

## **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 Supplemental Individual Day Habilitation**

### **Purpose**

This Appendix describes the documentation requirements for Supplemental Individual Day Habilitation services within Options for People Through Services (OPTS) pilots. The service documentation requirements set forth in this Appendix are based on the service documentation requirements described in the Administrative Memorandum 2006-02, but include specific requirements for services delivered through OPTS.

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 Supplemental Individual Day Habilitation**

OPTS Supplemental Individual Day Habilitation is a day service/program provided to a consumer in a one-to-one setting, and is provided on weekday evenings or anytime on Saturdays or Sundays. For weekday services, a program is considered "Supplemental Individual Day Habilitation" if the program start time is 3 p.m. or later. Services delivered at other times do not qualify as Supplemental Individual Day Habilitation.

OPTS payment for Supplemental Individual Day Habilitation services is allowable for consumers who live at home, in family care homes or in Supportive IRAs or Supportive Community Residences (CRs). Consumers residing in Supervised CRs or Supervised IRAs may participate in this service, though this service may not be reimbursed under this contract. Rather, the consumer's Supervised IRA or Supervised CR provider must contract for OPTS Supplemental Individual Day Habilitation services using its residential funding.

The unit of service for OPTS Supplemental 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 Supplemental Individual Day Habilitation services. The OPTS provider must document:

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

## Reporting OPTS Supplemental Individual Day Habilitation Services

The Supplemental Individual Day Habilitation 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 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 Supplemental Individual Day Habilitation Plan, and
- The total Supplemental 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 Supplemental 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 Supplemental 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 Supplemental 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 Supplemental 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 Supplemental Individual Day Habilitation program day, the Supplemental Individual Day Habilitation provider must document the time the person

leaves Supplemental Individual Day Habilitation to receive the other Medicaid service, and the time the person returns to Supplemental Individual Day Habilitation.

- **Transportation** to the first out-of-home Supplemental Individual Day Habilitation activity of the day and transportation after the last out-of-home Supplemental 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 Supplemental 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 Supplemental Individual Day Habilitation Plan

### **Format for Documenting OPTS Supplemental Individual Day Habilitation**

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

In addition to the checklist, there are other documents that support your agency's payment for OPTS Supplemental 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 Supplemental Individual Day Habilitation services:

- **The OPTS Supplemental Individual Day Habilitation checklist showing:**
  - Contemporaneous documentation of the face-to-face OPTS Supplemental 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 Supplemental Individual Day Habilitation services described in a summary note.** The summary note must discuss the consumer’s response to the Supplemental Individual Day Habilitation service, summarize the implementation of the person’s OPTS Supplemental Individual Day Habilitation Plan and discuss any issues or concerns. A copy of the required 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) service coordinator. The OPTS Supplemental Individual Day 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> _____ <i>Your Agency’s Name Here</i> _____.
<b>Type of Medicaid Service:</b> _____ <i>OPTS/Supplemental Individual Day Habilitation</i> _____.
<b>Frequency:</b> <i>Hour</i> <b>Duration:</b> <i>Ongoing</i> <b>Effective Date:</b> <i>No later than the 1<sup>st</sup> day of service delivery.</i> _____.
<b>Person’s Valued Outcome or Reason for Receiving the Service:</b> _____ <i>Is drawn from the list of valued outcomes identified in section 1 of the ISP</i> _____.
_____
_____

It is the responsibility of the OPTS Supplemental Individual Day Habilitation provider to ensure that all of the above information is included in the consumer’s ISP.

- The **OPTS Supplemental Individual Day Habilitation Plan** covering the time period of the reported services. The Habilitation Plan should be entitled, “OPTS Supplemental Individual Day 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.