

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: Supportive IRA Comprehensive Residential Habilitation

Purpose

This Appendix describes the documentation requirements for Comprehensive Residential Habilitation services delivered in Supportive Individualized Residential Alternatives (IRAs) that are included within an Options for People Through Services (OPTS) pilot. The service documentation requirements set forth in this Appendix are based on the service documentation requirements addressed in the Administrative Memoranda 2002-01, but include specific requirements for services delivered through OPTS.

Quality service standards for OPTS Comprehensive Residential 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, although specific discussion of the OPTS Supportive IRA Comprehensive Residential Habilitation Plan is included in this Appendix.

Service Definition for OPTS Supportive IRA Comprehensive Residential Habilitation

Comprehensive Residential Habilitation for people living in a Supportive IRA will address both the residential and day habilitation needs of the person. It is an OPTS service that is based primarily at a person's certified residence with community activity scheduling, i.e., activities that are external to the residence, determined according to the person's needs and personal interests.

There will be no additional Medicaid-billing for Group Day Habilitation, Individual Day Habilitation, Supplemental Group Day Habilitation or Supplemental Individual Day Habilitation services for consumers who receive OPTS Comprehensive Residential Habilitation. A consumer receiving OPTS Comprehensive Residential Habilitation can, however, receive Prevocational Services or SEMP which is separately billed to Medicaid.

If the consumer chooses to participate in a Group Day Habilitation or Individual Day Habilitation service, the comprehensive residential habilitation provider must pay for the services with the residential funding received via the OPTS Comprehensive Residential Habilitation payment. That is, the Group or Individual Day Habilitation provider may not bill Medicaid for the service provided to a consumer who is receiving OPTS Comprehensive Residential Habilitation. If OMRDD identifies any separately billed day habilitation claims for a consumer who receives OPTS Comprehensive Residential Habilitation, the day habilitation claims will be voided and the OPTS Comprehensive Residential Habilitation provider will be required to reimburse the day habilitation provider.

The unit of service for OPTS Supportive IRA Comprehensive Residential Habilitation services is a calendar month. Your agency must document each “countable service day” provided to a consumer who is included in this OPTS agreement. A countable service day is a day when staff deliver and document a face-to-face service in accordance with the consumer’s OPTS Supportive IRA Comprehensive Residential Habilitation Plan. The agency must report to OMRDD **all** countable service days delivered to a person during a calendar month. Note that, except for days of admission or discharge, days in a hospital, nursing home, ICF or other certified, licensed or government funded residential setting including overnight summer camps cannot be reported as a “countable service day” even if Supportive IRA Comprehensive Residential Habilitation Staff deliver services in one of these settings.

Although the agency will report **all** countable service days, the only countable service days which can be applied to the minimum billing standards for a month of payment are those services which start at the home, stop at the home, or are delivered entirely at the home.

Your agency will be paid for a **full month** of OPTS Supportive IRA Comprehensive Residential Habilitation when:

1. The resident is enrolled in your agency’s OPTS Supportive IRA program for a minimum of 22 days in a calendar month. “Enrollment” is defined as the time period commencing with the day of admission, up to and including the day of discharge.
2. The IRA staff deliver and document a minimum of 4 separate days of face to face residential habilitation services, known as “countable service days”, which are provided at the IRA, initiated, or concluded there, in accordance with the resident’s ISP and OPTS Supportive IRA Comprehensive Residential Habilitation Plan. No more than 2 service days within a week are countable toward the 4-day minimum.
3. The following may be counted toward the “in-home” service provision requirement of 4 days for full month payment:
 - Day of admission and day of discharge to a hospital, nursing home, ICF or other certified, licensed or government funded residential setting in cases where on those days IRA staff deliver and document residential habilitation services to the resident at the IRA.
 - Days when all residents of the IRA are relocated due to emergency conditions or other circumstances reported to and approved by the DDSO/NYCRO and DQA. (It must be necessary to relocate the residents to preserve their health and safety.) Such days are countable only when staff regularly assigned to the resident’s IRA deliver and document services that are similar in scope, frequency and duration to the residential

habilitation services typically delivered to the resident at the IRA. Documentation must clearly state the location of this off-site service delivery.

Your agency will be paid for a **half month** of OPTS Supportive IRA Comprehensive Residential Habilitation when:

1. The resident is enrolled in the provider's OPTS Supportive IRA program for a minimum of 11 days in a calendar month. "Enrollment" is defined as the time period commencing with the day of admission, up to and including the day of discharge.
2. The IRA staff deliver and document a minimum of 2 separate days of face to face residential habilitation services, known as "countable service days", in accordance with the resident's ISP and Residential Habilitation Plan that either are provided at the IRA, are initiated, or are concluded there. No more than one service day within a week is countable toward the 2-day minimum.
3. The following may be counted toward the "in-home" service provision requirement of 2-days for a half month payment:
 - o Day of admission and day of discharge to a hospital, nursing home, ICF or other certified, licensed or government funded residential setting in cases where on those days IRA staff deliver and document residential habilitation services to the resident at the IRA.
 - o Days when all residents of the IRA are relocated due to emergency conditions or other circumstances reported to and approved by the DDSO/NYCRO and DQA. (It must be necessary to relocate the residents to preserve their health and safety.) Such days are countable only when staff regularly assigned to the resident's IRA deliver and document services that are similar in scope, frequency and duration to the residential habilitation services typically delivered to the resident at the IRA. Documentation must clearly state the location of this off-site service delivery.

Development of the OPTS Supportive IRA Comprehensive Residential Habilitation Plan

The OPTS Supportive IRA Comprehensive Residential Habilitation Plan must address the comprehensive residential and day needs of the person. This plan will be reviewed from a quality/programmatic perspective to ensure that services are provided that guard against the person becoming secluded or unnecessarily withdrawn from involvement with their community. The OPTS Supportive IRA Comprehensive Residential Habilitation Plan must include the elements identified below.

1. The OPTS Comprehensive Residential Habilitation Plan must have a weekly or monthly schedule that shows (a) when the person will be in the community with Supportive IRA Comprehensive Residential Habilitation staff, and (b) a brief notation that explains either what the person will do or where the person will go.
2. If the person is not scheduled to go into the community at least once per day, seven days per week, the OPTS Comprehensive Residential Habilitation Plan must have a written justification that explains the reasons (e.g., medical, behavioral, changing lifestyle due to advanced aging) why community activity is not regularly appearing on the plan's schedule.
3. The plan's justification must contain specific measurable or observable reasons why the community activities (a) are not pre-scheduled each day or (b) may be cancelled on a given day.
4. The plan must contain examples of methods the provider staff will use to bring community experiences into the residence when appropriate to the individual needs or interests of the person. The plan must have habilitation activities and supports that are appropriate to be implemented in the residence for days the person does not go into the community.

Format for Documenting OPTS Supportive IRA Comprehensive Residential Habilitation Services

Your agency must use the OMRDD-developed checklist to document the provision of OPTS Supportive IRA Comprehensive Residential Habilitation services. A copy of this checklist and directions for its completion are included with this Appendix.

While professional program staff may prepare the checklist by drawing individualized services and staff actions from the individual's OPTS Supportive IRA Comprehensive Residential 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 Residential Habilitation services. That is, they are attesting to the fact that a face-to-face Supportive IRA Comprehensive Residential Habilitation service was delivered.

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

Reporting OPTS Supportive IRA Comprehensive Residential Habilitation Services

Payment for Comprehensive Residential Habilitation services delivered for consumers living in a Supportive IRA included in an OPTS pilot will be issued to your agency based on service information which your agency submits to OMRDD via a secure web application. When reporting OPTS Supportive IRA Comprehensive

Residential Habilitation services via the OPTS Web Based Application, your agency will report **each day** during a calendar month that qualifies as a “countable service day.”

As discussed earlier in this Appendix, a “countable service day” is a day where at least one individualized, face-to-face Residential Habilitation service is provided and documented by Supportive IRA Comprehensive Residential Habilitation staff. These services are drawn from the consumer’s OPTS Supportive IRA Comprehensive Residential Habilitation Plan. Assuming the consumer meets the residency requirements, a full-month payment will be issued when your agency includes in the report that at least 4 days during the month are delivered at the IRA, initiated or concluded there. A half month payment will be issued when your agency reports that 2 countable service days are delivered at the IRA, initiated or concluded there.

Except for admission and discharge days, your agency cannot “count” days when a consumer is in a hospital, nursing home, ICF or other certified, licensed or government funded residential setting (including residential camps). For example, if Supportive IRA staff provide services for four days while the consumer is hospitalized from Monday through Thursday, your agency can report via the OPTS Web-Based Application that the day of hospital admission (Monday) and the day of hospital discharge (Thursday) are “countable service days” as long as services were delivered on those days. Even if Supportive IRA staff deliver services on Tuesday and Wednesday, your agency cannot report via the Web-Based Application that these days are “countable service days.”

All countable service days provided in a month by the Supportive IRA Comprehensive Residential Habilitation staff to the consumer must be documented and reported. When developing the budget for your agency’s OPTS Supportive IRA Comprehensive Residential Habilitation Service, your agency identifies the anticipated countable service days that will be provided each month. On a routine basis, OMRDD will compare the actual number of countable service days provided by your agency to the number of countable service days on which your OPTS budget is based. If it is apparent that your agency has diminished the number of countable service days below the level funded by the OPTS Agreement, OMRDD may either reduce funding levels or take other necessary contractual actions.

Required Documentation for OPTS Supportive IRA Comprehensive Residential Habilitation Services

Your agency must maintain the following documentation to support the provision of IRA Supportive Comprehensive Residential Habilitation services:

- The **OPTS Supportive IRA Comprehensive Residential Habilitation checklist** with at least one face-to-face service documented with a staff person’s initials for each countable service day reported via the OPTS Web-Based Application.

- A **summary note** written at least once each month. The summary note must discuss the consumer's response to the OPTS Supportive IRA Comprehensive Residential Habilitation service, summarize the implementation of the person's OPTS Supportive IRA Comprehensive Residential Habilitation Plan and discuss any issues or concerns. The monthly summary must provide commentary about the implementation of the entire plan, with specific enough information so that it is clear whether or not the person is progressing in achieving his/her desired outcomes, and that all supports and services specified in the plan are being provided, including the community outings. 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 reported services developed by the consumer's Medicaid Service Coordination (MSC) or Plan of Care Support Services (PCSS) service coordinator. The OPTS Supportive IRA Comprehensive Residential Habilitation service must be identified in the "HCB Service Summary" 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 Waiver Service: <u> OPTS/Supportive IRA Comprehensive Residential Habilitation </u></p> <p>Frequency: <u>Month</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: <u> Is drawn from the list of valued outcomes identified in section 1 of the ISP </u></p> <p>_____</p> <p>_____</p>

- The **OPTS Supportive IRA Comprehensive Residential Habilitation Plan** covering the time period of the reported services. The Habilitation Plan should be entitled, "OPTS Supportive IRA Comprehensive Residential 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.