



**TO:** Developmental Disabilities Regional Office (DDRO) Directors;  
Developmental Disabilities Regional Office Waiver Coordinators;  
DDRO-designated Individual Day Habilitation staff contacts

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**SUBJECT:** Individual Day Habilitation – Conversion Guidance

**DATE:** September 10, 2015

This memorandum provides guidance related to the conversion of Individual Day Habilitation and Supplemental Individual Day Habilitation to either Community Habilitation or Group Day Habilitation. Individual Day Habilitation is being terminated effective 10/1/15 due to duplicative services in the Home and Community Based Services (HCBS) Waiver Agreement. This memorandum provides additional guidance. This change was initially announced in a March 25, 2015 memorandum.

With the termination of Individual Day Habilitation and Supplemental Individual Day Habilitation, an individual can choose to receive Community Habilitation, Group Day Habilitation or a combination of both Community Habilitation and Group Day Habilitation in order to meet his/her service needs. OPWDD has shared rosters of individuals currently receiving Individual Day Habilitation with both Individual Day Habilitation providers and DDRO waiver coordinators and IDH-designated district contacts. As of July 1, 2015, agencies informed OPWDD of the individuals that have chosen to transition to Group Day Habilitation. Rate setting actions are taking place by the Department of Health (DOH) for four providers that will transition to individuals to Group Day Habilitation, including Community Services for the Developmentally Disabled, Franziska Racker Centers, Provider Hamaspik of Rockland, and Pathways Inc. DOH is currently revising rates for these providers to include the costs of Individual Day Habilitation into Group Day Habilitation rates; the revised Group Day Habilitation rates will be effective 1/1/16.

Several questions have arisen pertaining to this conversion and this guidance document serves to provide some answers.

### **Level of Service Support Should Not Change:**

With the termination of Individual Day Habilitation and Supplemental Individual Day Habilitation, the level of service support for any particular individual should not change. For example, an individual who was receiving eight hours per week of Individual Day Habilitation would be authorized for eight hours per week of Community Habilitation. Similarly, if the conversion was from Individual Day Habilitation to Group Day Habilitation, the authorization would be two full units of Group Day Habilitation or four half units of Group Day Habilitation (or some other equivalent combination). Individuals currently receiving Individual Day Habilitation would convert to either Community Habilitation or Group Day Habilitation regardless of whether a provider's reimbursement level has changed.

### **Community Habilitation (CH) and Group Day Habilitation (GDH) Rate Transition Details:**

- All Community Habilitation providers in a particular region are paid the regional fee. Since Individual Day Habilitation was calculated on a provider specific basis, a provider's Individual Day Habilitation rate may have been higher or lower than the Community Habilitation fee for its respective region. When the service is converted to Community Habilitation, the provider will receive the regional Community Habilitation fee.
- Group Day Habilitation rates are based on a complex formula that blends reported direct care hours, the provider's own average hourly wage rates, regional average hourly wage rates, property and other factors contained in base year cost reports. Ordinarily, the costs associated with adding the former Individual Day Habilitation services into Group Day Habilitation programs would not be factored into the rates until they begin to appear in Group Day Habilitation cost reports (about two years from now). DOH is currently revising Group Day Habilitation rates for the four providers that will be transitioning individuals from Individual Day Habilitation to Group Day Habilitation.

### **Next Steps**

An MSC E-Visory was sent out on September 3, 2015 reminding MSCs to make changes to the Individual Service Plan (ISP) regarding the service changes described above. If you have questions regarding changes for authorized units for individuals, please contact OPWDD's Budget Office. Thank you for your assistance with this matter. We look forward to working collaboratively with you to ensure a successful transition.

cc: DDSOO Directors  
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