

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 Per Diem Services (Emergency Housing)

Purpose

This Appendix describes the documentation requirements for General Developmental Disability (DD) Per Diem Services (Emergency Housing) within Options for People Through Services (OPTS) pilots.

Service Definition for Emergency Housing Services

Emergency Housing services are services that are delivered in an approved location which is identified in your agency's OPTS agreement. Emergency Housing services are provided to people who, on an emergency basis, need temporary care and shelter. While the consumer receives Emergency Housing Services, the agency will assist the consumer to find permanent housing. These services cannot be provided to individuals who live in certified residences or family care homes. The unit of service for General DD Per Diem Services (Emergency Housing) is a day of service.

Format for Documenting General DD (Emergency Housing) Services

Your agency must use the OMRDD-developed checklist to document the provision of General DD Per Diem Services (Emergency Housing). A copy of this checklist is included with this Appendix.

While professional program staff may prepare the checklist by drawing individualized services and actions from the individual's General Developmental Disability Services (Emergency Housing) Plan, staff who actually deliver the services must initial the checklist. By initialing the checklist, the staff who deliver the service are documenting the provision of Emergency Housing services. That is, they are attesting to the fact that a face-to-face Emergency Housing service was delivered.

Reporting General DD Services (Emergency Housing) Services

Payment for Emergency Housing services under OPTS will be issued to your agency based on service information that your agency submits to OMRDD via a secure web application. When reporting services via the OPTS Web Based Application, your agency will report each "countable day" when a person receives Emergency Housing services. A day is "countable" when staff deliver at least one documented staff service at the approved Emergency Housing site.

Required Documentation for Emergency Housing Services

Your agency must maintain the following documentation to support the provision of Emergency Housing services:

- **The Emergency Housing checklist showing Contemporaneous Documentation of at least one face-to-face service staff provided during each day.** The Emergency Housing service must be drawn from the consumer's General Developmental Disability Service (Emergency Housing) Plan.
- **A summary note written at least once each month.** The summary note must discuss the consumer's response to the Emergency Housing service, summarize the implementation of the person's General Developmental Disability Services (Emergency Housing) Plan and discuss any issues or concerns. A copy of the summary note format is included with this Appendix.
- **The General Developmental Disability Services (Emergency Housing) Plan** covering the time period of the reported services which is signed and dated by the staff who developed the plan. The Emergency Housing Plan should be entitled, "General Developmental Disability Services (Emergency Housing) Plan." The OPTS-Emergency Housing Plan must (a) describe the reason why the person needs Emergency Housing Services, (b) describe the person's needs for protective oversight, and (c) briefly describe the services/supports that Emergency Housing staff will provide, if necessary, including areas of medical needs, behavioral needs, personal hygiene and activities of daily living.
- For Individual's 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) Coordinator. The OPTS General Developmental Disability Per Diem Services (Emergency Housing) 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>Name: <u>Your Agency's Name Here</u></p> <p>Type of Service: <u>OPTS General DD Per Diem Services (Emergency Housing)</u></p> <p>Frequency: <u>Day</u> Duration: <u>Ongoing</u> Effective Date: <u>No later than the 1st day of service delivery</u></p> <p>Person's Valued Outcome or Reason for Receiving the Service: <u>Reason for needing General DD Per Diem Services (Emergency Housing)</u></p> <p>_____</p> <p>_____</p>

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.