

Developmental Disabilities Program Policy and Procedures Manual		Control # 0704081
Volume 1: Program Administration	Section 3: DD Program Policies	
	Subject: INTERIM Policy for HCBS Waiver Adult Habilitation	

PURPOSE: The purpose of adult services is to obtain resources, support, training and guidance designed to assist an individual in the individual's life. Habilitation services are services that stimulate and maintain the development of a recipient's skills or that reduce behaviors which interfere with the recipient's development. They are designed to assist individuals in acquiring, retaining and improving the self-help, socialization and adaptive skills necessary to reside successfully in HCBS settings.

EFFECTIVE DATE: This policy is effective August 31, 2006 for DDP Regions 1, 2, and 3, and becomes effective for Regions 4 and 5 by July 1, 2008.

LEGAL REFERENCE: Adult habilitation services shall be provided in accordance with all relevant ARMs including 37.34.701 – 706, 621, 622, 711, 712, 713, 1101 – 1115, 941, 942, 985, and 986.

SCOPE: This policy applies to all contracted staff and service providers that serve DDP consumers under the Medicaid Home and Community-Based Services (HCBS) Waiver program, and to all state DDP staff.

PROGRAM OVERVIEW: The following principles must guide the provision of the assistance and services to an individual:

- The individual will have an increasing amount of control and choice in these services.
- The individual will have increasing options and flexibility available.
- The individual will have an opportunity for a good life with accompanying rights, responsibilities and risk.
- The location of activities and the interaction with other persons will be as integrated as possible in the community.
- The service will be the least intrusive in the person's life as possible.

Habilitation services are provided to an individual where he or she lives. Residential settings include community homes for adults and children, individual and group supported living, foster homes and the recipient's own home. Day settings include day services, pre-vocational services and supported employment.

STATEMENT OF POLICY: Habilitation services may include:

1. Training in basic self-help skills, home and community living skills, leisure and social skills.
2. For residential habilitation (including community homes and supported living), support to the individual which includes general care-giving activities including:
 - assistance with daily living activities
 - meal preparation
 - laundry
 - transportation
 - supervision, including nighttime supervision while service recipients sleep

- community integration activities, which involves locating activities and interactions with other persons in community settings as much as possible and
 - meetings and phone calls on behalf of individuals being served in a supported living setting
 - participation in individual plan of care meetings, and training events directed on individual service objectives.
3. Intense training required to alleviate severe skill deficits.
 4. On-going, supervised intervention for significant behavior problems.
 5. Substantial care needed for medical problems which do not preclude habilitation.
 6. Intensive daily care required because of the severity of the recipient's disability and provided by foster parents or other caregivers.
 7. Individual habilitation programs carried out by foster parents or other caregivers.
 8. For pre-vocational, work or day services, habilitation services include:
 - support and functional training in the use of community services, basic life skills, appropriate behavior for the workplace and appropriate social behaviors
 - senior day services, and intensive adult habilitation
 - training in self-help skills
 - motor and physical developments
 - communication skills
 - functional academics
 - community life skills
 - work skills
 - leisure skills
 9. Supported employment services, which provide the opportunity to work for pay in regular employment, to integrate with non-disabled persons who are not paid caregivers, and to receive long term support in order to retain the employment. Supported employment services may include:
 - competitive employment, crews, enclaves and volunteer work
 - pre-placement activities
 - job market analysis/job development
 - job match/screening
 - job placement/training
 - on-going assessment, support, and service coordination
 - transportation as it relates to job development

SERVICE PROVIDER EXPECTATIONS: Services are directed by the individual plan of care and associated individual cost plans, and are based upon the results of the formal assessment and identification of needs. The individual plan of care also specifies the appropriate residential setting in which the services will be provided. In providing adult services, the contractor must do the following:

1. Provide sufficient numbers of staff and materials to meet individual service and cost plans. For community homes, this shall include awake staff on all shifts where service recipients are present.
2. For supported living settings, contractors shall provide 24 hour on-call staff supports.

3. For pre-vocational, work or day service settings, contractors will provide sufficient qualified staffing levels to meet the habilitation goals of the service recipients as specified in their plans of care and individual cost plans. Direct care staff time involves both direct service recipient engagement as well as training preparation time.
4. For supported employment, contractors must provide sufficient qualified staff to meet the individual's plan of care (PSP/IP) and career plan.
5. Ensure that all facilities used in the provision of services meet all applicable licensure requirements and health and safety codes
6. Maintain and implement policies and procedures for a safe, healthy environment for all individuals served
7. Maintain and implement policies and procedures which ensure health monitoring occurs and necessary medical assistance is provided or sought for all individuals served
8. Provide supervision, support, care, education and training according to the needs of the individual and as specified by the planning team
9. Implement any assigned activities of the plan of care
10. Participate in the planning team process, recommending objectives, as applicable, to the planning team for the individual
11. Coordinate transportation to assist the individual in meeting the individual's needs
12. In providing adult community home services, the contractor must also provide:
 - Safe and comfortable housing
 - A healthy, well-balanced diet
 - Assistance in choosing, caring for and selecting for wear, suitable clothing
 - Weekly opportunities for a variety of integrated community activities unless otherwise specified by the planning team
 - Daily opportunities for a variety of leisure activities unless otherwise specified by the planning team
 - An emergency response system for an individual who is at home during the day without a staff person present. The contractor must have approval from the planning team prior to an individual remaining at home. The system must be approved by the planning team based on the capability of the individual to remain at home and to use the emergency response system.

LOCATIONS OF SERVICE PROVISION: Residential habilitation is provided to an individual wherever he or she lives and must be provided in an environment which enhances the quality of life for the individual. Settings may include group homes larger than three people. The individual plan of care (PSP/IP) specifies the appropriate residential setting in which the services will be provided. Board and room is not a covered service. Individuals receiving habilitation service are responsible for paying for board and room through other funding sources such as Supplemental Security Income (SSI).

DOCUMENTATION REQUIRED BY SERVICE PROVIDERS: All service providers are required to keep records of the services provided under the HCBS waiver as specified in the attached Table # 2. The type, content and frequency of documentation to be maintained by the provider for each service recipient

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are specified in Table # 2. The following attached forms were developed by one provider and are included as examples for providers' use in documenting service provision:

- Attachment 2: *Residential Care Support Checklist (shift notes)*
- Attachment 3: *Residential Care Census Tracking*
- Attachment 4: *Community Support – Support Checklist*
- Attachment 5: *Day Program Census Tracking*

BILLING REQUIREMENTS FOR HABILITATION SERVICE PROVIDERS: Providers will invoice for services provided using the definitions of billable units and rates provided in Table # 1 based on their size and geographic location. Providers will invoice using procedures provided by DDP and based on each service recipient's individual cost plan.

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Date