

OPWDD Guidance Documents with Payment Standards

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Appendix B: Service Documentation Requirements for OPTS Individual Day Habilitation

Purpose

This Appendix describes the documentation requirements for Individual Day Habilitation services within Options for People Through Services (OPTS) pilots. Quality service standards for OPTS Day Habilitation continue to be described in The Key to Individualized Services, OMRDD's Policy Manual. The requirements for Habilitation Plans described in Administrative Memorandum 2003-03 also remain in effect.

Service Definition for OPTS Individual Day Habilitation

OPTS Individual Day Habilitation is a day service/program provided to a consumer in a one-to-one setting. OPTS Individual Day Habilitation services are provided on Monday through Friday, with a scheduled start time prior to 3:00 p.m. Individual Day Habilitation services provided to a consumer are categorized as "Supplemental Individual Day Habilitation" when:

- Services start on weekdays at 3:00 p.m. or later, or
- Are provided at any time on Saturday or Sunday.

Supplemental Individual Day Habilitation services and its restrictions are not described in this Appendix.

The unit of service for OPTS Individual Day Habilitation is an hour of service with payments issued to your agency for each 15 minute time period. There are two requirements for reporting and receiving payment for OPTS Individual Day Habilitation services. The OPTS provider must document:

- **The provision of services/staff actions**, which are drawn from the consumer's OPTS Individual Day Habilitation Plan, and
- **The start and stop time** for each continuous period of Individual Day Habilitation service delivery (or "program session").

Reporting OPTS Individual Day Habilitation Services

The Individual Day Habilitation payment will be issued automatically to the provider based on service information the provider submits to OMRDD via a secure web application. Payment for each day of service will be issued when the provider reports:

- The number of individualized, face-to-face services that are provided by Day Habilitation staff, which are based on the consumer's OPTS Individual Day Habilitation Plan, and
- The total Individual Day Habilitation "reportable service time" for the day of service.

On a single day when there is no interruption in service delivery, the provider must provide and document at least one face-to-face Individual Day Habilitation service. On days when there is an interruption in service, and services are provided in more than one "program session" during a single day, the provider must deliver and document at least one service for each session. In the case where multiple program sessions are provided on a single day, the "total reportable service duration" is the sum of the durations for each "program session" delivered on that day.

Determining the Reportable Service Time

When determining the reportable service time, only face-face service delivery by Individual Day Habilitation staff actively providing a habilitation service "counts." Staff can be "regular" payroll staff or paid contract staff. 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 your agency only delivers 12 minutes of Individual Day Habilitation service.

Time spent in the following activities cannot be counted toward the reportable service time:

- **Group activities** cannot be counted toward the reportable service time for Individual Day Habilitation. Group activities are activities that include two or more consumers, even where the one-to-one ratio is maintained.
- **Time at another Medicaid service** (e.g., a clinic service) and time being transported to and from the separate Medicaid service is not "countable." Where a person receives another Medicaid service during his or her OPTS Individual Day Habilitation program day, the Individual Day Habilitation provider must document the time the person leaves Individual Day Habilitation to receive the other Medicaid service, and the time the person returns to Individual Day Habilitation.
- **Transportation** to the first out-of-home Individual Day Habilitation activity of the day and transportation after the last out-of-home Individual Day Habilitation activity of the day.

Time spent in the following activities may be counted toward the reportable service time:

- Mealtime may be counted, but only where staff are present and providing one-on-one services specified in the consumer's Individual Day Habilitation Plan.
- Time-limited travel training can be "counted." However, the travel training must be provided on a time-limited basis; and specifically identified in the consumer's OPTS Individual Day Habilitation Plan

Format for Documenting OPTS Individual Day Habilitation

OPTS providers must use the OMRDD-developed checklist to document the provision of Individual Day Habilitation services. A copy of this 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 Individual Day 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 Individual Day Habilitation services. That is, they are attesting to the fact that a face-to-face Individual Day Habilitation service was delivered.

In addition to the checklist, there are other documents that support your agency's payment for OPTS Individual Day Habilitation. See the section titled "Required Documentation" for further information (see below).

Required Documentation

The OPTS agency must maintain the following documentation to support payment for OPTS Individual Day Habilitation services:

- **The OPTS Individual Day Habilitation checklist showing:**
 - Contemporaneous Documentation of the face-to-face OPTS Individual Day Habilitation services that staff provided during the day.
 - A contemporaneous record of the "total reportable service" duration and the start and stop time of service delivery. In cases where multiple "program sessions" are provided on a single day, the start and stop time for each program session must be documented.
- **A record of the consumer's response to the Individual Day Habilitation services described in a summary note.** The summary note must discuss

