

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 OPTS Guest Home Respite Services

Purpose

This Appendix describes the documentation requirements for Guest Home Respite Services within Options for People Through Services (OPTS) pilots. The service documentation requirements set forth in this Appendix are based on the fiscal audit service documentation requirements addressed in Administrative Memorandum 2005-02, but include specific requirements for services delivered through OPTS.

Quality service standards for respite services continue to be described in The Key to Individualized Services.

Service Definition for OPTS Guest Home Respite Services

OPTS Guest Home Respite Services are services provided to a consumer who is unable to care for himself or herself when the person(s) who normally provide care are absent or need relief. The consumer must be enrolled in your agency's OPTS Guest Home Respite program in TABS. Services cannot be provided to an individual who lives in a certified residence, a family care home or in a Medicaid certified hospital or nursing home.

OPTS Guest Home Respite Services are provided in the community and in the non-certified home of a person who enters into an arrangement with your agency for the provision of OPTS Guest Home Respite Services. In this Appendix B, the term "respite provider" refers to the person in whose home the service is provided. The term "agency" refers to your agency.

The DDSO will inspect the Guest Home annually to ensure that the home meets safety requirements using the most recent "Respite Provider/Sitter Home Survey." A copy of the survey form is attached. Your agency must provide all necessary training to the respite provider and ensure the respite provider complies with all OMRDD fingerprinting and criminal background check policies and regulations.

In order to be paid for OPTS Guest Home Respite Services your agency must ensure that the respite provider contemporaneously documents the respite services that were provided to an individual. The unit of service for OPTS Guest Home Respite Services is an hour with services paid in 15 minute increments. When determining the "payable service time," only face-to-face service delivery by the respite provider who is actively providing the service "counts." The respite provider can be "regular" payroll staff or paid contract staff. Based on the respite provider's documented service provision, your agency will report the services to OMRDD for payment. A full 15 minutes of service must be documented in order for your agency to be paid. There is no "rounding up," i.e. no payment will be issued if only 12 minutes of service are delivered.

Format for Documenting OPTS Guest Home Respite Services

Your agency must use the OMRDD-developed individual summary record format for documenting OPTS Respite Services. A copy of this individual summary record format is included with this Appendix. For each "session," i.e., a continuous period of Guest Home Respite Service delivery, staff must document the service start and stop time. Detailed directions for completing the summary record are attached.

Reporting OPTS Guest Home Respite Services

The OPTS Guest Home Respite Services payment will be issued automatically to your agency based on service information your agency submits to OMRDD via the OPTS Services Recording Application. Your agency must report the total duration of OPTS Guest Home Respite services provided to the individual for each day of service.

Required Documentation

Your agency must maintain the following documentation to support payment for OPTS Guest Home Respite Service:

- **OPTS Guest Home Respite Documentation Record-Individual Summary** showing contemporaneous documentation of the duration of OPTS Guest Home Respite Services provided.
- **Respite Provider/Sitter Home Survey** The DDSO must inspect the home before services begin and then every year afterwards. Your agency must maintain a copy of the survey and your agency is responsible for any corrective actions that the inspector assigns.
- 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 Guest Home Respite Service must be identified in the HCBS Waiver section of the ISP and the required information must be completed as follows:

<p>Name of Provider: <u> Your Agency's Name Here </u> .</p> <p>Type of Medicaid Service: <u> OPTS/Guest Home Respite Service </u> .</p> <p>Frequency:<u>Hour</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:</p> <p style="text-align: center;"><u>Reason for needing Guest Home Respite Services</u></p> <p>_____</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.