

OPWDD Guidance Documents with Payment Standards

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Appendix B: Service Documentation Requirements for Blended Day Habilitation and Supported Employment (Blended DS)

Purpose

This Appendix describes the documentation requirements for Blended Day Habilitation and Supported Employment (Blended DS) within Options for People Through Services (OPTS) Pilots. The service documentation requirements set forth in this Appendix supersede service documentation requirements addressed 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. A copy of Administrative Memorandum 2003-03 is attached to this Appendix.

Background

To address a need to provide services that, on any given day, transition seamlessly between some combination of Day Habilitation and Supported Employment, OMRDD and the contracting agency have entered into an agreement for the delivery of Blended Day Habilitation and Supported Employment. The documentation requirements described herein are designed to meet the requirements set forth by the Centers for Medicare and Medicaid Services (CMS). CMS allows states to provide "blended" HCBS services, with the stipulation that all reporting to CMS continues to separately identify the distinct service components.

In practical terms, this means that OMRDD can allow blended services provision within OPTS, but we must know the breakdown between Day Habilitation and Supported Employment. That is, on any given day we must know whether Day Habilitation and Supported Employment were provided, or one or the other service was provided.

Consumer Enrollment and Service Definition for OPTS Blended DS

We will use the term "Blended DS" to refer to OPTS services which combine Day Habilitation and Supported Employment. OPTS Blended DS is provided on Monday through Friday, with a scheduled start time prior to 3:00 p.m. Services delivered at a different time are not described in this Appendix.

Each consumer who receives OPTS Blended DS will be enrolled in the appropriate TABS program. When submitting information to the DDSO to enroll a consumer, the OPTS provider must inform the DDSO whether or not there is documented evidence that the consumer has completed VESID intensive supported employment services or that VESID has declined to provide services to this individual. NOTE: in order to be eligible for payment for Supported Employment services through OMRDD, a consumer must have completed VESID Intensive Supported Employment services or VESID must have declined to provide services to the consumer.

Each enrolled consumer will have one Habilitation Plan for the OPTS Blended DS with separate sections clearly delineating the supports and services associated with Day Habilitation and those associated with Supported Employment. There is one “checklist” form that direct care staff will use to document all Blended DS services. Space is provided on the checklist to identify services as either “Day Habilitation” (“D” services) or “Supported Employment” (“S” services).

The OPTS provider will have one price which is used to reimburse the Blended DS services. The price will be based on a single “blended” budget that reflects the costs of providing the Blended DS services. Payment for Blended DS will be issued for a “Full Unit” or a “Half Unit” of service. In order to receive payment for a Full Unit of OPTS Blended DS, the program day duration must be at least four hours and staff must deliver and document at least two OPTS Blended DS services during the program day. Payment for a Half Unit of OPTS Blended DS requires a program day duration of at least two hours, and staff must deliver and document at least one OPTS Blended DS service during the program day.

Determining the “Program Day” Duration

The “program day” duration for OPTS Blended DS service is the length of time the consumer is attending services on a given day. Time spent in the following activities may not be counted toward the minimum “billable service time” requirement for either a Full or Half Unit of Blended DS:

- Mealtimes,
- The time the consumer spends being transported to the first Blended DS activity of the day and the time spent being transported home or to the next activity after the conclusion of Blended DS services,
- Time the consumer spends at a separate service and the time being transported to and from the separate service (e.g., a clinic service) cannot be counted as part of the Blended DS program day. Where a person receives another Medicaid service during his or her OPTS Blended DS program day, the Blended DS provider must document the time the person leaves the Blended DS program to receive the other Medicaid service, and the time the person returns to the Blended DS program.

Time the consumer spends with his/her MSC Service Coordinator can be counted toward the program day as long as the visit occurs at the Blended DS service location. Also, the consumer’s time at the ISP review conducted by the MSC Service Coordinator may count toward the program day duration as long as the Blended DS staff accompany the consumer to the meeting.

Format for Documenting OPTS Blended DS

OPTS providers must use the OMRDD-developed checklist to document the provision of Blended DS. A copy of the checklist is included with this Appendix. While professional program staff may prepare the checklist by drawing individualized services and staff actions from the individual's OPTS Day Habilitation/Supported Employment 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 OPTS Blended DS. That is, they are attesting to the fact that a face-to-face OPTS Blended DS service was delivered. Each service/staff action is identified as either Day Habilitation ("D" designation) or Supported Employment ("S" designation).

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

Reporting Blended DS

Once the Blended DS services are documented using the required checklist, the provider must report OPTS Blended DS service information to OMRDD via the OPTS Services Recording Application. For each day a consumer receives Blended DS, the provider will report the number of face-to-face services/staff actions that are provided during the program day in each of the two service categories (Day Habilitation and daily Supported Employment).

The agency must also report the total "program day" duration (with no need to distinguish the number of hours spent in Day Habilitation Services or daily Supported Employment). The program day duration includes all time when staff are present with consumers (i.e., at the program site, in the community or on the job). The program day does not include time when the person is on his or her own at the integrated job and the Blended DS staff person is not present. Travel time to and from the consumer's home and time at lunch also do not count toward the program day duration. Time spent at another Medicaid service and time spent traveling to and from the other service, for example a clinic service, must also be excluded.

On a monthly basis via the OPTS Services Recording Application, the agency must answer 'yes' or 'no' to the following question: "On at least one day during the month, was the consumer employed in an integrated setting?"

Payment of Blended DS Services

The Blended DS payment will be issued automatically to the provider based on service information the provider submits to OMRDD via the OPTS Services Recording Application.

Payment for a **Full Unit of Blended DS** will be issued when the provider:

- Provides and documents a minimum of **two services** delivered during the program day (i.e., the Blended DS Checklist has two staff actions initialed on a given date of service). These services can be any combination of Day Habilitation (“D” services on the checklist) and/or Supported Employment (“S” services on the checklist), and
- The consumer participates in Blended DS for at least **four hours when Blended DS staff are present** and the provider documents that the four hour minimum duration was met. (Note that travel time to and from the consumer’s home, time at another service, travel time to and from that service, and mealtime do not count toward the minimum four-hour duration.)

Payment for a **Half Unit of Blended DS** will be issued when the provider:

- Provides and documents a minimum of **one service** delivered during the program day (i.e., the Blended DS Checklist has one staff action initialed on a given date of service). The service may be either Day Habilitation (“D” service on the checklist) or Supported Employment (“S” service on the checklist), and
- The consumer participates in Blended DS for at least **two hours when Blended DS staff are present** and the provider documents that the two hour minimum duration was met. Travel time to and from the consumer’s home, time at another service, travel time to and from that service, and mealtime do not count toward the two-hour minimum duration.

Payment of Blended DS for Consumers who are not Eligible for OMRDD-funded Supported Employment Services

In order to be eligible for OMRDD-funded Supported Employment, a consumer must have completed VESID Intensive Supported Employment services or VESID must have declined to provide services to the consumer. When OMRDD is determining the Blended DS payment amount for a consumer who is not eligible for OMRDD-funded Supported Employment, any daily Supported Employment services that the OPTS Blended DS provider reports via the OPTS Services Recording Application will not be counted toward the minimum service requirement of two services (for a Full Unit) or one service (for a Half Unit).

For example, the minimum requirement for payment of a Full Unit of Blended DS is two services and a four-hour program day. The OPTS agency reports via the OPTS Services Recording Application that a consumer who is eligible for OMRDD-funded Supported Employment received two daily Supported Employment services as part of the Blended DS service and had a program day duration of four hours. Based on this information, OMRDD pays the provider for a Full Unit of Blended DS. In another case, the OPTS agency reports via the OPTS Service Recording Application that a consumer who is not eligible for OMRDD-funded Supported Employment received two daily

Supported Employment services as part of the Blended DS service and had a program day duration of four hours. In this case OMRDD would issue no payment for this day because the two Supported Employment services are not “countable.”

Agency Supplemental Payment for Developing and Maintaining Integrated Employment Opportunities

Each month, OMRDD will issue an employment supplemental payment to eligible OPTS Blended DS providers. The purpose of this payment is to encourage providers to develop and maintain paid employment opportunities for consumers. For each month where the provider reports that a consumer who is eligible for Supported Employment is employed, the provider will be paid a supplemental payment. The value of the supplemental payment will be determined by OMRDD and will be the same for all OPTS providers. In order to be eligible for Supported Employment services, the consumer must have completed VESID Intensive Supported Employment services or VESID must have declined to provide services to the consumer.

Required Documentation

The OPTS agency must maintain the following documentation to support the provision of OPTS Blended DS services:

- **The OPTS Day Habilitation/Supported Employment Documentation Record** (also known as a “checklist”) showing:
 - Contemporaneous documentation of face-to-face OPTS Blended DS services that staff provide during the “program day.”
 - A contemporaneous record of the “program day” duration.

- **A record of the consumer’s response to the OPTS Blended DS service described in a monthly summary note.** The monthly summary note must discuss the consumer’s response to services, summarize the implementation of the person’s OPTS Day Habilitation/Supported Employment 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 Coordinator (MSC) or Plan of Care Support Services (PCSS) service coordinator. In the April 2005, ISP form there is a separate “block” for each service identified in the “HCB Waiver Service Summary” section. Each “block” includes the following fields: *Name of Provider*, *Type of Waiver Service*, *Frequency*, *Duration*, *Effective Date*, and *Person’s Valued Outcome or Reason for Receiving the Service*. For OPTS Blended DS, two “blocks” must be completed as follows:

- For the **Day Habilitation** component of OPTS Blended DS, the “block” in the “HCB Waiver Service Summary” section should be completed as follows:

Name of Provider: <u>Your Agency's Name Here</u>
Type of Waiver Service: <u>OPTS/Day Habilitation</u>
Frequency: <u>Day</u> Duration: <u>Ongoing</u> Effective Date: <u>No later than the 1st day of service delivery.</u>
Person's Valued Outcome or Reason for Receiving the Service: <u>Is drawn from the list of valued outcomes identified in section 1 of the ISP</u>

- For the **Supported Employment** component of OPTS Blended DS, the “block” in the “HCB Waiver Service Summary” section should be completed as follows:

Name of Provider: <u>Your Agency's Name Here</u>
Type of Waiver Service: <u>OPTS/Supported Employment</u>
Frequency: <u>Day</u> Duration: <u>Ongoing</u> Effective Date: <u>No later than the 1st day of service delivery.</u>
Person's Valued Outcome or Reason for Receiving the Service: <u>Is drawn from the list of valued outcomes identified in section 1 of the ISP</u>

It is the responsibility of the OPTS Blended DS provider to ensure that all of the above information is included in the consumer's ISP.

- The **OPTS Day Habilitation/Supported Employment Habilitation Plan** covering the time period of the reported services. The Habilitation Plan is titled “OPTS Day Habilitation/Supported Employment Habilitation Plan” and is attached to the person's ISP. The OPTS Day Habilitation/Supported Employment Habilitation Plan has two separate sections, one describing the supports and services associated with Day Habilitation and a separate section for Supported Employment. In some cases, a single support/service may be delivered when the consumer is participating in both Day Habilitation and Supported Employment. For example, the support/service “staff will praise Kate when she does not tease her peers for two consecutive hours at a time,” could be provided as part of both Day Habilitation and Supported Employment. In this case, the service/staff action should be identified in both the “Day Habilitation” and “Supported Employment” sections of the Habilitation Plan. 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.