

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 Hourly Respite Services

Purpose

This Appendix describes the documentation requirements for Hourly 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 OPTS Respite Services continue to be described in the Key to Individualized Services.

Service Definition for OPTS Respite Services

OPTS Hourly Respite Services are services provided to an individual unable to care for himself or herself when the person(s) who normally provide care are absent or need relief. The individual must be enrolled in your agency's OPTS Hourly Respite program in TABS.

In order to be paid for OPTS Hourly Respite Services your agency must contemporaneously document the respite services that were provided to an individual. These services must occur in a location identified in your OPTS agreement. 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.

The unit of service for OPTS Hourly 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 Respite staff actively providing the 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 service.

Format for Documenting OPTS 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 hourly respite service delivery, staff must document the service start and stop time. Detailed directions for completing the summary record are attached.

