

2015 I/DD Waiver General Renewal QIA Subcommittee Recommendations

Date: January 10, 2014

I/DD Waiver Policy Manual Section:	Recommendations:
<ul style="list-style-type: none"> • 513.2.2.1 Additional Qualifications for Traditional Option Agency Staff and Participant-Directed Option Agency with Choice Model Staff • 513.9.2.1.1 Qualifications for Agency with Choice Agency Staff • 513.9.2.2.1 Qualifications for Qualified Support Workers 	<ul style="list-style-type: none"> • Web based option for standardized training, and annual refresher courses • Discrepancies in requirements for extended professional contractors in the manual to be eliminated

Date: February 21, 2014

I/DD Waiver Policy Manual Section:	Recommendations:
<ul style="list-style-type: none"> • 513.1 Definitions • 513.2 Program Description • 513.2.2 Traditional and Agency with Choice Provider Enrollment Responsibilities • 513.2.3 Reporting Requirements • 513.2.4 Quality Improvement System • 513.2.4.1 Centers for Medicare and Medicaid Quality Assurances 	<ul style="list-style-type: none"> • Defined terminology be indicated in bold throughout the Policy Manual • Changing terminology "I/DD Waiver Program" to "IDDDW Program"

Date: February 28, 2014

I/DD Waiver Policy Manual Section:	Recommendations:
<ul style="list-style-type: none"> • 513.8 Individual Program Plan (IPP) • 513.8.1 The Interdisciplinary Team (IDT) • 513.8.2 Frequency of IDT Meetings and IPP Development <ul style="list-style-type: none"> • 513.8.2.1 Seven Day IDT Meeting • 513.8.2.2 Thirty Day IDT Meeting • 513.8.2.3 Transfer IDT Meeting • 513.8.2.4 Critical Juncture IDT Meeting • 513.8.2.5 Annual, Quarterly and Six-Month IDT Meetings 	<ul style="list-style-type: none"> • <i>Clarifications</i> for section 513.8: <ul style="list-style-type: none"> ○ Timelines/parameters for each IPP meeting ○ Agency billing during a member transfer ○ Signatures and agreements for IPP meeting ○ Assessments and Summary section of IPP document ○ ISP sections to be person-centered ○ Add example to person-centered planning (i.e. – "such as MAPs, PATHs, etc.) ○ In the disaster-related issues section of the crisis plan, add additional examples to include loss of electricity, loss of water, chemical spills, etc. • <i>Additions</i> for section 513.8: <ul style="list-style-type: none"> ○ Addition of employment section (for applicable members), annual physical, member choice and Incident Report summary to IPP document ○ Additional form to be completed for a transfer meeting, to describe exact utilization of all authorizations by the "transfer from" agency and a "projected utilization through transfer date" section to form

	<ul style="list-style-type: none"> ○ If authorized units are depleted prior to a service year ending, the member may be required to continue to receive services through current agency until anchor date ○ All units purchased must match what is agreed upon by the team and documented in the IPP
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Date: March 7, 2014

I/DD Waiver Policy Manual Section:	Recommendations:
<ul style="list-style-type: none"> • 513.2.4.6 Quality Improvement Advisory (QIA) Council • 513.2.4.7 Utilization Guidelines • 513.2.5 Service Limitations and Service Exclusions 	<ul style="list-style-type: none"> • Language in section 513.2.4.6 to specify role of council members and to state council members are bound by Bylaws of the Committee • Language in section 513.2.4.7 to instruct that units requested for authorization in CareConnection© must match what is indicated in the member’s IPP, which must match what is agreed upon by the team, and DD form for transfers must be utilized when a member chooses to transfer to a different agency • Language in section 513.2.5 to include verification of residency annually and examples of public school services • Evaluation of CMS guidelines related to limitation of accessing services up to 30 miles outside of WV

Date: March 14, 2014

I/DD Waiver Policy Manual Section:	Recommendations:
<ul style="list-style-type: none"> • 513.5 Rights and Responsibilities of Members/Legal Representatives • 513.5.1 Member/Legal Representative Rights • 513.5.2 Member/Legal Representative Responsibilities • 513.5.3 Member Grievances/Complaints • 513.5.4 Member Appeals • 513.6 Member Discharge • 513.7 Member Transfer 	<ul style="list-style-type: none"> • Language in section 513.5.1 to include that members have the option to choose a mix of service providers • Language in section 513.5.2 to provide definition of “maintain a safe home environment” • Language in section 513.5.4 to indicate a second medical evaluation can be requested <i>after</i> the member/guardian requests a fair hearing

Date: March 21, 2014

I/DD Waiver Policy Manual Section:	Recommendations:
<ul style="list-style-type: none"> • 513.10 Documentation and Record Retention Requirements • 513.11 Prior Authorizations • 513.12 Billing Procedures • 513.13 Payments and Payment Limitations • 513.14 How to Obtain Information 	<ul style="list-style-type: none"> • Language in section 513.10 to indicate that providers must upload IPPs through CareConnection© • All references to “ICF/MR” Facility will be changed to “ICF/IID” Facility • The phone number of the I/DD Program Manager to be changed • Language in section 513.12 to indicate that units are not to be rounded up for each service

	provided
Date: April 4, 2014	
I/DD Waiver Policy Manual Section:	Recommendations:
<ul style="list-style-type: none"> • 513.9.1.11 Service Coordination 	<ul style="list-style-type: none"> • Regarding size of caseload: <ul style="list-style-type: none"> ○ Increasing the SC caseload limit from 20 to 30 (with 10 - 15 of those individuals accessing traditional services only and 15 - 20 accessing Waitlist Grant or participant-directed services) ○ Those individuals who self-direct or are using Waitlist Grant services count as 0.5 toward a caseload of 20 • Role of the Personal Options Resource Consultant to be more clearly defined in the manual • Language to indicate that SCs should do day hab visits every-other-month, and only more frequently if clinically indicated
Date: April 11, 2014	
I/DD Waiver Policy Manual Section:	Recommendations:
<ul style="list-style-type: none"> • 513.9.1.8 Person-Centered Support • 513.9.1.8.1 Person-Centered Support: Agency • 513.9.1.8.2 Person-Centered Support: Family: Traditional Option • 513.9.2.1.1.3 Person-Centered Support: Participant Directed Option: Agency with Choice Model • 513.9.2.3.2 Person-Centered Support: Personal Options Participant-Directed Option 	<ul style="list-style-type: none"> • Include clarification that if habilitation is not used the member's IPP must include how assessed needs will be met • Include volunteer activities with PCS: Agency
Date: April 18, 2014	
I/DD Waiver Policy Manual Section:	Recommendations:
<ul style="list-style-type: none"> • 513.9.1.10 Respite • 513.9.1.10.1 Respite: Agency: Traditional Option • 513.9.2.3.3 Respite: Personal Options Participant-Directed Option • 513.9.2.1.1.4 Respite: Participant-Directed Option: Agency with Choice Model • 513.9.1.10.2 Respite: Crisis Site: Traditional Option 	<ul style="list-style-type: none"> • Various respite options discussed: <ul style="list-style-type: none"> ○ Allow 2 hours of respite, 5 days per week for parents who work (2,080 units annually) ○ Allow 2 hours of respite, 5 days per week, and an additional 16 hours for weekends (5,408 units annually) ○ Allow 3 hours of respite per day, every day (4,380 units annually) ○ Add respite into the overall direct service combination ○ Place a cap on respite for children ○ Separate Respite – Personal Options from services rolled into the spending plan

Date: April 25, 2014

I/DD Waiver Policy Manual Section:	Recommendations:
<ul style="list-style-type: none">• 513.9.1.2 Crisis Services: Traditional Option	<ul style="list-style-type: none">• Add language that service must be provided in a site licensed by OHFLAC, and the service is to be provided only to individuals whose primary diagnosis is I/DD• Respite directory to be removed

Date: May 9, 2014

I/DD Waiver Policy Manual Section:	Recommendations:
<ul style="list-style-type: none">• 513.9.1.16 Transportation• 513.9.1.16.1 Transportation: Miles: Traditional Option• 513.9.1.16.2 Transportation: Trips: Traditional Option• 513.9.2.1.1.5 Transportation: Miles: Participant-Directed Option: Agency with Choice Model• 513.9.2.3.4 Transportation: Personal Options Participant-Directed Option	<ul style="list-style-type: none">• Additional mileage may be available for those individuals engaged in supported employment

Date: June 6, 2014

I/DD Waiver Policy Manual Section:	Recommendations:
<ul style="list-style-type: none">• 513.9.1.6 Facility Based Day Habilitation: Traditional Option• 513.9.1.14 Supported Employment: Traditional Option	<ul style="list-style-type: none">• Language in section 513.9.1.6 to include training and integrated community activities• Add option to allow members who graduate with either a modified or regular diploma to access up to 4 hrs. of SE and decrease PCS if choosing to access additional SE (up to 8 hrs.)