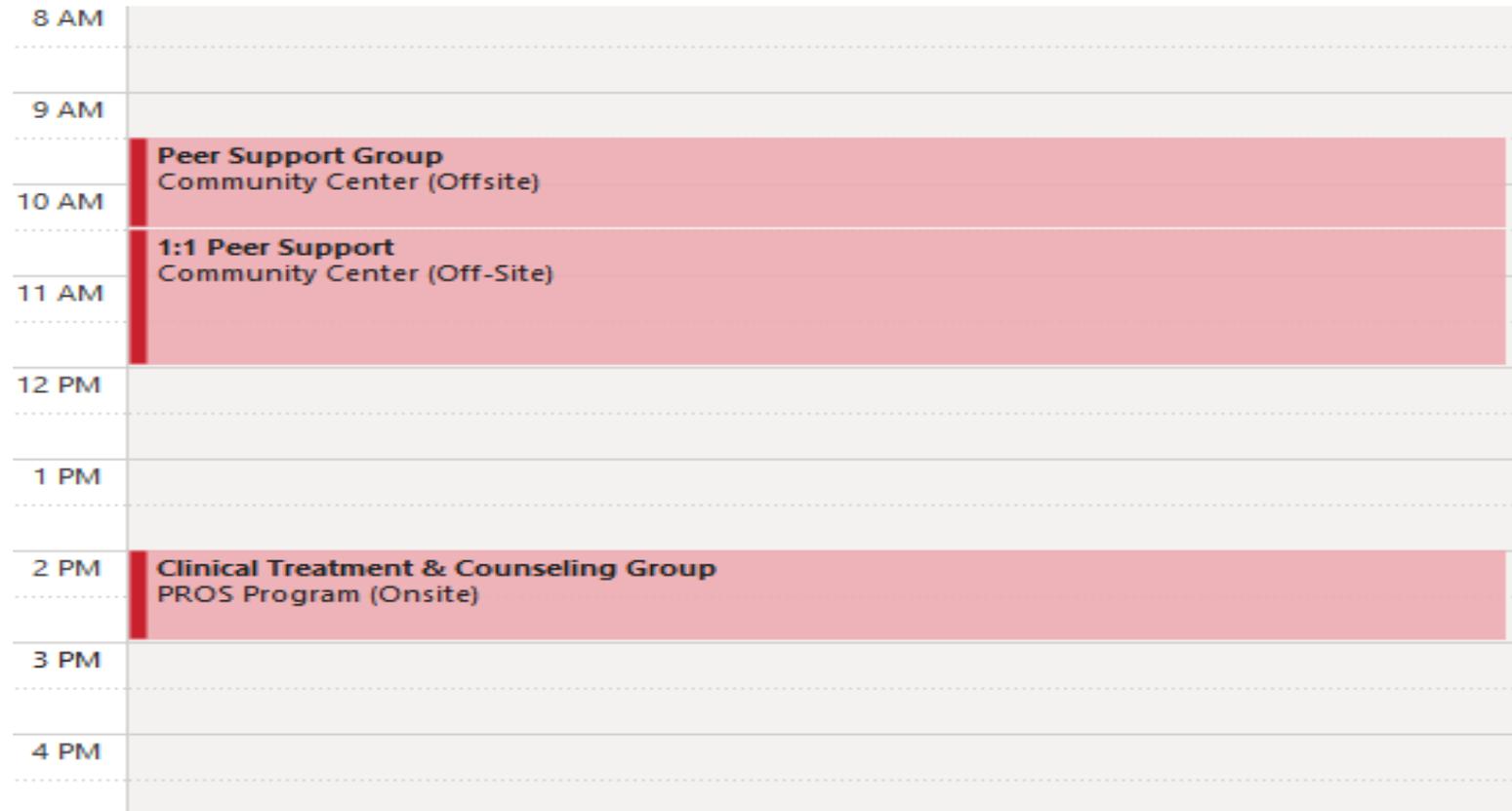
Example 13: CRS & IR / Onsite & Off-Site

Total Units Counted for This Day: 10

Why?

- 1:1 services accrue units in 15-minute increments
- Group-based services accrue units in 30-minute increments
- A total of 6 unadjusted units were accrued off-site, which exceeds the daily cap of 5. 5 of the 6 off-site units are adjusted to 10 units.
- Because the daily cap has been met by off-site units, none of the on-site units are counted.

Example 14: CRS & CT / Off-Site and Onsite, CRS and CT



This totals **10 unadjusted units**.

Example 14: CRS & CT / Off-Site and Onsite, CRS and CT

Total Units Counted for This Day: 10

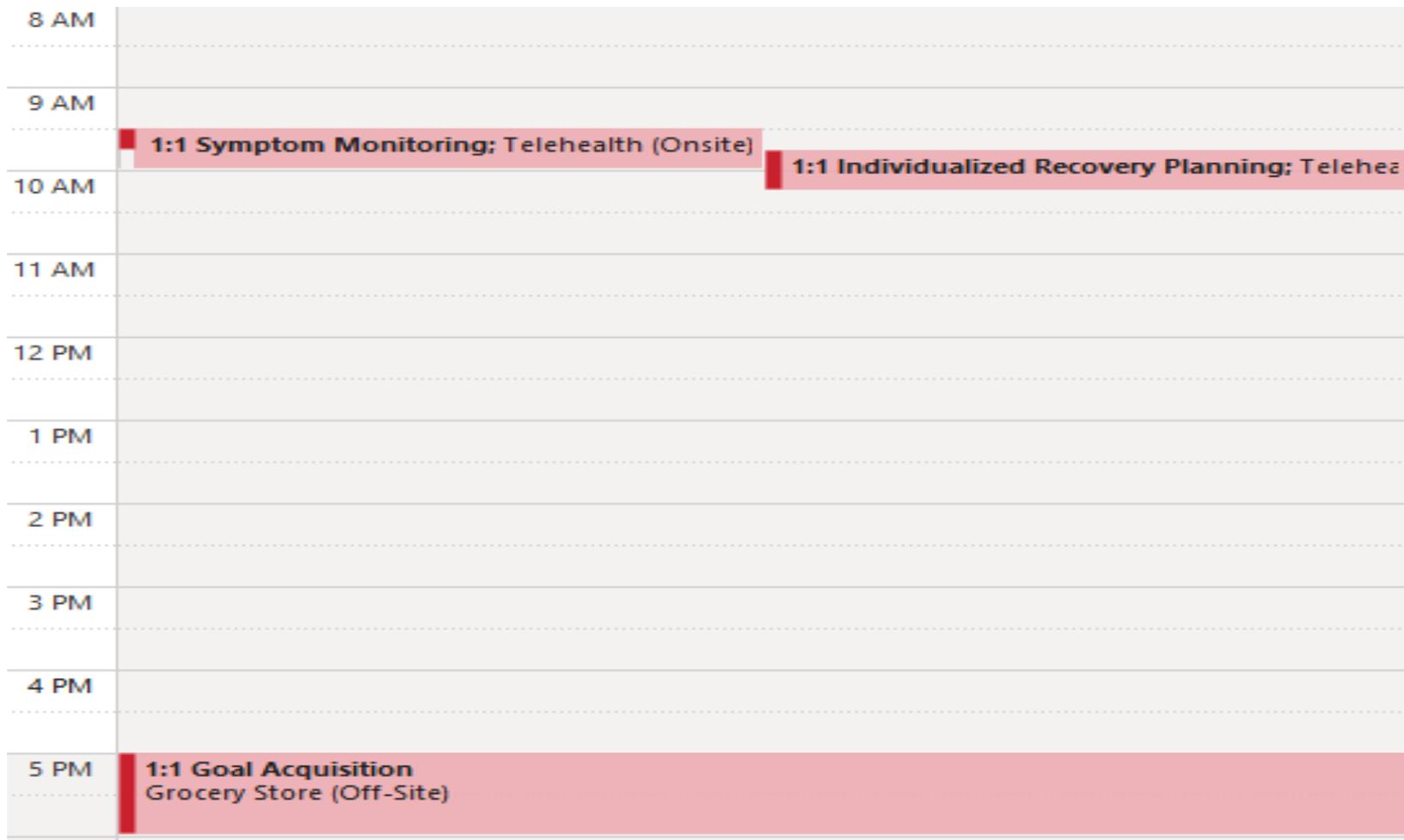
Why?

- 1:1 services accrue units in 15-minute increments
- Group-based services accrue units in 30-minute increments
- A total of 8 unadjusted units were accrued off-site, which exceeds the daily cap of 5.
- 5 of the 8 off-site units are adjusted to 10 units.

Other Important Information:

- Regardless of *which* units are counted toward the base rate, the provision of a CT Clinical Counseling & Therapy service should count toward the minimum threshold for the CT Add On

Example 15: CT, CRS, & IR / Telehealth and Off-Site



This totals 7 unadjusted units.

Example 15: CT, CRS, & IR / Telehealth and Off-Site

Total Units Counted for This Day: 9

Why?

- 1:1 services accrue units in 15-minute increments
- Group-based services accrue units in 30-minute increments
- A total of 4 unadjusted units were accrued off-site, and this adjusts to 8 units
- There is a cap of 5 unadjusted units per day, meaning that up to 1 additional onsite unit can also be counted
- 8 Adjusted Off-Site + 1 Unadjusted Onsite = 9

Other Important Information:

- Regardless of *which* units are counted toward the base rate, the provision of a CT Symptom Monitoring service should count toward the minimum threshold for the CT Add On

Full Month Examples

Off-site Only

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 9:00-10:00 CRS Psychiatric Rehabilitation Assessment 1:1 Off-Site 4 Unadjusted Units	4	5 2:00-2:45 CRS Individualized Recovery Planning 1:1 Off-Site 3 Unadjusted Units	6 10:00am-noon CRS Psychosocial Rehabilitation Group Off-Site 4 Unadjusted Units	7
8	9	10 3:00-4:00 CRS Psychosocial Rehabilitation 1:1 Off-Site 4 Unadjusted Units	11	12	13 10:00am-noon CRS Psychosocial Rehabilitation Group Off-Site 4 Unadjusted Units	14
15	16	17 3:00-4:00 CRS Psychosocial Rehabilitation 1:1 Off-Site 4 Unadjusted Units	18	19	20 10:00am-noon CRS Psychosocial Rehabilitation Group Off-Site 4 Unadjusted Units	21
22	23	24 3:00-4:00 CRS Psychosocial Rehabilitation 1:1 Off-Site 4 Unadjusted Units	25	26	27	28
29	30	31 3:00-4:00 CRS Psychosocial Rehabilitation 1:1 Off-Site 4 Unadjusted Units				

- This individual engaged in services through off-site only
- 35 Unadjusted Units were accrued
- Because all units were provided off-site, and each day was under the daily maximum of 5 unadjusted units, all units are adjusted or doubled from 35 to 70
- Total Units counted for the month = 70
- This individual met the minimum threshold for the monthly base rate (Tier 3)

Onsite Only (Including Telehealth)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 11am-12:30pm CRS Psychosocial Rehabilitation Group Onsite 3 Unadjusted Units	3	4 10:00-10:45 CRS Peer Support Group Onsite 11:00-11:45 IR Integrated Treatment Group Onsite 12:30-1:00 CRS Individualized Recovery Planning 1:1 Onsite 4 Unadjusted Units	5	6	7
8	9 11am-12:30pm CRS Psychosocial Rehabilitation Group Onsite 3 Unadjusted Units	10	11 10:00-10:45 CRS Peer Support Group Onsite 11:00-11:45 IR Integrated Treatment Group Onsite 2 Unadjusted Units	12	13	14
15	16 11am-12:30pm CRS Psychosocial Rehabilitation Group Onsite 3 Unadjusted Units	17 3:00-3:15 CRS Crisis Intervention 1:1 Telehealth 3:15-4:00 CRS Complex Care Management 1:1 Telehealth 4 Unadjusted Units	18 10:00-10:45 CRS Peer Support Group Onsite 11:00-11:45 IR Integrated Treatment Group Onsite 12:30-1:15 CT Clinical Counseling & Therapy 1:1 Onsite 5 Unadjusted Units	19	20	21
22	23 11am-12:30pm CRS Psychosocial Rehabilitation Group Onsite 3 Unadjusted Units	24	25 10:00-10:45 CRS Peer Support Group Onsite 11:00-11:45 IR Integrated Treatment Group Onsite 2 Unadjusted Units	26	27	28
29	30 11am-12:30pm CRS Psychosocial Rehabilitation Group Onsite 3 Unadjusted Units	31				

- This individual engaged in services onsite and through telehealth
- 32 Unadjusted Units were accrued
- Total Units counted for the month = 32
- This individual met the minimum threshold for the monthly base rate (Tier 2) and the IR and CT Add-Ons

Onsite & Offsite

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 9:00-9:30 ORS 1:1 Off-Site 2 Unadjusted Units	3	4	5	6 10:00-10:45 CRS Peer Support Group Onsite 11:00-11:45 CRS Psychosocial Rehabilitation Group Onsite 2 Unadjusted Units	7
8	9	10 4:00-4:45 CT Clinical Counseling & Therapy 1:1 Telehealth 3 Unadjusted Units	11	12	13 10:00-10:45 CRS Peer Support Group Onsite 11:00-11:45 CRS Psychosocial Rehabilitation Group Onsite 12:00-12:30 CRS Individualized Recovery Planning 1:1 Onsite 4 Unadjusted Units	14
15	16 9:00-9:30 ORS 1:1 Off-Site 2 Unadjusted Units	17	18	19	20 10:00-10:45 CRS Peer Support Group Onsite 11:00-11:45 CRS Psychosocial Rehabilitation Group Onsite 2 Unadjusted Units	21
22	23	24 4:00-4:45 CT Clinical Counseling & Therapy 1:1 Telehealth 3 Unadjusted Units	25	26	27 10:00-10:45 CRS Peer Support Group Onsite 11:00-11:45 CRS Psychosocial Rehabilitation Group Onsite 2 Unadjusted Units	28
29	30 9:00-9:30 ORS 1:1 Off-Site 2 Unadjusted Units	31				

- This individual engaged in services onsite, off-site, and through telehealth
- 22 Unadjusted Units were accrued: 16 onsite/ telehealth + 6 off-site
- Off-site units are adjusted or doubled, from 6 to 12
- Total Units counted for the month = 28
- This individual met the minimum threshold for the monthly base rate (Tier 2) and the ORS and CT Add-Ons



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