

## **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 (Traineeship)**

### **Purpose**

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

### **Service Definition for Traineeship Services**

Traineeship services are services that are delivered in an approved location which is identified in your agency's OPTS agreement. Traineeship services are provided to people who are approved by the DDSO for participation in this OPTS pilot (hereafter, persons approved to receive this service will be referred to as "Apprentice Leaders.") While the Apprentice Leader receives Traineeship Services, the agency will not deliver or be paid for respite or summer camp services. The unit of service for General DD Per Diem Services (Traineeship) is a day of service.

Your agency will be eligible to be paid for a day of General DD services when agency staff document that:

- A minimum of four (4) hours of service were provided, where the Apprentice Leader is actively engaged in the traineeship under the direct, face-to-face supervision/guidance of agency staff, and
- The documentation of at least one service provided by agency staff to the Apprentice Leader.

An Apprentice Leader will be considered to be actively engaged in the traineeship when he or she is either participating in training programs or working with younger campers under the direct supervision of agency staff.

### **Format for Documenting General DD (Traineeship) Services**

Your agency must use the OMRDD-developed checklist to document the provision of General DD Per Diem Services (Traineeship). 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 (Traineeship) 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 Traineeship services. That is, they are attesting to the fact that a face-to-face Traineeship service was delivered.

### Reporting General DD Services (Traineeship) Services

Payment for Traineeship 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 Traineeship services. A day is "countable" when staff deliver at least one documented staff service at an approved Traineeship site and the Apprentice Leader participates in the traineeship under the direct supervision/guidance of agency staff for at least four (4) hours.

### Required Documentation for Traineeship Services

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

- **The Traineeship checklist showing contemporaneous documentation of at least one face-to-face service staff provided during each day.** The Traineeship service must be drawn from the consumer's General Developmental Disability Service (Traineeship) Plan.
- **The General Developmental Disability Services (Traineeship) Plan** covering the time period of the reported services which is signed and dated by the staff who developed the plan. The Traineeship Plan should be entitled, "General Developmental Disability Services (Traineeship) Plan." The OPTS-Traineeship Plan must briefly describe the services/supports that agency staff will provide.
- For Individual's with Individualized Service Plans (ISP), a **copy of the consumer's ISP** covering the time period of 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 Per Diem Services (Traineeship) must be identified in the "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 Per Diem Services (Traineeship)    </u>.</p> <p><b>Frequency:</b> <u>    Day    </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>    Reason for receiving General DD Per Diem Services (Traineeship)    </u> <u>    </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.