



Alert Alert Alert

Supplemental Habilitation and Additional Individualized Staffing Services During the Fiscal Year 2010-2011 Renewal Period

ODP Communication Number: Alert 063-10

AUDIENCE: Individuals and Families, Supports Coordinators (SCs), Support Coordinator Supervisors, Supports Coordination Organizations (SCOs), Administrative Entities (AEs), and Licensed Residential Habilitation Providers that render Waiver Services.

PURPOSE: *A comprehensive communication addressing the Fiscal Year (FY) 2010-2011 prior authorization requirement for Supplemental Habilitation (SH) services and Additional Individualized Staffing (AIS) services is anticipated to be issued shortly.*

This Office of Developmental Program Alert is intended to provide preliminary instructions to AEs, SCOs, SCs, and providers on how to proceed when Supplemental Habilitation (SH) services or Additional Individualized Staffing (AIS) services have been identified as services that will meet the assessed needs of the individual during the Fiscal Year 10-11 Renewal ISP period.

Effective July 1, 2010 and forward, the following services will require ODP prior authorization before they are authorized on an individual's ISP:

- ▶ Supplemental Habilitation 1:1 staffing (procedure code W7070), 15-minute units
- ▶ Supplemental Habilitation 2:1 staffing (procedure code W7084), 15-minute units
- ▶ Additional Individualized Staffing 1:1 services (procedure code W7085), 15 minute units
- ▶ Additional Individualized Staffing 2:1 services (procedure code W7086), 15-minute units

PROVIDER READINESS:

Providers who intend to render SH and/or AIS services in FY 2010-2011, should ensure they have selected and added the new service offerings for SH and AIS in the SSD for each service location. This must be done through Provider Access in HCSIS. In order for the SC to select you as the provider who will render the service, the service must be available as a service offering on the SSD first.

TEAM'S ROLE:

Teams should convene to discuss the assessed need for SH or AIS. Please remember that effective July 1, 2010, procedure code W7070 will be used specifically for SH 1:1 staffing level. Please evaluate whether procedure code W7070 will continue to meet the assessed needs of the individual for FY 2010-2011, remembering that this is a short-term service, or whether SH 2:1 (W7084), AIS 1:1 (W7085) or AIS 2:1 (W7086) services, or another existing service, will be more appropriate to meet the assessed needs of the individual.

SC's ROLE:

Once the Team has reached concurrence that SH or AIS will meet the assessed need of the individual during FY 10-11, the SC should document the assessed need in the individual's ISP. Specifically, the assessed need for SH or AIS should be documented in the **Individual Outcome Summary** and **Outcome Action Plan** sections of the ISP and include the following information:

- ✓ **Baseline staffing level:**
Indicate the individual's current level of staffing
- ✓ **Describe the purpose of the enhanced support:**
Why is this support needed? What risk does the person present to themselves or others that require this level of support? What other less restrictive measures have been attempted?
- ✓ **Address the desired outcomes of this level of support:**
This section should include the expanded interactions and activities. Will training be provided? Is supervision needed for health and safety reasons?
- ✓ **Specify the data to be collected:**
What data and information will be collected and used to determine the effectiveness of enhanced support and the progress being made toward the reduction or elimination of the service?
- ✓ **Frequency of Support:**
Indicate the proposed hours that the individual will need SH or AIS services.
- ✓ **Document** in the **Supervision Care Needs** section of the ISP, under "Reasons for Intensive Staffing":
 - The unique behavioral or medical needs to be addressed and when, where, and how the enhanced support will occur. (i.e. hours/days, location, etc). The information contained in this section should be consistent with provider claims that are billed to the Department, which supports auditing.
 - The plan for reducing intensive staffing supports. Include the specific role and purpose of the staff as well as the plan for the eventual discontinuance or reduction of the intensive staffing.

If the service is not listed in the SSD for the provider who will be rendering the service, please contact the provider and request they add the service to their SSD so it can be selected by the SC and added to the individual's ISP.

After documenting the assessed need for SH or AIS in the individual's ISP, the SCO will submit the ISP to the AE.

AE's ROLE:

- ▶ After the AE receives the ISP with SH or AIS services attached, they will review the ISP and ensure that the assessed need for SH or AIS is documented the ***Individual Outcome Summary*** and ***Outcome Action Plan*** to include the information referenced above. If the AE cannot identify sufficient documentation in the ISP to support the request for SH or AIS, the AE will contact the SCO and request the additional information be included in the ISP. **The AE will leave SH or AIS in pending authorization status in HCSIS until the AE receives an approval or a denial for prior authorization of those services from the ODP Regional Office via e-mail.**
- ▶ After the AE has verified that the assessed need for SH or AIS is supported by documentation in the ISP, the AE will send an e-mail to the ODP Regional Program Manager (RPM) assigned to their area. Within the e-mail, the AE will indicate their approval or denial of SH/AIS services.

ODP's ROLE:

- ▶ The ODP RPM will make a determination to approve or disapprove the SH and/or AIS request based on the criteria listed above.

PLEASE NOTE: The forthcoming Informational Packet, which addresses prior authorization of SH and AIS, contains a timeline for each person's role in the SH and AIS prior authorization process.

Other Resources:

- ▶ **Informational Packet #046-10 – ["Preparations for the 10-11 ISP Fiscal Year Renewal Process: Action Required"](#)**