

## **OPWDD Guidance Documents with Payment Standards**

This guidance document contains payment standards, with all payment standards shaded in grey. Any requirement in this guidance document which is not shaded in grey is a program standard or an explanation, illumination or illustration to aid auditors in interpreting the documents. Please note that there may be instances where materials may be partially shaded in a sentence, paragraph or beneath a header. It is OPWDD's intent that only those words that are shaded shall be considered part of a payment standard and any other words within a sentence or paragraph or below a header that are not shaded should be construed to be a program standard or an explanation, illumination or illustration to aid auditors in interpreting the document.

## **Appendix B: Service Documentation Requirements for General Developmental Disability Hourly Services (Assistive Technology)**

### **Purpose**

This Appendix describes the documentation requirements for General Developmental Disability (DD) Hourly Services (Assistive Technology) within Options for People Through Services (OPTS) pilots.

### **Service Definition for Assistive Technology Services**

General DD Hourly Services (Assistive Technology) are face-to-face sessions where staff work with consumers to increase independence using assistive technology supports. Assistive Technology services address assessing a consumer's need for assistive technology supports at the consumer's home, evaluating the consumer's needs in his or her "own environment," and increasing independence by training the consumer to use various adaptive equipment. These services cannot be billed when they occur in a Supervised IRA, in an Article 28 clinic, or in an Article 16 clinic. General DD Hourly Services (Assistive Technology) may not be billed when they are provided to train staff or other paid service providers. General DD Hourly Services (Assistive Technology) cannot be billed, if it is being provided by a vendor who sells assistive technology equipment.

The unit of service for General DD Hourly Services (Assistive Technology) is an hour with services reported in 15 minute increments. When determining the "payable service time," only face-to-face service delivery with the consumer by service staff actively providing the service "counts." Staff can be "regular" payroll staff or paid contract staff. A full 15 minutes of service must be delivered and documented in order for your agency to be paid. There is no "rounding up," i.e. no payment will be issued if your agency only delivers 12 minutes of service.

### **Format for Documenting General DD Hourly Services (Assistive Technology)**

Your agency must use the OMRDD-developed Narrative Note format to document the provision of General DD Hourly Services (Assistive Technology). A copy of this Narrative Note is included with this Appendix. For each continuous period of hourly General DD Service or "session," staff must document the service start and stop time. Detailed directions for completing the narrative note are attached.

Staff who actually deliver the services must document the service that they provided. By signing the narrative note, the staff who deliver the service are documenting the provision of Assistive Technology services. That is, they are attesting to the fact that an Assistive Technology service was delivered.

## Reporting General DD Hourly Services (Assistive Technology)

Payment for Assistive Technology services under OPTS will be issued to your agency based on service information that your agency submits to OMRDD via a secure web application, the "OPTS Web Based Application." When reporting services via the OPTS Web Based Application, your agency must report the duration of face-to-face Assistive Technology services that were provided to a consumer during the month.

Reporting may be done in 15 minute segments (e.g. 15 minutes, 30 minutes, or 45 minutes). A full 15 minutes of service must be delivered and documented in order for your agency to be paid. For example, if staff provide one hour and 20 minutes of General DD Hourly Services (Assistive Technology), you would report one hour and 15 minutes of "billable service time" or "reportable duration."

## Required Documentation for Assistive Technology Services

Your agency must maintain the following documentation to support the provision of Assistive Technology services:

- **The Narrative Note-OPTS General Developmental Disability Hourly Services (Assistive Technology) written for every service delivery.** The narrative note must describe the service that staff provided to the consumer. Staff should include the consumer's response to the Assistive Technology service and any discussion of issues or concerns that occurred. A copy of the narrative note format is included with this Appendix.
- For Individuals with Individualized Service Plans (ISP), **A Copy of the Consumer's ISP** covering the time period for the claim, developed by the consumer's Medicaid Service Coordination (MSC) or Plan of Care Support Services (PCSS) Service Coordinator. The OPTS General Developmental Disability Hourly Services (Assistive Technology) must be identified in Other Services or 100% OMRDD Funded Supports and Services section of the ISP and the required information must be completed as follows.

<p><b>Name:</b> <u>Your Agency's Name Here</u></p> <p><b>Type of Service:</b> <u>OPTS General DD Hourly Services (Assistive Technology)</u></p> <p><b>Frequency:</b> <u>Hour</u> <b>Duration:</b> <u>Ongoing</u> <b>Effective Date:</b> <u>No later than the 1<sup>st</sup> day of service delivery</u></p> <p><b>Person's Valued Outcome or Reason for Receiving the Service:</b> <u>Valued Outcomes for receiving General DD Hourly Services (Assistive Technology)</u></p>
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### **Documentation Retention**

All documentation specified above must be kept the balance of the calendar year in which they were made and for six (6) additional years thereafter. See Appendix A for additional requirements regarding record retention.