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PBH Administration Communication Bulletin

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To: PBH Network Providers and Stakeholders

**From: Beth Monaco
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Date: April 1, 2009

**RE: Community Networking - Innovations and State Funded
New Utilization Management Criteria
Yes/No billing document**

In reviewing the use of Community Networking by individuals in the PBH area, we felt the need to clarify a number of issues regarding the service definition and the intended use of the service. This communication also describes newly developed Utilization Management criteria that will be applied to both Medicaid and state funded Community Networking. This criterion has been reviewed by the PBH Clinical Advisory committee which is composed of DD provider agencies, individuals who access PBH services and PBH staff, to gain stakeholder input.

The utilization management criteria will be effective **July 1, 2009**, to allow adequate time for training and ensure a seamless transition.

Utilization Management Criteria

The limits on sets of services within the Innovations waiver are upper limits on service hours available to support individuals with extraordinary disability specific needs. Utilization management criteria is a tool for Individual Support Planning teams and the person receiving service to use as a guide to assist in requesting the appropriate intensity of service to meet the disability specific need.

Volunteer Activity:

- The activity must be clearly identified as volunteer work. Volunteer activity is defined as work that would be completed by a non-disabled person with no compensation (direct payment; free memberships etc.)

- The number of hours used for Community Networking are less than those expected for Supported Employment.
- A plan for use of hours must be presented at the time of the service request.
- The volunteer activity must be related to the person's dreams and life goals.

Utilization Management may recommend Natural Supports Education and Specialized Consultation services to train and empower the natural supports networks and to promote the ability to fade formal supports.

Service Clarification

- The participant is engaged in daily outcomes that lead toward attaining his/her personal outcomes.
- All of the experiences are planned, purposeful, and reflected in short term outcomes, strategies and daily schedules. Experiences are not just outings, time fillers, or participation outcomes.
- The activities allow the participant to engage in activities where people without disabilities are involved.
- The participant is working on outcomes/goals that support independence in the community.
- The outcomes/goals should lead to less reliance on formal services and more reliance on natural community supports. Strategies should include methods to develop natural supports, and a fading plan for formal services.
- Staff providing Community Network Services should be trained to be on the lookout for connections that a participant can make in the community and modeling interactions for community members with the participant.

Please work with the participant's Support Coordinator, Community Guide and other members of the participant's planning team to make sure that the participant's personal outcomes are being addressed in a meaningful way for the participant. Utilization Management is available to answer questions about this service.

Community Networking Services

Community Networking Services provide individualized day activities that support the participant's definition of a meaningful day in an integrated community setting, with persons who are not disabled. These services are intended to offer the participant the opportunity to develop meaningful community relationships with non-disabled individuals. Services are designed to promote maximum participation in community life while developing natural supports within integrated settings. Community Networking Services enable the participant to increase or maintain their capacity for independence and develop social roles valued by non-disabled members of the community.

Yes	No
<p>Participation in adult education such as community college classes available to the general public. Examples are computer, sewing, or cooking classes</p> <p>Development of community based time management skills that are a part of a participating in one or more of the community environments covered under this definition</p> <p>Community based classes for the development of hobbies or leisure/cultural interests such as a craft class offered by a local craft store or a music appreciation class offered by a community arts organization</p> <p>Volunteer work that is based in a community organization that other non-disabled individuals would perform without reimbursement such as volunteering at a homeless shelter or animal rescue program</p> <p>Volunteer work that allows the participant to have regular personal interactions with non-disabled peers or recipients of the volunteer service.</p> <p>Participation in formal/informal associations and/or community groups such as a book club that meets at a book store or a group of non-disabled individuals that has coffee at a coffee shop at the same time and day every week</p>	<p>Community College Classes that serve exclusively disabled individuals such as compensatory education classes</p> <p>Instruction that offers one-to-one learning that is not in an integrated community setting that offers opportunities to develop community relationships with others beyond the private teacher/instructor. E.g. piano lessons...</p> <p>Services in the participant's private residence, group or alternative family living home unless the participant belongs to a community association that rotates meetings among members, for example, a book club meets in homes of other non-disabled members and the participant rotates hosting the group at the same frequency as the non-disabled participants</p> <p>Services in licensed facilities or the home of a service provider</p> <p>Volunteer work that would otherwise be performed by a paid staff not working in a business such as a veterinarian's office</p> <p>Volunteer work in isolated or congregate settings intended for people with developmental disabilities</p> <p>Activities that a non-disabled community member would not engage in on a regular basis for extended periods of time with no compensation.</p>

Yes	No
<p>Training and education in self-determination and self-advocacy, including attendance in a self-advocacy organization.</p> <p>Inclusion in a broad range of community settings that allow the participant to make community connections. Exercise classes with groups of non-disabled individuals</p> <p>For children, this service includes staffing supports to assist children to participate in day care/after school summer programs that serve typically developing children and are not funded by Day Supports.</p> <p>For retired participants, involvement in community retirement groups such as the AARP, local service centers. Using public transportation until the participant is able to use that form of transportation independently</p> <p>Transportation to/from the participant's residence and the training site(s) is included. However, the participant's Individual Support Plan must include a plan to explore other transportation options such as public transportation, arranging a ride with another community member who is attending the same class or function</p> <p>Payment for attendance at classes and conferences is also included. This service includes a combination of training, personal assistance and supports as needed by the participant during activities.</p> <p>Training, maintaining or improving self-help skills that are related to self-help activities that occur during the course of participating in this service such as eating lunch and toileting</p>	<p>Activities that are not individualized or age appropriate, for example a child attending an exercise class intended for retired people</p> <p>Activities that originate from the day program that are part of the day program goals and objectives such as time out to eat with co-workers or field trips for children in developmental day programs</p> <p>Shopping, window-shopping, going to the movies, activities that are purely recreational or diversional in nature</p> <p>Mall walking unless with an organized group of non-disabled individuals with the intent of exercise.</p> <p>Exercising in an inclusive environment that does not include regular interactions with non-disabled individuals</p> <p>The cost of hotels, meals, materials or transportation while attending conferences. Activities that would normally be a component of a participant's home/residential life or services. Training, maintaining, or improving self-help skills related to activities that are related to part of the participant's home life such as bathing, shaving, etc.</p> <p>Day care fees or fees for other childcare related activities. Membership fees Payment for attendance at classes and conferences that exceeds \$1000/year. Short range goals that are not consistent with the participant's long range outcomes in the Individual Support Plan</p>

Yes	No
<p data-bbox="235 222 678 317">Training, maintaining or improving behavior or socialization skills in community settings</p> <p data-bbox="235 352 792 583">Short range goals that is consistent with the participant's long range outcomes in the Individual Support Plan. Additionally there must be a plan to demonstrate how the staff person will assist the participant in making community connections and fading the service to natural supports</p>	<p data-bbox="820 222 1317 352">Writing log notes, services notes, production work records, reading information about the participant, staff preparation time</p> <p data-bbox="820 388 1024 415">Staff travel time</p> <p data-bbox="820 451 1365 520">Travel time to and from a provider's home is not included</p> <p data-bbox="820 556 1372 814">Travel to or from a school is not included unless there is documentation that the activity cannot be scheduled at a time that would allow for transportation to/from the participant's home. In all situations, the provider must attempt and document that the school system will not provide transportation to the location of the activity</p>