



*Creating solutions, **One** person at a time®*

PBH Administration Communication Bulletin

FY-0809-AA- 02

To: PBH Network Providers

From: Andrea Misenheimer, Medicaid Project Manager
Beth Monaco, DD/UM Supervisor

Date: February 15, 2009

RE: Day Supports Group-Utilization Management Criteria

We have recently reviewed a number of waiver participants and state funded individuals receiving services in Day settings. We found a large number of people receiving Individual Day Supports rather than group. Upon further analysis we realized that this service definition was not being implemented as intended under the Innovations waiver and through state funding.

Day Supports is a group service intended to provide assistance to persons with acquisition, retention, or improvement in self-help, socialization and adaptive skills in a licensed day setting.

As stated in the Innovations technical manual Chapter 13; for Innovations services where the potential for group exists, the expectation is that the person receives group services unless there is justification in the person's ISP that individual services are needed to meet the disability specific needs of the participant. When the group service is authorized, group services are billed regardless of the attendance of other individuals in the group. Individual services are always moved to group, as appropriate for the participant, for services that have a group rate. Individual services are intended to be short term and faded as soon as clinically appropriate to allow the individual to move to greater independence through less dependence on staffing and supports.

To ensure consistency with the intent of the service, effective April 1, 2009 additional utilization management criteria will be implemented to guide requests for Individual services. These criteria will apply to both Medicaid and State funded Day Supports as both follow the same service definition.

Criteria for Individual Day Supports Medicaid and State funded will be as follows:

- A fading plan (moving services from Individual to Group) is required as a component of the ISP justification for Individual services. Fading must occur within the ISP plan year.
- If the disability specific need is behavioral in nature, clinical justification must be documented in the ISP to include an active Behavior Support Plan. UM may require

Specialized Consultation services to address specific behavioral issues. Providers will be expected to provide data to justify the success of the Behavior Support Plan and potentially Specialized Consultation Services for each reauthorization.

- A SIS Index Score of 116 or more and considerable needs noted on the SIS in the areas of Exceptional Behavioral and/or Exceptional Medical.
- Individual services are only authorized for up to a 90 day time frame and must be re-submitted by the provider using the TAR with supporting clinical justification for service continuation.

Support Coordinators will work with teams to review the new criteria against the current ISP's for all participants who are currently receiving Individual Day Supports. Teams will determine if the person meets the new criteria. If not, Support Coordinators will revise the ISP from Individual to Group.

If the person does meet the criteria:

- Obtain fading plans from Provider agencies if plans do not currently exist to submit with the clinical justification.
- Review the SIS assessment for the Individual to see if the SIS Index score will meet the criteria with the additional Exceptional Medical and/or Exceptional Behavioral needs noted.
- Obtain copies of active Behavior Support Plans to submit with the clinical justification if the need is behavioral in nature.

Please work closely with your Support Coordinator to ensure a smooth transition. Utilization Management is available to answer any questions regarding the criteria. Your assistance in this transition is greatly appreciated.

Innovations Day Supports

Day Supports provides assistance with acquisition, retention, or improvement in self-help, socialization and adaptive skills. Day Supports focus on enabling the individual to attain or maintain his or her maximum functional level and are coordinated with any physical, occupational, or speech therapies listed in the Individual Support Plan.

Yes	No
Services provided in facilities licensed by the Division of Health Service Regulation as day programs or developmental day programs.	Services in unlicensed facilities
Services provided in facilities certified by the Division of Aging and Adult Services as Adult Day Health or Adult Day Care Programs	Services provided in the participant's private home or group home
Services to children in before/after school programs operated by the NC	Services for children in facilities that provide services to adults or services for adults in facilities that provide services to children

<p>Public School System</p> <p>Short range goals that relate to the participant's long range goals in the Individual Support Plan</p> <p>Services that are provided outside the facility that originate from the facility and are consistent with habilitation outcomes in the participant's ISP or short range goals and are short term, periodic events. Appropriate examples are: for children, community outings to the zoo; for adults, community outings to work on social skills while out to eat.</p> <p>Training, maintaining or improving self-help skills that are related to self-help activities that occur during the course of the work day such as eating lunch or toileting.</p> <p>Training, maintaining or improving the ability to stay on task</p> <p>Training, maintaining or improving behavior or socialization skills</p> <p>Activities related to physical, occupational, or speech therapies listed in the Individual Support Plan that are able to be facilitated by para-professional staff and do not duplicate services provided by Home or Residential Supports</p>	<p>Short range goals that are not consistent with the participant's long range goals in the Individual Support Plan</p> <p>Shopping, going to the movies, activities that are purely recreational or divers ional in nature</p> <p>Training, maintaining or improving self-help skills that are related to self-help activities that can be trained under the Home Supports or Residential Supports definitions (bathing, shaving, tooth brushing etc.)</p> <p>Volunteer work or community integration activities that or covered under the Community Networking Service definition.</p> <p>Specific work skills training, sheltered employment, including time spent inspecting work completed by the participant</p> <p>Writing log notes, services notes, production work records, reading information about the participant, staff preparation time</p> <p>Staff travel time</p>
---	--

Day Supports: Transportation

1. Who is responsible for providing transportation to and from the private home of a participant to the licensed facility where the participant receives Day Supports?

The Day Supports provider is responsible for the participant's transportation between his/her private home and the facility where the participant receives Day Supports.

2. Can the Day Supports Provider include transportation time in the service time billed to Medicaid?

No, the cost of transportation to and from the day program and the participant's home is included in the payment rate. The provider may only bill for service time at the Day Supports facility or when transporting a participant from the facility to/from a community activity included in the Individual Support Plan.

3. The school system transports the participant from the school to our facility. Is our facility responsible for transporting the child home from our facility?

Yes.

4. The participant lives many miles from our facility. Is our agency still responsible for transporting the participant to/from his/her home?

Yes.

5. The participant lives many miles from our facility, and is unable to access normal group transportation that other participants access, i.e. agency van. Can our agency bill for the time it takes to provide this additional level of support, including staff travel time to and from the participant's home?

Additional billing time is not allowed under these circumstances. Staff travel time is not a billable service.

6. The participant lives in a licensed group home. Who is responsible for transporting the participant to/from the day program?

The group home is responsible for transporting the participant to/from the day program.

7. The participant is an adult who lives in an unlicensed alternative family living home and receives Residential Supports. Who is responsible for transporting the participant to/from the day program?

The Residential Supports Provider is responsible for transporting the participant to/from the day program.

8. If a participant leaves the facility near the end of the day for an activity in the community, can the provider agency bill for the transportation time from the activity and the participant's private home.

If the provider agency is providing and billing Day Supports, the transportation time to the participant's private home is not billable.

Day Supports Individual/Group Questions

1. If a participant works in a different room in the facility than other participants receiving Innovations Day Supports, can the participant receive individual Day Supports even if the participant's needs would not otherwise qualify the participant for individual services?

No, the participant is only authorized for individual services based on needs related to the participant's needs, not the location of services.

2. The participant prefers the employee currently assigned to him/her. The participant and the participant's family do not wish to move from individual to group services.

A participant receives individual or group services based on his/her assessed disability specific needs. The provider agency should work with the participant and the family to make the transition as easy as possible.

3. How many participants are in a group?

The number of participants in a group should be based on the needs of the participants in the facility. Some participants require a staffing pattern of 1 employee to 2 participants. Other participants would function well in a larger setting. The participant's planning team should work with the Day Supports provider agency to make sure that the participant's needs are met.

Day Supports General Questions

1. A participant who has been performing volunteer work in the community as part of his Day Supports programming has now been assessed to receive group Day Supports services. Can this participant receive individual Day Supports for part of the day?

No, the participant only receive group Day Supports. However, volunteer work may be supported under the Community Networking Services definition if the participant meets the criteria for that service.