

## **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: Supervised IRA Residential Habilitation

### Purpose

This Appendix describes the documentation requirements for Residential Habilitation services delivered in Supervised Individualized Residential Alternatives (IRAs) that are included within an Options for People Through Services (OPTS) pilot. The service documentation requirements set forth in this Appendix are based on the fiscal audit service documentation requirements addressed in the Administrative Memoranda 2002-01, but include specific requirements for services delivered through OPTS.

Quality service standards for OPTS Supervised IRA Residential Habilitation continue to be described in the Key to Individualized Services, OMRDD's Policy Manual. Quality service standards remain the same. The requirements for Habilitation Plans described in Administrative Memorandum 2003-03 also remain in effect.

### Service Definition for OPTS Supervised IRA Residential Habilitation

The unit of service for OPTS Supervised IRA Residential Habilitation services is a calendar month. Your agency will be paid for a **full month** of OPTS Supervised IRA Residential Habilitation when:

1. The resident is enrolled in your agency's OPTS Supervised IRA program for a minimum of 22 days in a calendar month. "Enrollment" is defined as the time period commencing with the day of admission, up to and including the day of discharge.
2. The IRA staff must deliver and **document** a minimum of 22 separate days of face-to-face residential habilitation services, known as "countable service days," in accordance with the resident's ISP and OPTS Supervised IRA Residential Habilitation Plan. A countable service day requires documentation of at least one individualized residential habilitation staff service or action based on the resident's OPTS Supervised IRA Residential Habilitation Plan.
3. Days in a hospital, nursing home, ICF or other certified, licensed or government funded residential setting including overnight summer camps are **not** countable toward the 22-day minimum requirement.
4. Countable service days **may include**:
  - Day of admission and day of discharge to a hospital, nursing home, ICF or other certified, licensed or government funded residential setting in cases where on those days IRA staff deliver and document residential habilitation services to the resident at the IRA.
  - Days when IRA staff deliver and document Residential Habilitation services to a resident(s) who is away from the IRA for purposes such as vacations and visits

with family or friends. Such days are countable only when staff regularly assigned to the resident's IRA deliver and document services that are similar in scope, frequency and duration to the residential habilitation services typically delivered to the resident at the IRA. Only 14 such days may be considered countable in a calendar month. Documentation must clearly state the location of this off-site service delivery.

- Days when all residents of the IRA are relocated due to emergency conditions or other circumstances reported to and approved by the DDSO/NYCRO and DQA. (It must be necessary to relocate the residents to preserve their health and safety.) Such days are countable only when staff regularly assigned to the resident's IRA deliver and document services that are similar in scope, frequency and duration to the residential habilitation services typically delivered to the resident at the IRA. Documentation must clearly state the location of this off-site service delivery.

Your agency will be paid for a **half month** of OPTS Supervised IRA Residential Habilitation when:

1. The resident is enrolled in the provider's OPTS Supervised IRA program for a minimum of 11 days in a calendar month. "Enrollment" is defined as the time period commencing with the day of admission, up to and including the day of discharge.
2. The IRA staff must deliver and **document** a minimum of 11 separate days of face-to-face residential habilitation services, known as "countable service days," in accordance with the resident's ISP and Residential Habilitation Plan. A countable service day requires documentation of at least one individualized residential habilitation staff service or action based on the resident's OPTS Supervised IRA Residential Habilitation Plan.
3. Days in a hospital, nursing home, ICF or other certified, licensed or government funded residential settings including overnight summer camps are **not** countable toward the 11-day minimum requirement.
4. Countable service days **may include**:
  - Day of admission and day of discharge to a hospital, nursing home, ICF or other certified, licensed or government funded residential setting in cases where on those days IRA staff deliver and document residential habilitation services to the resident at the IRA.
  - Days when IRA staff deliver and document Residential Habilitation services to a resident(s) who is away from the IRA for purposes such as vacations and visits with family or friends. Such days are countable only when staff regularly assigned to the resident's IRA deliver and document services that are similar in

scope, frequency and duration to the residential habilitation services typically delivered to the resident at the IRA. Only 7 such days may be considered countable in a calendar month. Documentation must clearly state the location of this off-site service delivery.

- Days when all residents of the IRA are relocated due to emergency conditions or other circumstances reported to and approved by the DDSO/NYCRO and DQA. (It must be necessary to relocate the residents to preserve their health and safety.) Such days are countable only when staff regularly assigned to the resident's IRA deliver and document services that are similar in scope, frequency and duration to the residential habilitation services typically delivered to the resident at the IRA. Documentation must clearly state the location of this off-site service delivery.

### **Format for Documenting OPTS Supervised IRA Residential Habilitation Services**

Your agency must use the OMRDD-developed checklist to document the provision of OPTS Supervised IRA Residential Habilitation services. A copy of this checklist and directions for its completion are included with this Appendix.

While professional program staff may prepare the checklist by drawing individualized services and staff actions from the individual's OPTS Supervised IRA Residential Habilitation 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 Residential Habilitation services. That is, they are attesting to the fact that a face-to-face Supervised IRA Residential Habilitation service was delivered.

In addition to the checklist, there are other documents that support your agency's payment for OPTS Supervised IRA Residential Habilitation. See the section titled "Required Documentation for OPTS Supervised IRA Residential Habilitation Services" for further information (page 5).

### **Reporting OPTS Supervised IRA Residential Habilitation Services**

Payment for Residential Habilitation services delivered at a Supervised IRA included in an OPTS pilot will be issued to your agency based on service information that your agency submits to OMRDD via a secure web application. When reporting OPTS Supervised IRA Residential Habilitation services via the OPTS Web Based Application, your agency will report each day during a calendar month that qualifies as a "countable service day."

As discussed earlier in this Appendix, a "countable service day" is a day where at least one individualized, face-to-face Residential Habilitation service is provided and documented by Supervised IRA staff. These services are drawn from the consumer's OPTS Supervised IRA Residential Habilitation Plan. Assuming the consumer meets the residency

requirements, a full-month payment will be issued when your agency reports that at least 22 days during the month are “countable,” and a half-month payment will be issued when your agency reports that between 11 and 21 days are “countable.”

Except for admission and discharge days, your agency cannot “count” days when a consumer is in a hospital, nursing home, ICF or other certified, licensed or government funded residential setting (including residential camps). For example, if Supervised IRA staff provide services for four days while the consumer is hospitalized from Monday through Thursday, your agency can report via the OPTS Web-Based Application that the day of hospital admission (Monday) and the day of hospital discharge (Thursday) are “countable service days” as long as services were delivered at the IRA on those days. Even if Supervised IRA staff deliver services on Tuesday and Wednesday, your agency cannot report via the Web-Based Application that these days are “countable service days.”

Up to 14 days during a calendar month may be “countable” when the consumer is away from the IRA (e.g. on vacation), as long as Supervised IRA staff deliver services that are similar in scope, frequency and duration to services that are provided at the residence. For example, a consumer departs the Supervised IRA for vacation on January 1<sup>st</sup> and returns on January 18<sup>th</sup>. Assuming services are delivered at the Supervised IRA prior to departure, your agency reports via the OPTS Web-Based Application that January 1<sup>st</sup> is a “countable service day.” If Supervised IRA staff accompany the consumer on vacation and provide services in the same scope, frequency and duration as is provided at the Supervised IRA, your agency reports via the OPTS Web-Based Application that the first 14 vacation days are “countable service days” (January 2<sup>nd</sup> – 15<sup>th</sup>). For the remaining 2 vacation days (January 16<sup>th</sup> & 17<sup>th</sup>), your agency does not report these days as “countable” on the OPTS Web-Based Application. The day the consumer returns to the Supervised IRA (January 18<sup>th</sup>) may be counted, assuming services are delivered and documented after the consumer returns to the Supervised IRA.

## Required Documentation for OPTS Supervised IRA Residential Habilitation Services

Your agency must maintain the following documentation to support the provision of Supervised IRA Residential Habilitation services:

- The **OPTS Supervised IRA Residential Habilitation checklist** with at least one service documented with a staff person’s initials for each “countable service day” reported via the OPTS Web-Based Application.
- **The OPTS IRA Supervised IRA Residential Habilitation Monthly Summary Note.** The summary note must discuss the consumer’s response to the OPTS Supervised IRA Residential Habilitation service, summarize the implementation of the person’s OPTS Supervised IRA Residential Habilitation Plan and discuss any issues or concerns. A copy of the summary note format is included with this Appendix.

- 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) coordinator. The OPTS Supervised IRA Residential Habilitation service must be identified in the "HCB Service Summary" section of the ISP and the required information must be completed as follows:

<b>Name of Provider:</b> <u>    Your Agency's Name Here    </u> .
<b>Type of Waiver Service:</b> <u>    OPTS/Supervised IRA Residential Habilitation    </u> .
<b>Frequency:</b> <u>    Month    </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> .
<b>Person's Valued Outcome or Reason for Receiving the Service:</b> <u>    Is drawn from the list of valued outcomes identified in section 1 of the ISP    </u> .
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- The **OPTS Supervised IRA Residential Habilitation Plan** covering the time period of the reported services. The Habilitation Plan should be entitled, "OPTS Supervised IRA Residential Habilitation Plan," and is attached to the ISP. A copy of the Administrative Memorandum describing the requirements for Habilitation Plans is included as part of this Appendix.

### 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.