

# Application for a §1915(c) Home and Community-Based Services Waiver

## PURPOSE OF THE HCBS WAIVER PROGRAM

The Medicaid Home and Community-Based Services (HCBS) waiver program is authorized in §1915(c) of the Social Security Act. The program permits a state to furnish an array of home and community-based services that assist Medicaid beneficiaries to live in the community and avoid institutionalization. The State has broad discretion to design its waiver program to address the needs of the waivers target population. Waiver services complement and/or supplement the services that are available to participants through the Medicaid State plan and other federal, state and local public programs as well as the supports that families and communities provide.

The Centers for Medicare & Medicaid Services (CMS) recognizes that the design and operational features of a waiver program will vary depending on the specific needs of the target population, the resources available to the state, service delivery system structure, state goals and objectives, and other factors. A State has the latitude to design a waiver program that is cost-effective and employs a variety of service delivery approaches, including participant direction of services.

## Request for an Amendment to a §1915(c) Home and Community-Based Services Waiver

### 1. Request Information

**A. The State of Ohio** requests approval for an amendment to the following Medicaid home and community-based services waiver approved under authority of §1915(c) of the Social Security Act.

**B. Program Title:**

**Self Empowered Life Funding (SELF) Waiver Amendment January 1, 2024**

**C. Waiver Number:**OH.0877

**D. Amendment Number:**

**E. Proposed Effective Date:** (mm/dd/yy)

01/01/24

**Approved Effective Date of Waiver being Amended:** 07/01/20

### 2. Purpose(s) of Amendment

**Purpose(s) of the Amendment.** Describe the purpose(s) of the amendment:

As the state of Ohio prepared for the expiration of the Appendix K authorities, effective throughout the COVID public health emergency, the Ohio Departments of Medicaid and the Ohio Department of Developmental Disabilities collaborated with a wide variety of stakeholders to determine the agencies unwinding strategies and program changes anticipated to be incorporated into the waiver programs.

In addition to the collaboration with stakeholders, Ohio passed a biennium budget. As a result of Ohio's House Bill 33, the Ohio Department of Medicaid (ODM) biennial budget incorporates billing maximum rate increases Ohio's HCBS waiver programs. The increase in funding allotted results in an increase to anticipated expenditures for the SELF program. The purpose of this amendment is to incorporate the appropriated service reimbursement increase, impacting adult day support, career planning, group employment support, home delivered meals, individual employment support, participant-directed homemaker/personal care, remote supports, respite (residential and community), transportation, vocational habilitation, and waiver nursing delegation.

Based on stakeholder feedback during the first comment period July 14, 2023 – August 12, 2023, additional edits were made to the language in Appendix C. The following changes are being proposed to the SELF waiver program, to be effective upon the expiration of the Appendix K authorities:

#### Appendix C

- Updated to allow a parent of a minor child, spouse and other relatives granted legal authority to serve as direct service workers.
- Updated adult day and habilitative vocational services to include an option of virtual provision
- Updated homemaker/personal care/participant directed homemaker/personal care to allow for the service to be provided during an individual's hospitalization.
- Updated to incorporate home and community-based settings requirements described in Section 5123 Ohio Administrative Code.
- Provider rate increases as a result of Ohio's SFY 2024-2026 budget allocations.
- Modified individual budget limitations to reflect increases resulting from SFY 2024-2026 budget allocations.

#### Appendix I

- Modified rate descriptions to incorporate rate increases for certain services, as allocated through Ohio's SFY 2024-2025 budget process.

#### Appendix J

- Modified service projections to incorporate rate increases for certain services as allocated through Ohio's SFY 2024-2026 budget process.

### **3. Nature of the Amendment**

**A. Component(s) of the Approved Waiver Affected by the Amendment.** This amendment affects the following component(s) of the approved waiver. Revisions to the affected subsection(s) of these component(s) are being submitted concurrently (*check each that applies*):

Component of the Approved Waiver	Subsection(s)
Waiver Application	
Appendix A Waiver Administration and Operation	
Appendix B Participant Access and Eligibility	
Appendix C Participant Services	C-2, C-5
Appendix D Participant Centered Service Planning and Delivery	
Appendix E Participant Direction of Services	
Appendix F Participant Rights	
Appendix G Participant Safeguards	
Appendix H	
Appendix I Financial Accountability	I-2
Appendix J Cost-Neutrality Demonstration	J-2

**B. Nature of the Amendment.** Indicate the nature of the changes to the waiver that are proposed in the amendment (*check each that applies*):

- Modify target group(s)**
- Modify Medicaid eligibility**
- Add/delete services**
- Revise service specifications**
- Revise provider qualifications**
- Increase/decrease number of participants**
- Revise cost neutrality demonstration**
- Add participant-direction of services**
- Other**

Specify:

Appendix C

- Updated to allow a parent of a minor child, spouse and other relatives granted legal authority to serve as direct service workers.
- Updated adult day and habilitative vocational services to include an option of virtual provision
- Updated homemaker/personal care to allow for the service to be provided during an individual's hospitalization.
- Updated to incorporate home and community-based settings requirements described in Section 5123 Ohio Administrative Code.
- Provider rate increases as a result of Ohio's SFY 2024-2026 budget allocations.

Appendix I

- Modified rate descriptions to incorporate rate increases for certain services as allocated through Ohio's SFY 2024-2026 budget process.

Appendix J

- Modified service projections to incorporate rate increases for certain services as allocated through Ohio's SFY 2024-2026 budget process.
- Provider rate increases as a result of Ohio's SFY 2024-2026 budget allocations.

## Application for a §1915(c) Home and Community-Based Services Waiver

### 1. Request Information (1 of 3)

**A. The State of Ohio** requests approval for a Medicaid home and community-based services (HCBS) waiver under the authority of §1915(c) of the Social Security Act (the Act).

**B. Program Title** (*optional - this title will be used to locate this waiver in the finder*):

Self Empowered Life Funding (SELF) Waiver Amendment January 1, 2024

**C. Type of Request: amendment**

**Requested Approval Period:** (*For new waivers requesting five year approval periods, the waiver must serve individuals who are dually eligible for Medicaid and Medicare.*)

**3 years      5 years**

**Draft ID:** OH.014.02.05

**D. Type of Waiver** (*select only one*):

Regular Waiver

**E. Proposed Effective Date of Waiver being Amended:** 07/01/20

**Approved Effective Date of Waiver being Amended:** 07/01/20

### PRA Disclosure Statement

The purpose of this application is for states to request a Medicaid Section 1915(c) home and community-based services (HCBS) waiver. Section 1915(c) of the Social Security Act authorizes the Secretary of Health and Human Services to waive certain specific Medicaid statutory requirements so that a state may voluntarily offer HCBS to state-specified target group(s) of Medicaid beneficiaries who need a level of institutional care that is provided under the Medicaid state plan. Under the Privacy Act of 1974 any personally identifying information obtained will be kept private to the extent of the law.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-0449 (Expires: December 31, 2023). The time required to complete this information collection is estimated to average 160 hours per response for a new waiver application and

75 hours per response for a renewal application, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

## 1. Request Information (2 of 3)

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**F. Level(s) of Care.** This waiver is requested in order to provide home and community-based waiver services to individuals who, but for the provision of such services, would require the following level(s) of care, the costs of which would be reimbursed under the approved Medicaid state plan (*check each that applies*):

**Hospital**

Select applicable level of care

**Hospital as defined in 42 CFR §440.10**

If applicable, specify whether the state additionally limits the waiver to subcategories of the hospital level of care:

**Inpatient psychiatric facility for individuals age 21 and under as provided in 42 CFR §440.160**

**Nursing Facility**

Select applicable level of care

**Nursing Facility as defined in 42 CFR ??440.40 and 42 CFR ??440.155**

If applicable, specify whether the state additionally limits the waiver to subcategories of the nursing facility level of care:

**Institution for Mental Disease for persons with mental illnesses aged 65 and older as provided in 42 CFR §440.140**

**Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID) (as defined in 42 CFR §440.150)**

If applicable, specify whether the state additionally limits the waiver to subcategories of the ICF/IID level of care:

## 1. Request Information (3 of 3)

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**G. Concurrent Operation with Other Programs.** This waiver operates concurrently with another program (or programs) approved under the following authorities

Select one:

**Not applicable**

**Applicable**

Check the applicable authority or authorities:

**Services furnished under the provisions of §1915(a)(1)(a) of the Act and described in Appendix I**

**Waiver(s) authorized under §1915(b) of the Act.**

Specify the §1915(b) waiver program and indicate whether a §1915(b) waiver application has been submitted or previously approved:

Specify the §1915(b) authorities under which this program operates (check each that applies):

- §1915(b)(1) (mandated enrollment to managed care)**
- §1915(b)(2) (central broker)**
- §1915(b)(3) (employ cost savings to furnish additional services)**
- §1915(b)(4) (selective contracting/limit number of providers)**

**A program operated under §1932(a) of the Act.**

Specify the nature of the state plan benefit and indicate whether the state plan amendment has been submitted or previously approved:

**A program authorized under §1915(i) of the Act.**

**A program authorized under §1915(j) of the Act.**

**A program authorized under §1115 of the Act.**

Specify the program:

#### **H. Dual Eligibility for Medicaid and Medicare.**

Check if applicable:

**This waiver provides services for individuals who are eligible for both Medicare and Medicaid.**

## **2. Brief Waiver Description**

**Brief Waiver Description.** *In one page or less*, briefly describe the purpose of the waiver, including its goals, objectives, organizational structure (e.g., the roles of state, local and other entities), and service delivery methods.

Ohio created the Self-Empowered Life Funding (SELF) 1915c Home and Community-Based Services (HCBS) waiver, for individuals with a developmental disability who meet an intermediate care facility for individuals with intellectual disabilities (ICF/IID) level of care.

The purpose of the waiver is to provide services under a self-directed model to individuals with developmental disabilities in order to avoid or delay their institutionalization. Services and supports for individuals are discussed with team members and individualized planning and budgeting is undertaken to ensure a person-centered culture is foundational for those the waiver serves.

The organizational structure for this waiver is that the single State Medicaid Agency (the Ohio Department of Medicaid or ODM) provides oversight of the operating agency. The Ohio Department of Developmental Disabilities (DODD) is the operating agency for this waiver, and the County Boards are the administering local entity.

The goal of the waiver is to allow individuals with developmental disabilities who meet an ICF/IID level of care to direct their own waiver services. The waiver establishes a reserved capacity for immediate needs as assessed through Ohio's Waitlist Assessment process.

SELF was first approved by the Centers for Medicare and Medicaid (CMS) in July 2012. Since its first enrollment, SELF has grown at a steady, although slower pace, than the State initially anticipated. However, those enrolled in the program continually communicate with both ODM and DODD about the overwhelmingly positive experiences of enrollment on the SELF waiver and their strong support of self-direction options within the developmental disabilities delivery system.

### 3. Components of the Waiver Request

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The waiver application consists of the following components. Note: Item 3-E must be completed.

**A. Waiver Administration and Operation.** Appendix A specifies the administrative and operational structure of this waiver.

**B. Participant Access and Eligibility.** Appendix B specifies the target group(s) of individuals who are served in this waiver, the number of participants that the state expects to serve during each year that the waiver is in effect, applicable Medicaid eligibility and post-eligibility (if applicable) requirements, and procedures for the evaluation and reevaluation of level of care.

**C. Participant Services.** Appendix C specifies the home and community-based waiver services that are furnished through the waiver, including applicable limitations on such services.

**D. Participant-Centered Service Planning and Delivery.** Appendix D specifies the procedures and methods that the state uses to develop, implement and monitor the participant-centered service plan (of care).

**E. Participant-Direction of Services.** When the state provides for participant direction of services, Appendix E specifies the participant direction opportunities that are offered in the waiver and the supports that are available to participants who direct their services. (Select one):

**Yes.** This waiver provides participant direction opportunities. Appendix E is required.

**No.** This waiver does not provide participant direction opportunities. Appendix E is not required.

**F. Participant Rights.** Appendix F specifies how the state informs participants of their Medicaid Fair Hearing rights and other procedures to address participant grievances and complaints.

**G. Participant Safeguards.** Appendix G describes the safeguards that the state has established to assure the health and welfare of waiver participants in specified areas.

**H. Quality Improvement Strategy.** Appendix H contains the Quality Improvement Strategy for this waiver.

**I. Financial Accountability.** Appendix I describes the methods by which the state makes payments for waiver services, ensures the integrity of these payments, and complies with applicable federal requirements concerning payments and federal financial participation.

**J. Cost-Neutrality Demonstration.** Appendix J contains the state's demonstration that the waiver is cost-neutral.

### 4. Waiver(s) Requested

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**A. Comparability.** The state requests a waiver of the requirements contained in §1902(a)(10)(B) of the Act in order to provide the services specified in Appendix C that are not otherwise available under the approved Medicaid state plan to individuals who: (a) require the level(s) of care specified in Item 1.F and (b) meet the target group criteria specified in Appendix B.

**B. Income and Resources for the Medically Needy.** Indicate whether the state requests a waiver of §1902(a)(10)(C)(i)(III) of the Act in order to use institutional income and resource rules for the medically needy (select one):

**Not Applicable**

**No**

**Yes**

**C. Statewideness.** Indicate whether the state requests a waiver of the statewideness requirements in §1902(a)(1) of the Act (select one):

**No**

**Yes**

If yes, specify the waiver of statewideness that is requested (check each that applies):

**Geographic Limitation.** A waiver of statewideness is requested in order to furnish services under this waiver only to individuals who reside in the following geographic areas or political subdivisions of the state.

*Specify the areas to which this waiver applies and, as applicable, the phase-in schedule of the waiver by geographic area:*

**Limited Implementation of Participant-Direction.** A waiver of statewide is requested in order to make *participant-direction of services* as specified in **Appendix E** available only to individuals who reside in the following geographic areas or political subdivisions of the state. Participants who reside in these areas may elect to direct their services as provided by the state or receive comparable services through the service delivery methods that are in effect elsewhere in the state.

*Specify the areas of the state affected by this waiver and, as applicable, the phase-in schedule of the waiver by geographic area:*

## 5. Assurances

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In accordance with 42 CFR §441.302, the state provides the following assurances to CMS:

**A. Health & Welfare:** The state assures that necessary safeguards have been taken to protect the health and welfare of persons receiving services under this waiver. These safeguards include:

1. As specified in **Appendix C**, adequate standards for all types of providers that provide services under this waiver;
2. Assurance that the standards of any state licensure or certification requirements specified in **Appendix C** are met for services or for individuals furnishing services that are provided under the waiver. The state assures that these requirements are met on the date that the services are furnished; and,
3. Assurance that all facilities subject to §1616(e) of the Act where home and community-based waiver services are provided comply with the applicable state standards for board and care facilities as specified in **Appendix C**.

**B. Financial Accountability.** The state assures financial accountability for funds expended for home and community-based services and maintains and makes available to the Department of Health and Human Services (including the Office of the Inspector General), the Comptroller General, or other designees, appropriate financial records documenting the cost of services provided under the waiver. Methods of financial accountability are specified in **Appendix I**.

**C. Evaluation of Need:** The state assures that it provides for an initial evaluation (and periodic reevaluations, at least annually) of the need for a level of care specified for this waiver, when there is a reasonable indication that an individual might need such services in the near future (one month or less) but for the receipt of home and community-based services under this waiver. The procedures for evaluation and reevaluation of level of care are specified in **Appendix B**.

**D. Choice of Alternatives:** The state assures that when an individual is determined to be likely to require the level of care specified for this waiver and is in a target group specified in **Appendix B**, the individual (or, legal representative, if applicable) is:

1. Informed of any feasible alternatives under the waiver; and,
2. Given the choice of either institutional or home and community-based waiver services. **Appendix B** specifies the procedures that the state employs to ensure that individuals are informed of feasible alternatives under the waiver and given the choice of institutional or home and community-based waiver services.

**E. Average Per Capita Expenditures:** The state assures that, for any year that the waiver is in effect, the average per capita expenditures under the waiver will not exceed 100 percent of the average per capita expenditures that would have been made under the Medicaid state plan for the level(s) of care specified for this waiver had the waiver not been granted. Cost-neutrality is demonstrated in **Appendix J**.

**F. Actual Total Expenditures:** The state assures that the actual total expenditures for home and community-based waiver

and other Medicaid services and its claim for FFP in expenditures for the services provided to individuals under the waiver will not, in any year of the waiver period, exceed 100 percent of the amount that would be incurred in the absence of the waiver by the state's Medicaid program for these individuals in the institutional setting(s) specified for this waiver.

**G. Institutionalization Absent Waiver:** The state assures that, absent the waiver, individuals served in the waiver would receive the appropriate type of Medicaid-funded institutional care for the level of care specified for this waiver.

**H. Reporting:** The state assures that annually it will provide CMS with information concerning the impact of the waiver on the type, amount and cost of services provided under the Medicaid state plan and on the health and welfare of waiver participants. This information will be consistent with a data collection plan designed by CMS.

**I. Habilitation Services.** The state assures that prevocational, educational, or supported employment services, or a combination of these services, if provided as habilitation services under the waiver are: (1) not otherwise available to the individual through a local educational agency under the Individuals with Disabilities Education Act (IDEA) or the Rehabilitation Act of 1973; and, (2) furnished as part of expanded habilitation services.

**J. Services for Individuals with Chronic Mental Illness.** The state assures that federal financial participation (FFP) will not be claimed in expenditures for waiver services including, but not limited to, day treatment or partial hospitalization, psychosocial rehabilitation services, and clinic services provided as home and community-based services to individuals with chronic mental illnesses if these individuals, in the absence of a waiver, would be placed in an IMD and are: (1) age 22 to 64; (2) age 65 and older and the state has not included the optional Medicaid benefit cited in 42 CFR §440.140; or (3) age 21 and under and the state has not included the optional Medicaid benefit cited in 42 CFR § 440.160.

## 6. Additional Requirements

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*Note: Item 6-I must be completed.*

**A. Service Plan.** In accordance with 42 CFR §441.301(b)(1)(i), a participant-centered service plan (of care) is developed for each participant employing the procedures specified in **Appendix D**. All waiver services are furnished pursuant to the service plan. The service plan describes: (a) the waiver services that are furnished to the participant, their projected frequency and the type of provider that furnishes each service and (b) the other services (regardless of funding source, including state plan services) and informal supports that complement waiver services in meeting the needs of the participant. The service plan is subject to the approval of the Medicaid agency. Federal financial participation (FFP) is not claimed for waiver services furnished prior to the development of the service plan or for services that are not included in the service plan.

**B. Inpatients.** In accordance with 42 CFR §441.301(b)(1)(ii), waiver services are not furnished to individuals who are inpatients of a hospital, nursing facility or ICF/IID.

**C. Room and Board.** In accordance with 42 CFR §441.310(a)(2), FFP is not claimed for the cost of room and board except when: (a) provided as part of respite services in a facility approved by the state that is not a private residence or (b) claimed as a portion of the rent and food that may be reasonably attributed to an unrelated caregiver who resides in the same household as the participant, as provided in **Appendix I**.

**D. Access to Services.** The state does not limit or restrict participant access to waiver services except as provided in **Appendix C**.

**E. Free Choice of Provider.** In accordance with 42 CFR §431.151, a participant may select any willing and qualified provider to furnish waiver services included in the service plan unless the state has received approval to limit the number of providers under the provisions of §1915(b) or another provision of the Act.

**F. FFP Limitation.** In accordance with 42 CFR §433 Subpart D, FFP is not claimed for services when another third-party (e.g., another third party health insurer or other federal or state program) is legally liable and responsible for the provision and payment of the service. FFP also may not be claimed for services that are available without charge, or as free care to the community. Services will not be considered to be without charge, or free care, when (1) the provider establishes a fee schedule for each service available and (2) collects insurance information from all those served (Medicaid, and non-Medicaid), and bills other legally liable third party insurers. Alternatively, if a provider certifies that a particular legally liable third party insurer does not pay for the service(s), the provider may not generate further bills for that insurer for that annual period.

**G. Fair Hearing:** The state provides the opportunity to request a Fair Hearing under 42 CFR §431 Subpart E, to individuals: (a) who are not given the choice of home and community-based waiver services as an alternative to institutional level of care specified for this waiver; (b) who are denied the service(s) of their choice or the provider(s) of their choice; or (c) whose services are denied, suspended, reduced or terminated. **Appendix F** specifies the state's procedures to provide individuals the opportunity to request a Fair Hearing, including providing notice of action as required in 42 CFR §431.210.

**H. Quality Improvement.** The state operates a formal, comprehensive system to ensure that the waiver meets the assurances and other requirements contained in this application. Through an ongoing process of discovery, remediation and improvement, the state assures the health and welfare of participants by monitoring: (a) level of care determinations; (b) individual plans and services delivery; (c) provider qualifications; (d) participant health and welfare; (e) financial oversight and (f) administrative oversight of the waiver. The state further assures that all problems identified through its discovery processes are addressed in an appropriate and timely manner, consistent with the severity and nature of the problem. During the period that the waiver is in effect, the state will implement the Quality Improvement Strategy specified in **Appendix H**.

**I. Public Input.** Describe how the state secures public input into the development of the waiver:

Appendix K Unwinding Amendment: Please see Main B for public comments received.

Self-Empowered Life Funding Waiver (SELF) Amendment July 1, 2022- PUBLIC COMMENTS-Please see main B for public comments received.

**J. Notice to Tribal Governments.** The state assures that it has notified in writing all federally-recognized Tribal Governments that maintain a primary office and/or majority population within the State of the State's intent to submit a Medicaid waiver request or renewal request to CMS at least 60 days before the anticipated submission date is provided by Presidential Executive Order 13175 of November 6, 2000. Evidence of the applicable notice is available through the Medicaid Agency.

**K. Limited English Proficient Persons.** The state assures that it provides meaningful access to waiver services by Limited English Proficient persons in accordance with: (a) Presidential Executive Order 13166 of August 11, 2000 (65 FR 50121) and (b) Department of Health and Human Services "Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons" (68 FR 47311 - August 8, 2003). **Appendix B** describes how the state assures meaningful access to waiver services by Limited English Proficient persons.

## 7. Contact Person(s)

**A. The Medicaid agency representative with whom CMS should communicate regarding the waiver is:**

**Last Name:**

Sly

**First Name:**

ShaRhonda

**Title:**

Section Chief, Home and Community Based Policy

**Agency:**

Ohio Department of Medicaid

**Address:**

50 West Town Street, Suite 400

**Address 2:**

5th floor

**City:**

Columbus

**State:**

Ohio

**Zip:**

43218-2709

**Phone:**

(380) 215-2063

Ext:

TTY

**Fax:**

(614) 644-9358

**E-mail:**

ShaRhonda.Sly@medicaid.ohio.gov

**B.** If applicable, the state operating agency representative with whom CMS should communicate regarding the waiver is:**Last Name:**

Showalter

**First Name:**

Allan

**Title:**

Deputy Director, Medicaid Development and Administration

**Agency:**

Ohio Department of Developmental Disabilities

**Address:**

30 East Broad Street, 13th floor

**Address 2:****City:**

Columbus

**State:**

Ohio

**Zip:**

43215

**Phone:**

(614) 387-0375

Ext:

TTY

**Fax:**

(614) 752-5303

**E-mail:**

allan.showalter@dodd.ohio.gov

## 8. Authorizing Signature

This document, together with the attached revisions to the affected components of the waiver, constitutes the state's request to amend its approved waiver under §1915(c) of the Social Security Act. The state affirms that it will abide by all provisions of the waiver, including the provisions of this amendment when approved by CMS. The state further attests that it will continuously operate the waiver in accordance with the assurances specified in Section V and the additional requirements specified in Section VI of the approved waiver. The state certifies that additional proposed revisions to the waiver request will be submitted by the Medicaid agency in the form of additional waiver amendments.

**Signature:**

08/29/2023

State Medicaid Director or Designee

Submission Date:

**Note: The Signature and Submission Date fields will be automatically completed when the State Medicaid Director submits the application.**

Last Name:

First Name:

Title:

Agency:

Address:

Address 2:

City:

State:

Ohio

Zip:

Phone:

Ext:

TTY

Fax:

E-mail:

Attachments

**Attachment #1: Transition Plan**

Check the box next to any of the following changes from the current approved waiver. Check all boxes that apply.

Replacing an approved waiver with this waiver.

Combining waivers.

Splitting one waiver into two waivers.

Eliminating a service.

Adding or decreasing an individual cost limit pertaining to eligibility.

Adding or decreasing limits to a service or a set of services, as specified in Appendix C.

Reducing the unduplicated count of participants (Factor C).

Adding new, or decreasing, a limitation on the number of participants served at any point in time.

Making any changes that could result in some participants losing eligibility or being transferred to another waiver under 1915(c) or another Medicaid authority.

Making any changes that could result in reduced services to participants.

Specify the transition plan for the waiver:

N/A for the submission proposed for an effective date of July 1, 2022.

**Attachment #2: Home and Community-Based Settings Waiver Transition Plan**

Specify the state's process to bring this waiver into compliance with federal home and community-based (HCB) settings requirements at 42 CFR 441.301(c)(4)-(5), and associated CMS guidance.

*Consult with CMS for instructions before completing this item. This field describes the status of a transition process at the point in time of submission. Relevant information in the planning phase will differ from information required to describe attainment of milestones.*

*To the extent that the state has submitted a statewide HCB settings transition plan to CMS, the description in this field may reference that statewide plan. The narrative in this field must include enough information to demonstrate that this waiver complies with federal HCB settings requirements, including the compliance and transition requirements at 42 CFR 441.301(c)(6), and that this submission is consistent with the portions of the statewide HCB settings transition plan that are germane to this waiver. Quote or summarize germane portions of the statewide HCB settings transition plan as required.*

*Note that Appendix C-5 HCB Settings describes settings that do not require transition; the settings listed there meet federal HCB setting requirements as of the date of submission. Do not duplicate that information here.*

*Update this field and Appendix C-5 when submitting a renewal or amendment to this waiver for other purposes. It is not necessary for the state to amend the waiver solely for the purpose of updating this field and Appendix C-5. At the end of the state's HCB settings transition process for this waiver, when all waiver settings meet federal HCB setting requirements, enter "Completed" in this field, and include in Section C-5 the information on all HCB settings in the waiver.*

The state assures that this waiver amendment will be subject to any provisions or requirements included in the state's most recent and/or approved home and community-based settings Statewide Transition Plan. The state will implement any required changes by the end of the transition period as outlined in the home and community-based settings Statewide Transition Plan.

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**Additional Needed Information (Optional)**

Provide additional needed information for the waiver (optional):

\*Additional Information from I-2-a\*

#### Information from Previous Amendments

##### Service-Specific Rate Models

The Individual Employment Supports and Career Planning service rates were developed by using a blend of two components (initial and retention supports) of a historical service under the SELF waiver. Ohio assumed that 70% of all employment services are for retention and 30% for placement. This cost is then adjusted for inflation and eight CODB categories.

Rates for transportation are based on federal mileage reimbursement guidelines as specified in the OAC. Claims are reimbursed at the lower of the rate established or the provider's usual and customary charge for the service. As of January 1, 2020, Ohio will reimburse transportation per mile at the Federal per mile reimbursement rate as of 2019. Ohio is also adding \$1.00 per mile for vehicle modifications under the transportation service. This is not in addition to the regular \$.58 per mile rate.

Career planning services were developed in collaboration with Opportunities for Ohioans with Disabilities and through an in-depth review of the SELF waiver service integrated employment.

Participant Direction PD-HPC rates are based on the independent rate model discussed above. The Appendix to OAC 5123-9-32 details information concerning common law employee and agency with choice rates. For both common law and agency with choice on-site/on-call PD-HPC, these rates are synchronous with minimum wage in Ohio. These rates adjust based on changes to Ohio's minimum wage, with an addition of 13% to cover employer-related expenses. For further information regarding PD-HPC, reference Appendix E.

#### Information for 7/1/22 Amendment

**Home Delivered Meal Service:** Effective July 1, 2022, the State will modify the home delivered meal service available through Level 1 and I/O waiver programs. Service changes will include aligning with home delivered meal rates and types available through Ohio's 1915(c) nursing-based facility-based waiver programs, as in effect on November 1, 2021. This includes the addition of kosher and therapeutic meal types. The State will also add the service, as described to the SELF waiver program.

To establish nursing-facility based waiver service rates in 2019, the State reviewed the methodology to ensure economy, efficiency, quality of care and found it to be sufficient to meet these requirements and ensure sufficient provider capacity. The rate methodology was based on assumptions for three categories of cost: meal preparation, transportation and delivery, and administration and overhead. The methodology was developed as the sum of the following cost components: wages (based upon the Bureau of Labor Statistics data), employment related expenses, transportation costs, supplies, administration, and other overhead expenses. The methodology included a review of Ohio Medicaid claims and enrollment data, research of public resources, and a comparison to similar waiver service offerings in other state Medicaid programs. Initial rates established were effective July 1, 2019 and later increased on November 1, 2021 as a result of Ohio's House Bill 110. Home delivered meal types and associated Medicaid maximum rates are standard meal at \$7.20 and therapeutic and kosher meals at \$8.68.

ODM engaged an actuary to study factors such as labor market data, education, licensure status and length of service visit in the development of the waiver nursing and nursing delegation rates. The model begins with BLS information specific to Ohio's job market and incorporates reimbursement for employee related expenses, administrative overhead, and non-billable work time.

Clinical/Therapeutic Intervention rates were developed based on industry standards and Bureau of Labor Statistics (BLS) average cost/pay for providers at the varying professional levels. The associated rates for Clinical/Therapeutic Intervention is proposed for an increase in July 1, 2022 to align with industry standards the State's five year rule review process. Rates will increase between 33-40%, depending on the type of provider and service. No changes to the rate methodologies are proposed at this time.

Waiver Nursing Delegation rates were developed to align with Ohio Department of Medicaid's (ODM) rates. The rates are being increased and updated to align with ODM's most recent rate increase.

\*End Additional Information from I-2-a\*

#### Self-Empowered Life Funding Waiver (SELF) Amendment July 1, 2022- PUBLIC COMMENTS

Date of the formal public comment period: February 8, 2022-March 10, 2022

The Self-Empowered Life Funding (SELF) Waiver Amendment Public Notice is featured on the Ohio Department of Medicaid (ODM) and Department of Developmental Disabilities (DODD) websites ("This Week at DODD") until the close of the public comment period. Archived versions of the postings are also available to the public.

The following links were used for the purposes of public input for the SELF waiver.

Ohio Department of Medicaid link: <https://medicaid.ohio.gov/about-us/notices/self-waiver-amendment-07012022>

Ohio Department of Developmental Disabilities link: [https://dodd.ohio.gov/waivers-and-services/waivers/Waiver\\_Amendments\\_2022](https://dodd.ohio.gov/waivers-and-services/waivers/Waiver_Amendments_2022)

#### Public Input Process- Description

Throughout the life of the waiver, DODD has engaged individuals enrolled in the SELF waiver and stakeholders, including families, and other caregivers, providers, and advocates, in both a formal and informal capacity to discuss renewals/amendments to the waiver.

DODD follows a protocol to advance-publish the changes in the waiver application and provide notice to inform the public including but not limited to individuals, families, county boards of developmental disabilities (county boards), provider association, and advocates of changes incorporated in the SELF waiver amendment application.

These public notices include mass distribution using multiple listservs via e-mail and posting on DODD's website. The local county boards post a copy of the Public Notice and Request for Comment announcement, which includes information about how to obtain a non-electronic copy of the waiver and the proposed renewals from DODD and local county boards. Individuals are able to obtain the waiver application which is available in both hard copies and online and requests may be through mail or phone.

By providing public notice the public has the opportunity to provide input prior to submission of the SELF Waiver amendment. Individuals are able to obtain the waiver application which is available in both non-electronic copies and electronic copies. Individuals are given the option to request a non-electronic copy of the waiver applications and the option to submit public comment non-electronically.

Ohio offers four methods for the public to provide input on the proposed waiver renewal and/or request a non-electronic copy:

E-mail: [waiverfeedback@dodd.ohio.gov](mailto:waiverfeedback@dodd.ohio.gov)

Written comments sent to:

DODD, 30 E. Broad Street, 13th Floor, Columbus, OH 43215

Phone: (614) 728-1033

Courier or in-person submission to:

Attn: DODD, 30 E. Broad Street, 13th Floor, Columbus, OH 43215

Ohio received two comments germane to the July 1, 2022 SELF waiver amendments. Please see below for a summary of both comments and the State's response:

**Comment One Summary:** An Occupational Therapist requested additional support to add occupational therapy practitioners as mental health practitioners alongside psychologists, counselors, and social workers to perform behavioral health assessments. **Ohio Response:** State staff responded stating the current assessor qualifications were developed after discussion with stakeholders and research into state and federal regulations. Any changes of this nature would require additional engagement with stakeholders and additional research into state and federal regulations. Due to this, we are not able to add Occupational Therapists (OT) to this amendment. However, we will discuss this option for future waiver amendments. No changes were made to the SELF waiver at this time.

**Comment Two Summary:** An Interpreter requested that Interpreter Services be added to the SELF waiver.

**Ohio Response:** The addition of Interpreter Services to the SELF waiver requires stakeholder involvement and feedback. Due to this we are not able to revise at this time as it would require additional engagement with stakeholders and additional research. We will discuss this option for future waiver amendments.

#### Additional Information from I-2a

In July 2021, the Ohio General Assembly passed House Bill 110, which is the State's biennium budget for State Fiscal Years 2022 and 2023. A 4% increase to both residential and non-residential services approved under the SELF waiver was included in HB 110. Information relative to this rate increase is also included in Appendix J-2. Services affected by the biennium budget increase include: ADS, Career Planning, Group Employment Support, Individual Employment Support, PD-HPC (includes

Onsite/Oncall), NMT, VH, Community and Residential Respite, and Transportation.

**Independent Model Services Non-HPC:** The independent rate model was developed for Non-Medical Transportation, which may be billed either per trip or per mile. Per trip Non-Medical Transportation rates are calculated using data from cost reports. From the cost report data, the total reported transportation costs for adults are divided by the total number of reported trips to derive a cost per trip by county. The calculated transportation rates are then adjusted regional cost of doing business factors to derive the final rates. The original per mile non-medical transportation rate combines the hourly rate of the provider/vehicle driver with the mileage rate to derive a single payment rate.

The NMT per mile rate will be adjusted beginning in January 2020 as a result of stakeholder discussions and legislative appropriations. The per mile rate will no longer include staff time as a component of the rate. The rate will equal the Federal transportation reimbursement rate as of 2019. A vehicle modification rate will also be added as a result of this amendment. The vehicle modification rate is equal to \$1.00 per mile. This is not in addition to the regular \$.58 per mile rate.

The independent rate model was modified for the Remote Support waiver service. The model includes BLS information specific to Ohio's job market and incorporated reimbursement for employee related expenses, administrative overhead, productivity assumptions and a responder/on call component.

The independent rate model was modified for adult day support, vocational habilitation, and supported employment-enclave services. Data from 1/1/2005-6/30/2005 county board cost reports were used to calculate a series of additional wage cost components. These rates are adjusted for cost of doing business and for the acuity requirements noted in C-4. The rates may be adjusted using "add-ons" for services rendered to individuals who meet certain medical and/or behavioral criteria, or for ADS and VH services when provided in integrated settings in groups of four or fewer individuals by staff of who have completed a DODD approved community integration program; this is the community integration add-on.

**Equipment Rate Model:** The following services are paid on an "equipment rate model": Assistive Technology Equipment, Functional Behavioral Assessment, Participant-Directed Goods and Services, and Participant/Family Stability Assistance. These services are based on the manufacturer's suggested retail price or usual and customary charge defined as: The current retail price of an equipment item that is recommended by the product's manufacturer. If a provider of equipment is also the manufacturer, the provider may establish a suggested retail price provided that the price is equal to or less than the suggested retail price for the same or a comparable item recommended by one or more other manufacturers.

Statewide maximum rates are in place for Assistive Technology Equipment. Reimbursement for these services is the lower of the provider's usual charge or the established statewide maximum.

The rate methodology for home delivered meals is based on assumptions for 3 categories of cost: meal preparation, transportation/delivery, and administration/overhead. The methodology is developed as the sum of the following cost components: wages (based on Bureau of Labor Statistics data), employment related expenses, transportation costs, supplies, administration, and other overhead expenses. The methodology includes a review of Ohio Medicaid claims and enrollment data, research of public resources, and a comparison to similar waiver service offerings in other state Medicaid programs.

## Appendix A: Waiver Administration and Operation

**1. State Line of Authority for Waiver Operation.** Specify the state line of authority for the operation of the waiver (*select one*):

**The waiver is operated by the state Medicaid agency.**

Specify the Medicaid agency division/unit that has line authority for the operation of the waiver program (*select one*):

**The Medical Assistance Unit.**

Specify the unit name:

*(Do not complete item A-2)*

**Another division/unit within the state Medicaid agency that is separate from the Medical Assistance Unit.**

Specify the division/unit name. This includes administrations/divisions under the umbrella agency that has been identified as the Single State Medicaid Agency.

*(Complete item A-2-a).*

**The waiver is operated by a separate agency of the state that is not a division/unit of the Medicaid agency.**

Specify the division/unit name:

The Ohio Department of Developmental Disabilities (DODD)

In accordance with 42 CFR §431.10, the Medicaid agency exercises administrative discretion in the administration and supervision of the waiver and issues policies, rules and regulations related to the waiver. The interagency agreement or memorandum of understanding that sets forth the authority and arrangements for this policy is available through the Medicaid agency to CMS upon request. *(Complete item A-2-b).*

## Appendix A: Waiver Administration and Operation

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### 2. Oversight of Performance.

**a. Medicaid Director Oversight of Performance When the Waiver is Operated by another Division/Unit within the State Medicaid Agency.** When the waiver is operated by another division/administration within the umbrella agency designated as the Single State Medicaid Agency. Specify (a) the functions performed by that division/administration (i.e., the Developmental Disabilities Administration within the Single State Medicaid Agency), (b) the document utilized to outline the roles and responsibilities related to waiver operation, and (c) the methods that are employed by the designated State Medicaid Director (in some instances, the head of umbrella agency) in the oversight of these activities:

**As indicated in section 1 of this appendix, the waiver is not operated by another division/unit within the State Medicaid agency. Thus this section does not need to be completed.**

**b. Medicaid Agency Oversight of Operating Agency Performance.** When the waiver is not operated by the Medicaid agency, specify the functions that are expressly delegated through a memorandum of understanding (MOU) or other written document, and indicate the frequency of review and update for that document. Specify the methods that the Medicaid agency uses to ensure that the operating agency performs its assigned waiver operational and administrative functions in accordance with waiver requirements. Also specify the frequency of Medicaid agency assessment of operating agency performance:

The single State Medicaid Agency (ODM) assures the compliant performance of this waiver by: delegating specific responsibilities to the Operating Agency (DODD) through an interagency agreement; managing Medicaid provider agreements; establishing general Medicaid rules; approving the Operating Agency's program-specific rules related to Medicaid requirements; processing claims for federal reimbursement, conducting audits; conducting post-payment review of Medicaid claims; monitoring the compliance and effectiveness of the Operating Agency's operations; leading the development of quality improvement plans; and facilitating interagency data-sharing and collaboration.

Responsibilities delegated to the Operating Agency include: assuring compliant and effective case management for applicants and waiver participants by county boards of developmental disabilities (county boards); managing a system for participant health and welfare; certifying particular types of waiver service providers; assuring compliance of non-licensed providers; assuring that paid claims are for services authorized in individual service plans (ISPs); setting program standards/expectations; monitoring and evaluating local administration of the waiver; providing technical assistance; facilitating continuous quality improvement in the waiver's local administration; and more generally, ensuring that all waiver assurances are addressed and met for all waiver participants. These requirements are articulated in an interagency agreement which is reviewed and re-negotiated at least every two years.

The single State Medicaid Agency's (ODM) oversight of the Operating Agency's (DODD) performance occurs through a combination of reviews of performance data, interagency quality briefings, and fiscal reviews.

ODM monitors DODD's compliance and performance by:

- 1) Conducting a continuous review of DODD performance measure data (described below and in Appendix H);
- 2) Assuring the resolution of case-specific problems (described below is the ODM Unmet Needs process and the Health, Safety, Welfare Oversight Committee);
- 3) Assuring systemic remediation (Quality Improvement Plan) whenever a performance measure is not fully met, and falls below a threshold of 86% (described in Appendix H);
- 4) Convening operating agency Quality Briefings twice a year;
- 5) Convening interagency HCBS waiver Quality Steering Committee (QSC) at least four times per year; and
- 6) Fiscal reviews and audits (described below and in Appendix I).

ODM's primary means for monitoring waiver compliance with federal waiver assurances occurs through the ongoing review of performance data gathered by DODD and ODM. ODM examines performance data and other information gathered both by ODM and DODD to measure compliance and performance with respect to the federal waiver assurances including service planning, care management, free choice of provider, level of care, health and welfare, participant satisfaction, and validation of service delivery. This data and any remediation (if necessary) are submitted in accordance with the approved performance measures in the waiver. This information is also used by ODM to complete the quality sections of the CMS 372 report (submitted to CMS annually) and the Evidence Report submitted for each waiver as part of the renewal process. If areas of non-compliance or opportunities to improve program performance are identified through this process, ODM may require DODD to develop and implement quality improvement plans and monitor their effectiveness at achieving desired outcomes.

As part of the state's oversight strategy, each year ODM hosts Quality Briefings between ODM and DODD to review and discuss both monitoring and oversight processes and quality data. Historically, these meetings have occurred every six months, however, due to the onboarding of new staff at DODD and ODM in 2019, ODM requested more frequent meetings between department staff. Meetings are now held at least twice per year but have occurred more frequently since July 2019.

In these meetings, the departments include a discussion about opportunities for program improvement that were detected, if corrective measures are needed and/or if any have occurred, and how the operating agency verified, or intends to verify, that the actions were effective. The quality briefings also serve as the forum for ODM and

DODD to share and review the validity and/or usefulness of performance metrics identified in this application. Throughout this review process, if areas of non-compliance or opportunities to improve program performance are identified through this or other processes, ODM may require DODD to develop and implement quality improvement plans and monitor their effectiveness at achieving desired outcomes.

Additionally, ODM has restructured the Quality Briefings, beginning in the fall of 2019, to include more subject matter experts, outside of the Medicaid Division and Administration at DODD and the Bureau of Long-Term Services and Supports at ODM, in order to have more robust conversations regarding, but not limited to:

- Identified trends in areas of non-compliance, even if these areas are above the 86% remediation threshold set by the Centers for Medicare and Medicaid (CMS);
- Training received by county board of developmental disability (county board) or provider staff regarding a given topic (i.e. Major Unusual Incident (MUI) reporting;
- Efforts by Quality Steering Committee members to use other data sources and analytics as indicators for the need to strengthen quality activities in a specific waiver component.

The intent of the quality briefing restructuring was to have more robust conversations about performance and quality within each waiver component between the oversight and operating agencies.

**QSC**-The Quality Steering Committee provides administrative oversight for Ohio' Medicaid HCBS Waiver Quality Strategy. Using a collaborative process, the QSC reviews and analyzes data across waivers to identify promising practices and opportunities for quality improvement. It uses these discussions to assess and compare performance and innovative data analytics across Ohio's HCBS waivers to support collaborative efforts, improve waiver systems, and help move Ohio toward more unified quality management.

In addition to the DODD's program review and compliance monitoring, fiscal reviews occur on a regular basis. This includes desk reviews of administrative costs and A-133 Audits, which occur at least every three years based on risk.

**Unmet Needs**- An Unmet Need is defined as any health and safety risk for the individual, grievance, and/or concerns with case management performance identified during a field review/survey. When staff encounter a situation in which a waiver recipient's health or welfare may be at risk, or when Service and Support Administrator (SSA) deficiencies are identified, staff follow a protocol to report unmet needs. The unmet needs are tracked for response and resolution. Depending on the severity of the situation, staff will take immediate action, coordinate intervention with providers or SSAs, or identify other interventions to assure health and welfare. ODM communicates findings for further review and appropriate intervention, and with explicit variable timeframes within which a report back to ODM is expected. ODM logs and tracks all findings and referrals to assure appropriate case-specific resolution.

**The Health, Safety and Welfare Oversight Committee**: ODM convenes an internal Health, Safety and Welfare committee to review and aggregate data compiled from a variety of sources to identify trends and systemic issues in waiver program operations and participant outcomes.

**Case Specific Resolution** - ODM assures case-specific resolution through multiple interventions including the Health, Safety, and Welfare committee oversight process and interdisciplinary case review meetings conducted with internal staff of varying disciplines.

**ODM Director Incidents Alert Monitoring** – The ODM Clinical Operations Bureau monitors both prevention and outcome activities performed by DODD to protect Medicaid individuals on HCBS waivers from significant incidents impacting their health and safety. ODM staff review incident alerts, track and monitor them until, resolution has been reached, the individual is healthy and safe, the cause has been identified and remedied, and preventive measures have been taken.

The discovery of potential Incident Alerts may occur through the following means: ODM may be notified by DODD via Director's Alert e-mail or other means; by the ODM health and welfare review committee; through ODM monitoring of DODD Incident Tracking System (ITS); through other service delivery systems; media; or complaints received directly by ODM.

## Appendix A: Waiver Administration and Operation

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**3. Use of Contracted Entities.** Specify whether contracted entities perform waiver operational and administrative functions on behalf of the Medicaid agency and/or the operating agency (if applicable) (*select one*):

**Yes. Contracted entities perform waiver operational and administrative functions on behalf of the Medicaid agency and/or operating agency (if applicable).**

Specify the types of contracted entities and briefly describe the functions that they perform. *Complete Items A-5 and A-6.*:

The Ohio Department of Medicaid and the Department of Developmental Disabilities have a contractual relationship with an entity to perform the function of Financial Management Services (FMS). The FMS entity will be responsible for utilization management to ensure the payment for waiver services delivered match what is authorized in the Individual Service Plan.

**No. Contracted entities do not perform waiver operational and administrative functions on behalf of the Medicaid agency and/or the operating agency (if applicable).**

## Appendix A: Waiver Administration and Operation

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**4. Role of Local/Regional Non-State Entities.** Indicate whether local or regional non-state entities perform waiver operational and administrative functions and, if so, specify the type of entity (*Select One*):

**Not applicable**

**Applicable** - Local/regional non-state agencies perform waiver operational and administrative functions. Check each that applies:

**Local/Regional non-state public agencies** perform waiver operational and administrative functions at the local or regional level. There is an **interagency agreement or memorandum of understanding** between the State and these agencies that sets forth responsibilities and performance requirements for these agencies that is available through the Medicaid agency.

*Specify the nature of these agencies and complete items A-5 and A-6:*

County boards of developmental disabilities conduct waiver operational and administrative functions at the local level.

These responsibilities include performing assessments and evaluations, assisting individuals in exercising free choice of provider, monitoring services, investigations of abuse, neglect and major incidents, case management (known as service and support administration) and managing waiting lists in accordance with Section 5126.042 of the Ohio Revised Code.

**Local/Regional non-governmental non-state entities** conduct waiver operational and administrative functions at the local or regional level. There is a contract between the Medicaid agency and/or the operating agency (when authorized by the Medicaid agency) and each local/regional non-state entity that sets forth the responsibilities and performance requirements of the local/regional entity. The **contract(s)** under which private entities conduct waiver operational functions are available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

*Specify the nature of these entities and complete items A-5 and A-6:*

## Appendix A: Waiver Administration and Operation

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**5. Responsibility for Assessment of Performance of Contracted and/or Local/Regional Non-State Entities.** Specify the

state agency or agencies responsible for assessing the performance of contracted and/or local/regional non-state entities in conducting waiver operational and administrative functions:

In accordance with Section 5126.054 of the Ohio Revised Code, each county board of developmental disabilities (county board) develops a plan for Medicaid waiver administration. The plan includes the Planning Implementation Component Tracking document (known as the PICT).

The Ohio Department of Medicaid (ODM), in collaboration with the Department of Developmental Disabilities, hold responsibility for the oversight of the FMS entity's execution of Medicaid provider agreements. Through the competitive bid process, the FMS entity entered into an agreement with ODM and DODD by committing to adhere to the standards established in the request for proposals and the signed contract with DODD. ODM and DODD oversee this process through the quarterly performance measure review as noted in Appendix A-Administration and Oversight.

The Department of Developmental Disabilities (DODD) conducts the following activities:

- Reviews and approves the county board plan for Medicaid waiver administration,
- Reviews county board recommendations regarding whether an individual's application for Home and Community-Based Services (HCBS) waiver services should be approved or denied, including whether the individual meets an Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF-IID) level of care,
- Retains the authority to review any Individual Service Plan (ISP) recommended by the county board for waiver services, and
- Provides communication, technical assistance and training to county boards regarding their role as local operators for waivers.

Appendix H provides further discussion of the oversight of county boards by DODD.

The Department of Developmental Disabilities (DODD) monitors and assesses the performance of the Financial Management Service (FMS) vendor in the following ways:

1. Annual reviews conducted by DODD Audit staff or by a contract with an audit agency that review a representative sample of participant files including all fiscal and financial records. Expenditures are reviewed for being allowed under the waiver and Ohio Administrative Code, and whether expenditures are accurately and appropriately assigned and reported.
2. All expenditures are reported monthly to DODD from the FMS. DODD staff identifies inconsistencies based on information including utilization, individual budgets, expenditures, dates of service, waiver enrollment date and then follow up with FMS staff to see correction of errors.
3. The FMS will be required by contract to comply with applicable audit requirements and responsibilities of the Office of Management and Budget (OMB) Circular A-133.

## Appendix A: Waiver Administration and Operation

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**6. Assessment Methods and Frequency.** Describe the methods that are used to assess the performance of contracted and/or local/regional non-state entities to ensure that they perform assigned waiver operational and administrative functions in accordance with waiver requirements. Also specify how frequently the performance of contracted and/or local/regional non-state entities is assessed:

The Operating Agency-Department of Developmental Disabilities (DODD):

- 1) Accredits each county board of developmental disabilities (county board) for a period of one to three years, with better performing boards granted the longer accreditation terms;
- 2) Conducts tiered reviews every 1-3 years (based on performance) of each county board to evaluate Prevention from Harm Systems; and
- 3) On an ongoing basis, investigates Major Unusual Incidents that may be considered a conflict of interest for the local county board to investigate.

The tools used for accreditation contain questions, probes, and requests for evidence that tie directly to federal assurances, including assurances for: service planning & consumer free choice of provider; level of care determination; health and welfare; and hearing rights. The health and welfare sections of the accreditation tool are used for the tiered Protection from Harm evaluations. The Operating Agency produces regular reports on participant-specific Major Unusual Incidents, including county-specific data, and monitors reported data to detect trends and patterns.

Regarding the assessment of the contracted entity, DODD has a review process utilizing the standards of a Financial Management Service entity Readiness Review as its base, as detailed in Appendix E (Oversight of the FMS).

## Appendix A: Waiver Administration and Operation

**7. Distribution of Waiver Operational and Administrative Functions.** In the following table, specify the entity or entities that have responsibility for conducting each of the waiver operational and administrative functions listed (*check each that applies*):

In accordance with 42 CFR §431.10, when the Medicaid agency does not directly conduct a function, it supervises the performance of the function and establishes and/or approves policies that affect the function. All functions not performed directly by the Medicaid agency must be delegated in writing and monitored by the Medicaid Agency. *Note: More than one box may be checked per item. Ensure that Medicaid is checked when the Single State Medicaid Agency (1) conducts the function directly; (2) supervises the delegated function; and/or (3) establishes and/or approves policies related to the function.*

Function	Medicaid Agency	Other State Operating Agency	Contracted Entity	Local Non-State Entity
Participant waiver enrollment				
Waiver enrollment managed against approved limits				
Waiver expenditures managed against approved levels				
Level of care evaluation				
Review of Participant service plans				
Prior authorization of waiver services				
Utilization management				
Qualified provider enrollment				
Execution of Medicaid provider agreements				
Establishment of a statewide rate methodology				
Rules, policies, procedures and information development governing the waiver program				
Quality assurance and quality improvement activities				

## Appendix A: Waiver Administration and Operation

### Quality Improvement: Administrative Authority of the Single State Medicaid Agency

As a distinct component of the States quality improvement strategy, provide information in the following fields to detail the States methods for discovery and remediation.

**a. Methods for Discovery: Administrative Authority**

*The Medicaid Agency retains ultimate administrative authority and responsibility for the operation of the waiver program by exercising oversight of the performance of waiver functions by other state and local/regional non-state agencies (if appropriate) and contracted entities.*

**i. Performance Measures**

*For each performance measure the State will use to assess compliance with the statutory assurance, complete the following. Performance measures for administrative authority should not duplicate measures found in other appendices of the waiver application. As necessary and applicable, performance measures should focus on:*

- Uniformity of development/execution of provider agreements throughout all geographic areas covered by the waiver
- Equitable distribution of waiver openings in all geographic areas covered by the waiver
- Compliance with HCB settings requirements and other new regulatory components (for waiver actions submitted on or after March 17, 2014)

*Where possible, include numerator/denominator.*

*For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.*

**Performance Measure:**

**PM A1: Number and percentage of Quality Briefings conducted between Ohio Department of Medicaid (ODM) to review the operating agency's (Ohio Department of Developmental Disabilities (DODD)) performance data as specified in the waiver application. Numerator: Number of conducted Quality Briefings between ODM. Denominator: Total number of Quality Briefings specified in the waiver.**

**Data Source (Select one):**

**Other**

If 'Other' is selected, specify:

**ODM/DODD Quality Briefing Meeting Minutes/Performance Measure Data**

Responsible Party for data collection/generation( <i>check each that applies</i> ):	Frequency of data collection/generation( <i>check each that applies</i> ):	Sampling Approach( <i>check each that applies</i> ):
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval =  [Redacted]
Other	Annually	Stratified

Specify:		Describe Group:
	<b>Continuously and Ongoing</b>	<b>Other</b> Specify:
	<b>Other</b> Specify:  Semi-annually	

**Data Aggregation and Analysis:**

<b>Responsible Party for data aggregation and analysis (check each that applies):</b>	<b>Frequency of data aggregation and analysis (check each that applies):</b>
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify:  [Redacted]	Annually
	Continuously and Ongoing
	<b>Other</b> Specify:  [Redacted]

**Performance Measure:**

**PM A2:** Number and percent of performance measures required to be reported as specified in the waiver application that were submitted on time and in the correct format.

**Numerator:** Number of performance measures required to be reported submitted timely and in the correct format. **Denominator:** Total number of performance measures required to be reported as specified in the waiver application.

**Data Source (Select one):**

**Reports to State Medicaid Agency on delegated Administrative functions**

If 'Other' is selected, specify:

Responsible Party for data collection/generation( <i>check each that applies</i> ):	Frequency of data collection/generation( <i>check each that applies</i> ):	Sampling Approach( <i>check each that applies</i> ):
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval =  _____
Other Specify:  _____	Annually	Stratified Describe Group:  _____
	Continuously and Ongoing	Other Specify:  _____
	Other Specify:  _____	

**Data Aggregation and Analysis:**

Responsible Party for data aggregation and analysis ( <i>check each that applies</i> ):	Frequency of data aggregation and analysis( <i>check each that applies</i> ):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify:  _____	Annually

Responsible Party for data aggregation and analysis (check each that applies):	Frequency of data aggregation and analysis (check each that applies):
	Continuously and Ongoing
	Other Specify:  [Redacted]

**Performance Measure:**

**PM A3: Number and percent of County Board of DD Accreditations that DODD completed timely.** Numerator: Number of County Board of DD Accreditations completed timely.

Denominator: Total number of County Board of DD Accreditations due for review.

**Data Source (Select one):**

**Other**

If 'Other' is selected, specify:

**DODD's Accreditation Reviews/Office of Provider Standards and Review (OPSR)**

Responsible Party for data collection/generation (check each that applies):	Frequency of data collection/generation (check each that applies):	Sampling Approach (check each that applies):
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval =  [Redacted]
Other Specify:  [Redacted]	Annually	Stratified Describe Group:  [Redacted]
	Continuously and Ongoing	Other Specify:  [Redacted]
	Other Specify:	

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**Data Aggregation and Analysis:**

<b>Responsible Party for data aggregation and analysis (check each that applies):</b>	<b>Frequency of data aggregation and analysis (check each that applies):</b>
<b>State Medicaid Agency</b>	<b>Weekly</b>
<b>Operating Agency</b>	<b>Monthly</b>
<b>Sub-State Entity</b>	<b>Quarterly</b>
<b>Other</b> Specify:  [Redacted]	<b>Annually</b>
	<b>Continuously and Ongoing</b>
	<b>Other</b> Specify:  [Redacted]

**Performance Measure:**

**PM A4: Number and percent of County Boards of DD Major Unusual Incidents Quality Tier Site reviews that DODD completed timely. Numerator: Number of County Boards of DD Major Unusual Incidents Quality Tier Site reviews completed timely. Denominator: Total number of County Boards of DD due for review.**

**Data Source (Select one):****Other**

If 'Other' is selected, specify:

**DODD's Office of Major Unusual Incidents and Investigations Reviews**

<b>Responsible Party for data collection/generation (check each that applies):</b>	<b>Frequency of data collection/generation (check each that applies):</b>	<b>Sampling Approach (check each that applies):</b>
<b>State Medicaid Agency</b>	<b>Weekly</b>	<b>100% Review</b>
<b>Operating Agency</b>	<b>Monthly</b>	<b>Less than 100% Review</b>
<b>Sub-State Entity</b>	<b>Quarterly</b>	<b>Representative Sample</b> Confidence Interval =

<b>Other</b> Specify:  <input type="text"/>	<b>Annually</b>	<b>Stratified</b> Describe Group:  <input type="text"/>
	<b>Continuously and Ongoing</b>	<b>Other</b> Specify:  <input type="text"/>
	<b>Other</b> Specify:  <input type="text"/>	

**Data Aggregation and Analysis:**

<b>Responsible Party for data aggregation and analysis (check each that applies):</b>	<b>Frequency of data aggregation and analysis (check each that applies):</b>
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
<b>Other</b> Specify:  <input type="text"/>	Annually
	<b>Continuously and Ongoing</b>
	<b>Other</b> Specify:  <input type="text"/>

**Performance Measure:**

**PM A5:** Number and percent of quality improvement plans required by ODM that were submitted by DODD and accepted by ODM. Numerator: Number of quality improvement plans required by ODM that were submitted by DODD and accepted by ODM.

**Denominator: Total number of quality improvement plans required by ODM.**

**Data Source (Select one):**

**Trends, remediation actions proposed / taken**

If 'Other' is selected, specify:

<b>Responsible Party for data collection/generation(<i>check each that applies</i>):</b>	<b>Frequency of data collection/generation(<i>check each that applies</i>):</b>	<b>Sampling Approach(<i>check each that applies</i>):</b>
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval =  <input type="text"/>
Other Specify:  <input type="text"/>	Annually	Stratified Describe Group:  <input type="text"/>
	Continuously and Ongoing	Other Specify:  <input type="text"/>
	Other Specify:  <input type="text"/> As required by ODM	

**Data Aggregation and Analysis:**

<b>Responsible Party for data aggregation and analysis (<i>check each that applies</i>):</b>	<b>Frequency of data aggregation and analysis(<i>check each that applies</i>):</b>
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify:	Annually

Responsible Party for data aggregation and analysis (check each that applies):	Frequency of data aggregation and analysis (check each that applies):
<input type="checkbox"/>	
	<b>Continuously and Ongoing</b>
	<b>Other</b> Specify: <input type="checkbox"/>

**Performance Measure:**

**PM A6:** Number and percent of reviewed Medicaid provider agreements executed by the contracted FMS entity that meet Ohio Department of Medicaid and Federal requirements. The numerator equals the number of DODD reviewed Medicaid provider agreements executed. The denominator equals the number of those agreements that meet ODM and federal requirements.

**Data Source (Select one):****Other**

If 'Other' is selected, specify:

Responsible Party for data collection/generation (check each that applies):	Frequency of data collection/generation (check each that applies):	Sampling Approach (check each that applies):
<b>State Medicaid Agency</b>	<b>Weekly</b>	<b>100% Review</b>
<b>Operating Agency</b>	<b>Monthly</b>	<b>Less than 100% Review</b>
<b>Sub-State Entity</b>	<b>Quarterly</b>	<b>Representative Sample</b> Confidence Interval = <input type="checkbox"/>
<b>Other</b> Specify: <input type="checkbox"/>	<b>Annually</b>	<b>Stratified</b> Describe Group: <input type="checkbox"/>
	<b>Continuously and Ongoing</b>	<b>Other</b> Specify: <input type="checkbox"/>

	<b>Other</b> Specify:  <div style="border: 1px solid black; padding: 5px; width: fit-content;">As specified by ODM.</div>	

**Data Aggregation and Analysis:**

<b>Responsible Party for data aggregation and analysis (check each that applies):</b>	<b>Frequency of data aggregation and analysis (check each that applies):</b>
<b>State Medicaid Agency</b>	<b>Weekly</b>
<b>Operating Agency</b>	<b>Monthly</b>
<b>Sub-State Entity</b>	<b>Quarterly</b>
<b>Other</b> Specify: <div style="border: 1px solid black; width: fit-content; height: 40px;"></div>	<b>Annually</b>
	<b>Continuously and Ongoing</b>
	<b>Other</b> Specify: <div style="border: 1px solid black; width: fit-content; height: 40px;"></div>

ii. If applicable, in the textbox below provide any necessary additional information on the strategies employed by the State to discover/identify problems/issues within the waiver program, including frequency and parties responsible.

Data for specific waivers will be presented to each operating agency in Quality Briefings at least twice a year. These Quality Briefings will also be informed by data presented by the operating agencies to report oversight activities conducted in the period, and including descriptions of any compliance or performance problems, actions taken to remedy those problems, and how the operating agency verified, or intends to verify, that the actions were effective.

The Quality Briefings will also serve as the forum for the Ohio Department of Medicaid (ODM) and the Department of Developmental Disabilities (DODD) to share and review performance metrics identified in this application.

ODM restructured the Quality Briefings, beginning in the fall of 2019, to include more subject matter experts, outside of the Medicaid Division and Administration at DODD and the Bureau of Long-Term Services and Supports at ODM, in order to have more robust conversations regarding, but not limited to:

- Identified trends in areas of non-compliance, even if these areas are above the 86% remediation threshold set by the Centers for Medicare and Medicaid (CMS);
- Training received by county board of developmental disability (county board) or provider staff regarding a given topic (i.e. Major Unusual Incident (MUI) reporting;
- Efforts by Quality Steering Committee members to use other data sources and analytics as indicators for the need to strengthen quality activities in a specific waiver component.

The intent of the Quality Briefing restructuring was to have more robust conversations about performance and quality within each waiver component between the oversight and operating agencies.

**b. Methods for Remediation/Fixing Individual Problems**

**i.** Describe the States method for addressing individual problems as they are discovered. Include information regarding responsible parties and GENERAL methods for problem correction. In addition, provide information on the methods used by the state to document these items.

The Ohio Department of Medicaid (ODM) conducts activities for: 1) case-specific remediation, and 2) system-level remediation.

Activities by ODM for addressing individual problems include:

1) During any review conducted by ODM, when staff encounter a situation in which a waiver recipient's health or welfare may be at risk, or when case management deficiencies are identified, the staff follow a protocol to report these unmet needs. The unmet needs are tracked for response and resolution. Depending on the severity of the situation, staff will take immediate action, coordinate intervention with providers or Service and Support Administrators (SSAs) or identify other interventions to assure health and welfare. ODM communicates findings for further review and appropriate intervention, and with explicit variable timeframes within which a report back to ODM is expected. ODM logs and tracks all findings and referrals to assure appropriate case-specific resolution.

2) The ODM Clinical Operations Bureau monitors both prevention and outcome activities performed by the Department of Developmental Disabilities (DODD) to protect Medicaid consumers on home and community-based waivers (HCBS) waivers from significant incidents impacting their health and welfare. The ODM Clinical Operations Bureau reviews incident alerts, track and monitor them until, resolution has been reached, the individual is healthy and safe, the cause has been identified and remedied, and preventive measures have been taken. The discovery of potential Director Incident Alerts may occur through the following means: may be notified by DODD via Director's Alert e-mail or other means; by ODM Clinical Operations Bureau; through ODM monitoring of DODD Incident Tracking System (ITS); through other service delivery systems; media; or complaints received directly by ODM.

Activities by ODM geared to support systems level remediation include:

1) Performance Measure data reports submitted to ODM by DODD on a quarterly basis. DODD is able to address individual remediation as they are discovered and provide technical assistance that may include plans of corrective action.

2 Twice per year, ODM and DODD will meet to discuss the data generated through the departments' quality processes. In these meetings, the departments will review performance data generated, and discuss remediation and/or quality improvement strategies. These Quality Briefings will also be informed by data presented by DODD on the oversight activities conducted by that department including but not limited to problems detected, corrective measures taken, and how the operating agency verified, or intends to verify, that the actions were effective. Quality Briefings may also be used as a venue to discuss the results and performance from current projects undertaken by either or both departments, such as the findings from targeted reviews administered by ODM. ODM convenes a bi-annual Quality Briefing with DODD in which the agencies share and review performance measures data. In addition, data may include performance data reflecting DODD monitoring activities, including how many particular monitoring activities were completed in the period, what areas of non-complaints were identified, and what corrective actions were initiated. This Quality Improvement process is described in greater detail in Appendix H.

DODD receives and acts upon complaints/compliance issues in a variety of ways. DODD's Major Unusual Incident (MUI)/Registry Unit receives complaints through a toll-free number for reporting abuse/neglect and other MUIs. Complaints are also received via email and U.S. mail. Each complaint received is logged and acted upon the same or next day and followed up until the issue is resolved. Some calls result in MUIs while other calls are assorted complaints which are referred to other department staff, county boards, or outside entities such as the Department of Health. These include medical, behavior, environmental and other miscellaneous subjects. Complaints are resolved by MUI/Registry unit managers when a MUI has occurred, other complaints are resolved by the appropriate DODD unit managers.

DODD employs a Family Advocate who works with families to provide technical assistance, including addressing complaints.

The DODD Office of System Support and Standards (OSSAS) will follow up on any complaints and noncompliance regarding county boards of developmental disabilities (county boards) or certified waiver providers. This could result in citations being issued. Citations require a plan of correction that must be approved by DODD. Individuals may also contact their Service and Support Administrator (SSA) to voice any concerns or complaints. Each county board is required to have a complaint resolution process

Both ODM and DODD received inquiries submitted through the Governor's Office and/or Legislators' offices. Each State Agency manages the submission of these inquiries directly through internal processes, including through the MUI process, if warranted. Communication between State Agencies is initiated, and all issues received through these venues is remediated individually. This is oftentimes completed through the closure of the constituent inquiry through the unique internal process to each agency, and without rising to the level of a MUI.

**ii. Remediation Data Aggregation**

**Remediation-related Data Aggregation and Analysis (including trend identification)**

<b>Responsible Party</b> (check each that applies):	<b>Frequency of data aggregation and analysis</b> (check each that applies):
<b>State Medicaid Agency</b>	<b>Weekly</b>
<b>Operating Agency</b>	<b>Monthly</b>
<b>Sub-State Entity</b>	<b>Quarterly</b>
<b>Other</b> Specify:  <input type="text"/>	<b>Annually</b>
	<b>Continuously and Ongoing</b>
	<b>Other</b> Specify:  <input type="text"/>

**c. Timelines**

When the State does not have all elements of the Quality Improvement Strategy in place, provide timelines to design methods for discovery and remediation related to the assurance of Administrative Authority that are currently non-operational.

**No**

**Yes**

Please provide a detailed strategy for assuring Administrative Authority, the specific timeline for implementing identified strategies, and the parties responsible for its operation.

**Appendix B: Participant Access and Eligibility**

**B-1: Specification of the Waiver Target Group(s)**

**a. Target Group(s).** Under the waiver of Section 1902(a)(10)(B) of the Act, the state limits waiver services to one or more groups or subgroups of individuals. Please see the instruction manual for specifics regarding age limits. *In accordance with 42 CFR §441.301(b)(6), select one or more waiver target groups, check each of the subgroups in the selected target group(s) that may receive services under the waiver, and specify the minimum and maximum (if any) age of individuals served in each subgroup:*

Target Group	Included	Target SubGroup	Minimum Age	Maximum Age		
				Maximum Age Limit	No Maximum Age Limit	
<b>Aged or Disabled, or Both - General</b>						
		Aged				
		Disabled (Physical)				
		Disabled (Other)				
<b>Aged or Disabled, or Both - Specific Recognized Subgroups</b>						
		Brain Injury				
		HIV/AIDS				
		Medically Fragile				
		Technology Dependent				
<b>Intellectual Disability or Developmental Disability, or Both</b>						
		Autism				
		Developmental Disability	0			
		Intellectual Disability	0			
<b>Mental Illness</b>						
		Mental Illness				
		Serious Emotional Disturbance				

**b. Additional Criteria.** The state further specifies its target group(s) as follows:

To be enrolled on this waiver, an individual (or their representative) must be willing and able to perform the duties associated with Participant Direction. The individual must document what supports will be used for purposes of information and assistance with Participant Direction, and that those supports have received the appropriate training on Participant Direction.

**c. Transition of Individuals Affected by Maximum Age Limitation.** When there is a maximum age limit that applies to individuals who may be served in the waiver, describe the transition planning procedures that are undertaken on behalf of participants affected by the age limit (*select one*):

**Not applicable. There is no maximum age limit**

**The following transition planning procedures are employed for participants who will reach the waiver's maximum age limit.**

*Specify:*

## Appendix B: Participant Access and Eligibility

### B-2: Individual Cost Limit (1 of 2)

**a. Individual Cost Limit.** The following individual cost limit applies when determining whether to deny home and community-based services or entrance to the waiver to an otherwise eligible individual (*select one*). Please note that a state may have only ONE individual cost limit for the purposes of determining eligibility for the waiver:

**No Cost Limit.** The state does not apply an individual cost limit. *Do not complete Item B-2-b or item B-2-c.*

**Cost Limit in Excess of Institutional Costs.** The state refuses entrance to the waiver to any otherwise eligible individual when the state reasonably expects that the cost of the home and community-based services furnished to that individual would exceed the cost of a level of care specified for the waiver up to an amount specified by the state. *Complete Items B-2-b and B-2-c.*

**The limit specified by the state is (select one)**

**A level higher than 100% of the institutional average.**

Specify the percentage:

**Other**

Specify:

**Institutional Cost Limit.** Pursuant to 42 CFR 441.301(a)(3), the state refuses entrance to the waiver to any otherwise eligible individual when the state reasonably expects that the cost of the home and community-based services furnished to that individual would exceed 100% of the cost of the level of care specified for the waiver. *Complete Items B-2-b and B-2-c.*

**Cost Limit Lower Than Institutional Costs.** The state refuses entrance to the waiver to any otherwise qualified individual when the state reasonably expects that the cost of home and community-based services furnished to that individual would exceed the following amount specified by the state that is less than the cost of a level of care specified for the waiver.

*Specify the basis of the limit, including evidence that the limit is sufficient to assure the health and welfare of waiver participants. Complete Items B-2-b and B-2-c.*

The incorporation of participant direction and the flexibility of the service package will ensure that an individual has considerable options to obtain the service and supports they would need. In addition, other resources such as natural supports and services funded locally could be accessed to help assure health and welfare of the individual.

**The cost limit specified by the state is (select one):**

**The following dollar amount:**

Specify dollar amount:

**The dollar amount (select one)**

**Is adjusted each year that the waiver is in effect by applying the following formula:**

Specify the formula:

**May be adjusted during the period the waiver is in effect. The state will submit a waiver amendment to CMS to adjust the dollar amount.**

**The following percentage that is less than 100% of the institutional average:**

Specify percent:

**Other:***Specify:*

Children: \$41,424/year;  
Adults: \$62,136/year

**Appendix B: Participant Access and Eligibility****B-2: Individual Cost Limit (2 of 2)**

**b. Method of Implementation of the Individual Cost Limit.** When an individual cost limit is specified in Item B-2-a, specify the procedures that are followed to determine in advance of waiver entrance that the individual's health and welfare can be assured within the cost limit:

The Service and Support Administrator (SSA) will complete an assessment process to ensure that the cost limit is sufficient to assure individual's health and welfare when combined with other paid or unpaid resources. The opportunity to request a fair hearing is provided if enrollment to the waiver is denied.

The SSA will inform the individual of the opportunity to request a Fair Hearing at the time of the initial assessment.

**c. Participant Safeguards.** When the state specifies an individual cost limit in Item B-2-a and there is a change in the participant's condition or circumstances post-entrance to the waiver that requires the provision of services in an amount that exceeds the cost limit in order to assure the participant's health and welfare, the state has established the following safeguards to avoid an adverse impact on the participant (*check each that applies*):

**The participant is referred to another waiver that can accommodate the individual's needs.**

**Additional services in excess of the individual cost limit may be authorized.**

Specify the procedures for authorizing additional services, including the amount that may be authorized:

**Other safeguard(s)***Specify:*

In the event that an individual's health and safety can no longer be assured through the SELF Waiver and no alternate waiver is available for the individual to transfer to, the individual will be disenrolled and afforded the opportunity for placement in an ICF-IID facility, accessing other Medicaid State plan services and/or may receive services financed by local, non-Medicaid funds.

The participant will be informed during the initial meeting with SSA when choosing the appropriate waiver for that individual.

**Appendix B: Participant Access and Eligibility****B-3: Number of Individuals Served (1 of 4)**

**a. Unduplicated Number of Participants.** The following table specifies the maximum number of unduplicated participants who are served in each year that the waiver is in effect. The state will submit a waiver amendment to CMS to modify the number of participants specified for any year(s), including when a modification is necessary due to legislative appropriation or another reason. The number of unduplicated participants specified in this table is basis for the cost-neutrality calculations in Appendix J:

Table: B-3-a

Waiver Year	Unduplicated Number of Participants
Year 1	2900
Year 2	3600
Year 3	4300
Year 4	5000
Year 5	5700

**b. Limitation on the Number of Participants Served at Any Point in Time.** Consistent with the unduplicated number of participants specified in Item B-3-a, the state may limit to a lesser number the number of participants who will be served at any point in time during a waiver year. Indicate whether the state limits the number of participants in this way: (select one) :

**The state does not limit the number of participants that it serves at any point in time during a waiver year.**

**The state limits the number of participants that it serves at any point in time during a waiver year.**

The limit that applies to each year of the waiver period is specified in the following table:

Table: B-3-b

Waiver Year	Maximum Number of Participants Served At Any Point During the Year
Year 1	
Year 2	
Year 3	
Year 4	
Year 5	

## Appendix B: Participant Access and Eligibility

### B-3: Number of Individuals Served (2 of 4)

**c. Reserved Waiver Capacity.** The state may reserve a portion of the participant capacity of the waiver for specified purposes (e.g., provide for the community transition of institutionalized persons or furnish waiver services to individuals experiencing a crisis) subject to CMS review and approval. The State (select one):

**Not applicable. The state does not reserve capacity.**

**The state reserves capacity for the following purpose(s).**

Purpose(s) the state reserves capacity for:

Purposes	
Emergencies and Hearing Decisions	
HB 287 Provisions	

## Appendix B: Participant Access and Eligibility

**B-3: Number of Individuals Served (2 of 4)****Purpose** (provide a title or short description to use for lookup):

Emergencies and Hearing Decisions

**Purpose** (describe):

- a. Emergency: Individuals who require waiver resources to address immediate needs due to circumstances specified in Ohio Administrative Code (OAC) 5123-9-04.
- b. Hearing Decisions: An order for a county board to enroll an individual on the waiver as the result of a Medicaid state hearing decision made in accordance with 5101.35 of the Revised Code.

**Describe how the amount of reserved capacity was determined:**

A total number of 3% of unduplicated number of participants (listed in Table B-3-a) is reserved to accommodate emergency situations and hearing decisions Reserved capacities during each Waiver Year. The emergency and hearing decisions reserved capacity is less 15% of the proposed total; the 15% is used towards HB287 reserved capacity.

**The capacity that the State reserves in each waiver year is specified in the following table:**

Waiver Year	Capacity Reserved		
Year 1		74	
Year 2		92	
Year 3		110	
Year 4		128	
Year 5		145	

**Appendix B: Participant Access and Eligibility****B-3: Number of Individuals Served (2 of 4)****Purpose** (provide a title or short description to use for lookup):

HB 287 Provisions

**Purpose** (describe):

Pursuant to Am Sub HB 287 (133rd Ohio General Assembly), within a reserved capacity established by this waiver, the State targets eligible individuals who have a spouse or parent or a legal guardian who is an active duty military service member and, at the time of the service member's transfer to Ohio, the individual was receiving similar home and community-based waiver services in another state.

**Describe how the amount of reserved capacity was determined:**

Reserved capacity for the SELF waiver is projected at 15% of the reserved capacity for emergency and hearing decisions per waiver year as no actual data is available at this time. The State will monitor such enrollments and modify the projection as appropriate.

**The capacity that the State reserves in each waiver year is specified in the following table:**

Waiver Year	Capacity Reserved	
Year 1	13	
Year 2	16	
Year 3	19	
Year 4	23	
Year 5	26	

## Appendix B: Participant Access and Eligibility

### B-3: Number of Individuals Served (3 of 4)

**d. Scheduled Phase-In or Phase-Out.** Within a waiver year, the state may make the number of participants who are served subject to a phase-in or phase-out schedule (*select one*):

**The waiver is not subject to a phase-in or a phase-out schedule.**

**The waiver is subject to a phase-in or phase-out schedule that is included in Attachment #1 to Appendix B-3. This schedule constitutes an intra-year limitation on the number of participants who are served in the waiver.**

**e. Allocation of Waiver Capacity.**

*Select one:*

**Waiver capacity is allocated/managed on a statewide basis.**

**Waiver capacity is allocated to local/regional non-state entities.**

Specify: (a) the entities to which waiver capacity is allocated; (b) the methodology that is used to allocate capacity and how often the methodology is reevaluated; and, (c) policies for the reallocation of unused capacity among local/regional non-state entities:

The Ohio Department of Developmental Disabilities (DODD) allocates waiver capacity for the SELF Waiver to the 88 county boards of developmental disabilities (county boards). The allocation process starts with a waiver allocation request submitted by each county board which is reviewed by DODD in the waiver management system. DODD reviews all requests and approves allocations in a manner that ensures that individuals who are residents of each of Ohio's 88 counties have proportionate access to SELF waiver opportunities. The formula for allocation of waiver capacity is based on demographic information and census data. The selection for entrance onto the waiver does not impact the formula; criteria for selecting entrants onto the waiver is based on the waiting list rule (please see Appendix B-3-f for additional information).

Ohio Revised Code (ORC) 5123.046 requires the State to approve county board plans for waiver enrollment. Each year, county boards submit requests for waiver allocation to DODD through its web-based application, based on both available funding and the needs of people on the waiting list. DODD compares the statewide requests for waiver allocation with the number of unused waivers available for allocation and approves allocation requests through the web-based allocation in a manner that ensures statewide access.

DODD maintains unused waiver capacity and allocates to county boards only the number of waivers requested by each board in accordance with its annual strategic planning process. Additional requests can be made by county boards throughout the year to address needs for increased capacity.

The waiver management system was updated in 2018 to consolidate both waiver allocation and enrollment into one system. As a result of these improvements in the system, reviews of allocations requested and granted, as well as waiver enrollments, can occur in real-time. ODM staff members have direct access to the data contained in the waiver management system and can also request reports at any time. Real-time reporting compares the unduplicated number of individuals enrolled and the number of waiver applications in process. A monthly summary is sent by DODD to the Ohio Department of Medicaid (ODM) and Office of Budget Management (OBM). Once the unduplicated count approaches the approved count, the actual enrollments are monitored closely, as well as the number of applications in process to assure that the unduplicated count is not exceeded.

The State's practices do not violate the requirement that individuals have comparable access to waiver services across the state or impede movement among counties. Waiver allocation is managed at the state level by DODD with oversight by ODM. Chapters 5123 and 5126 of the ORC include provisions for the State of Ohio to pay the non-federal share of home and community-based services when a county faces financial hardship to ensure continued statewide access.

**f. Selection of Entrants to the Waiver.** Specify the policies that apply to the selection of individuals for entrance to the waiver:

Section 5126.042 of the Ohio Revised Code (ORC) requires the county boards of developmental disabilities (county boards) to establish a waiting list for individuals who are assessed as needing home and community-based services (HCBS) and have requested to receive HCBS through a DODD-administered waiver program.

Ohio Administrative Code (OAC) 5123-9-04 specifies how individuals are selected for entrance to the waiver.

OAC specifies the one statewide process for how individuals are selected for entrance to a DODD-operated waiver, defines criteria for immediate need, and establishes the order in which individuals on a waiting list will be offered HCBS according to criteria that defines an individual's current need for home and community-based services.

In accordance with OAC 5123-9-04, individuals assessed to have immediate needs who require waiver enrollment to address those needs are enrolled without being placed on the waiting list. When selecting individuals from the waiting list for enrollment, individuals determined to have the greatest need are enrolled ahead of others with fewer needs. Urgency of need is determined by the number of criteria met for placement on the waiting list. Individuals who meet multiple criteria are enrolled ahead of those who meet only one criterion. When two or more individuals meet the same number of criteria, order of enrollment is determined by the earliest waiting list placement date.

## Appendix B: Participant Access and Eligibility

### B-3: Number of Individuals Served - Attachment #1 (4 of 4)

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Answers provided in Appendix B-3-d indicate that you do not need to complete this section.

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## Appendix B: Participant Access and Eligibility

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### B-4: Eligibility Groups Served in the Waiver

a. **1. State Classification.** The state is a (*select one*):

**§1634 State**

**SSI Criteria State**

**209(b) State**

**2. Miller Trust State.**

Indicate whether the state is a Miller Trust State (*select one*):

**No**

**Yes**

**b. Medicaid Eligibility Groups Served in the Waiver.** Individuals who receive services under this waiver are eligible under the following eligibility groups contained in the state plan. The state applies all applicable federal financial participation limits under the plan. *Check all that apply*:

---

***Eligibility Groups Served in the Waiver (excluding the special home and community-based waiver group under 42 CFR §435.217)***

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**Low income families with children as provided in §1931 of the Act**

**SSI recipients**

**Aged, blind or disabled in 209(b) states who are eligible under 42 CFR §435.121**

**Optional state supplement recipients**

**Optional categorically needy aged and/or disabled individuals who have income at:**

*Select one:*

**100% of the Federal poverty level (FPL)**

**% of FPL, which is lower than 100% of FPL.**

Specify percentage:

**Working individuals with disabilities who buy into Medicaid (BBA working disabled group as provided in §1902(a)(10)(A)(ii)(XIII) of the Act)**

**Working individuals with disabilities who buy into Medicaid (TWWIIA Basic Coverage Group as provided in §1902(a)(10)(A)(ii)(XV) of the Act)**

**Working individuals with disabilities who buy into Medicaid (TWWIIA Medical Improvement Coverage Group as provided in §1902(a)(10)(A)(ii)(XVI) of the Act)**

**Disabled individuals age 18 or younger who would require an institutional level of care (TEFRA 134 eligibility group as provided in §1902(e)(3) of the Act)**

**Medically needy in 209(b) States (42 CFR §435.330)**

**Medically needy in 1634 States and SSI Criteria States (42 CFR §435.320, §435.322 and §435.324)**

**Other specified groups (include only statutory/regulatory reference to reflect the additional groups in the state plan that may receive services under this waiver)**

*Specify:*

Sec. 1902(a)(10)(A)(i)(I) - Children with Title IV-E Adoption assistance or Foster Care payments  
Sec. 1902(a)(10)(A)(i)(VIII) - Adult Expansion  
Sec. 1902(a)(10)(A)(i)(IX) - Former Foster Children  
Sec. 1902(a)(10)(A)(ii)(VIII) - Children with Non-IV-E Adoption Assistance  
Sec. 1902(a)(10)(A)(ii)(XVII) - Independent foster care adolescents  
42 CFR 435.110- Parents/Caretaker Relatives  
42 CFR 435.116 - Pregnant Women  
42 CFR 435.118 - Infants and children under age 19  
42 CFR 435.210 - SSI look alike

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***Special home and community-based waiver group under 42 CFR §435.217)*** Note: When the special home and community-based waiver group under 42 CFR §435.217 is included, Appendix B-5 must be completed

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**No. The state does not furnish waiver services to individuals in the special home and community-based waiver group under 42 CFR §435.217. Appendix B-5 is not submitted.**

**Yes. The state furnishes waiver services to individuals in the special home and community-based waiver group under 42 CFR §435.217.**

*Select one and complete Appendix B-5.*

**All individuals in the special home and community-based waiver group under 42 CFR §435.217**

**Only the following groups of individuals in the special home and community-based waiver group under 42 CFR §435.217**

*Check each that applies:*

**A special income level equal to:**

*Select one:*

**300% of the SSI Federal Benefit Rate (FBR)**

**A percentage of FBR, which is lower than 300% (42 CFR §435.236)**

Specify percentage:

**A dollar amount which is lower than 300%.**

Specify dollar amount:

**Aged, blind and disabled individuals who meet requirements that are more restrictive than the SSI program (42 CFR §435.121)**

**Medically needy without spend down in states which also provide Medicaid to recipients of SSI (42 CFR §435.320, §435.322 and §435.324)**

**Medically needy without spend down in 209(b) States (42 CFR §435.330)**

**Aged and disabled individuals who have income at:**

*Select one:*

**100% of FPL**

**% of FPL, which is lower than 100%.**

Specify percentage amount:

**Other specified groups (include only statutory/regulatory reference to reflect the additional groups in the state plan that may receive services under this waiver)**

*Specify:*

## Appendix B: Participant Access and Eligibility

### B-5: Post-Eligibility Treatment of Income (1 of 7)

*In accordance with 42 CFR §441.303(e), Appendix B-5 must be completed when the state furnishes waiver services to individuals in the special home and community-based waiver group under 42 CFR §435.217, as indicated in Appendix B-4. Post-eligibility applies only to the 42 CFR §435.217 group.*

**a. Use of Spousal Impoverishment Rules.** Indicate whether spousal impoverishment rules are used to determine eligibility for the special home and community-based waiver group under 42 CFR §435.217:

*Note: For the period beginning January 1, 2014 and extending through September 30, 2019 (or other date as required by law), the following instructions are mandatory. The following box should be checked for all waivers that furnish waiver services to the 42 CFR §435.217 group effective at any point during this time period.*

**Spousal impoverishment rules under §1924 of the Act are used to determine the eligibility of individuals with a community spouse for the special home and community-based waiver group. In the case of a participant with a community spouse, the state uses spousal post-eligibility rules under §1924 of the Act.**

*Complete Items B-5-e (if the selection for B-4-a-i is SSI State or §1634) or B-5-f (if the selection for B-4-a-i is 209b State) and Item B-5-g unless the state indicates that it also uses spousal post-eligibility rules for the time periods before January 1, 2014 or after September 30, 2019 (or other date as required by law).*

*Note: The following selections apply for the time periods before January 1, 2014 or after September 30, 2019 (or other date as required by law) (select one).*

**Spousal impoverishment rules under §1924 of the Act are used to determine the eligibility of individuals with a community spouse for the special home and community-based waiver group.**

In the case of a participant with a community spouse, the state elects to (select one):

**Use spousal post-eligibility rules under §1924 of the Act.**

*(Complete Item B-5-b (SSI State) and Item B-5-d)*

**Use regular post-eligibility rules under 42 CFR §435.726 (SSI State) or under §435.735 (209b State)**

*(Complete Item B-5-b (SSI State). Do not complete Item B-5-d)*

**Spousal impoverishment rules under §1924 of the Act are not used to determine eligibility of individuals with a community spouse for the special home and community-based waiver group. The state uses regular post-eligibility rules for individuals with a community spouse.**

*(Complete Item B-5-b (SSI State). Do not complete Item B-5-d)*

## Appendix B: Participant Access and Eligibility

### B-5: Post-Eligibility Treatment of Income (2 of 7)

*Note: The following selections apply for the time periods before January 1, 2014 or after December 31, 2018.*

**b. Regular Post-Eligibility Treatment of Income: SSI State.**

The state uses the post-eligibility rules at 42 CFR 435.726 for individuals who do not have a spouse or have a spouse who is not a community spouse as specified in §1924 of the Act. Payment for home and community-based waiver services is reduced by the amount remaining after deducting the following allowances and expenses from the waiver participant's income:

**i. Allowance for the needs of the waiver participant (select one):**

**The following standard included under the state plan**

*Select one:*

**SSI standard**

**Optional state supplement standard**

**Medically needy income standard**

**The special income level for institutionalized persons**

*(select one):*

**300% of the SSI Federal Benefit Rate (FBR)**

**A percentage of the FBR, which is less than 300%**

Specify the percentage:

**A dollar amount which is less than 300%.**

Specify dollar amount:

**A percentage of the Federal poverty level**

Specify percentage:

**Other standard included under the state Plan**

*Specify:*

**The following dollar amount**

Specify dollar amount:  If this amount changes, this item will be revised.

**The following formula is used to determine the needs allowance:**

*Specify:*

65% of 300% of the Social Security Income Federal Benefit Rate (SSI/FBR).

**Other**

*Specify:*

**ii. Allowance for the spouse only (select one):**

**Not Applicable**

**The state provides an allowance for a spouse who does not meet the definition of a community spouse in §1924 of the Act. Describe the circumstances under which this allowance is provided:**

*Specify:*

**Specify the amount of the allowance (select one):**

**SSI standard**

**Optional state supplement standard**

**Medically needy income standard**

**The following dollar amount:**

Specify dollar amount:  If this amount changes, this item will be revised.

**The amount is determined using the following formula:**

*Specify:*

---

**iii. Allowance for the family (select one):**

---

**Not Applicable (see instructions)**

**AFDC need standard**

**Medically needy income standard**

**The following dollar amount:**

Specify dollar amount:  The amount specified cannot exceed the higher of the need standard for a family of the same size used to determine eligibility under the state's approved AFDC plan or the medically needy income standard established under 42 CFR §435.811 for a family of the same size. If this amount changes, this item will be revised.

**The amount is determined using the following formula:**

*Specify:*

**Other**

*Specify:*

---

**iv. Amounts for incurred medical or remedial care expenses not subject to payment by a third party, specified in 42 CFR 435.726:**

---

- a. Health insurance premiums, deductibles and co-insurance charges
- b. Necessary medical or remedial care expenses recognized under state law but not covered under the state's Medicaid plan, subject to reasonable limits that the state may establish on the amounts of these expenses.

Select one:

**Not Applicable (see instructions)** *Note: If the state protects the maximum amount for the waiver participant, not applicable must be selected.*

**The state does not establish reasonable limits.**

**The state establishes the following reasonable limits**

*Specify:*

--

## Appendix B: Participant Access and Eligibility

### B-5: Post-Eligibility Treatment of Income (3 of 7)

*Note: The following selections apply for the time periods before January 1, 2014 or after December 31, 2018.*

#### c. Regular Post-Eligibility Treatment of Income: 209(B) State.

**Answers provided in Appendix B-4 indicate that you do not need to complete this section and therefore this section is not visible.**

## Appendix B: Participant Access and Eligibility

### B-5: Post-Eligibility Treatment of Income (4 of 7)

*Note: The following selections apply for the time periods before January 1, 2014 or after December 31, 2018.*

#### d. Post-Eligibility Treatment of Income Using Spousal Impoverishment Rules

The state uses the post-eligibility rules of §1924(d) of the Act (spousal impoverishment protection) to determine the contribution of a participant with a community spouse toward the cost of home and community-based care if it determines the individual's eligibility under §1924 of the Act. There is deducted from the participant's monthly income a personal needs allowance (as specified below), a community spouse's allowance and a family allowance as specified in the state Medicaid Plan. The state must also protect amounts for incurred expenses for medical or remedial care (as specified below).

##### i. Allowance for the personal needs of the waiver participant

*(select one):*

**SSI standard**

**Optional state supplement standard**

**Medically needy income standard**

**The special income level for institutionalized persons**

**A percentage of the Federal poverty level**

Specify percentage:

**The following dollar amount:**

Specify dollar amount:  If this amount changes, this item will be revised

**The following formula is used to determine the needs allowance:**

*Specify formula:*

65% of 300% of the Social Security Income Federal Benefit Rate (SSI/FBR).
---

**Other**

*Specify:*

--

ii. If the allowance for the personal needs of a waiver participant with a community spouse is different from the amount used for the individual's maintenance allowance under 42 CFR §435.726 or 42 CFR §435.735, explain why this amount is reasonable to meet the individual's maintenance needs in the community.

Select one:

**Allowance is the same**

**Allowance is different.**

*Explanation of difference:*

iii. Amounts for incurred medical or remedial care expenses not subject to payment by a third party, specified in 42 CFR §435.726:

- a. Health insurance premiums, deductibles and co-insurance charges
- b. Necessary medical or remedial care expenses recognized under state law but not covered under the state's Medicaid plan, subject to reasonable limits that the state may establish on the amounts of these expenses.

Select one:

**Not Applicable (see instructions)** Note: If the state protects the maximum amount for the waiver participant, not applicable must be selected.

**The state does not establish reasonable limits.**

**The state uses the same reasonable limits as are used for regular (non-spousal) post-eligibility.**

## Appendix B: Participant Access and Eligibility

### B-5: Post-Eligibility Treatment of Income (5 of 7)

*Note: The following selections apply for the five-year period beginning January 1, 2014.*

**e. Regular Post-Eligibility Treatment of Income: §1634 State - 2014 through 2018.**

---

**Answers provided in Appendix B-5-a indicate the selections in B-5-b also apply to B-5-e.**

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## Appendix B: Participant Access and Eligibility

### B-5: Post-Eligibility Treatment of Income (6 of 7)

*Note: The following selections apply for the five-year period beginning January 1, 2014.*

**f. Regular Post-Eligibility Treatment of Income: 209(B) State - 2014 through 2018.**

---

**Answers provided in Appendix B-4 indicate that you do not need to complete this section and therefore this section is not visible.**

---

## Appendix B: Participant Access and Eligibility

### B-5: Post-Eligibility Treatment of Income (7 of 7)

*Note: The following selections apply for the five-year period beginning January 1, 2014.*

**g. Post-Eligibility Treatment of Income Using Spousal Impoverishment Rules - 2014 through 2018.**

The state uses the post-eligibility rules of §1924(d) of the Act (spousal impoverishment protection) to determine the contribution of a participant with a community spouse toward the cost of home and community-based care. There is

deducted from the participant's monthly income a personal needs allowance (as specified below), a community spouse's allowance and a family allowance as specified in the state Medicaid Plan. The state must also protect amounts for incurred expenses for medical or remedial care (as specified below).

**Answers provided in Appendix B-5-a indicate the selections in B-5-d also apply to B-5-g.**

## Appendix B: Participant Access and Eligibility

### B-6: Evaluation/Reevaluation of Level of Care

*As specified in 42 CFR §441.302(c), the state provides for an evaluation (and periodic reevaluations) of the need for the level(s) of care specified for this waiver, when there is a reasonable indication that an individual may need such services in the near future (one month or less), but for the availability of home and community-based waiver services.*

**a. Reasonable Indication of Need for Services.** In order for an individual to be determined to need waiver services, an individual must require: (a) the provision of at least one waiver service, as documented in the service plan, and (b) the provision of waiver services at least monthly or, if the need for services is less than monthly, the participant requires regular monthly monitoring which must be documented in the service plan. Specify the state's policies concerning the reasonable indication of the need for services:

**i. Minimum number of services.**

The minimum number of waiver services (one or more) that an individual must require in order to be determined to need waiver services is:

**ii. Frequency of services.** The state requires (select one):

**The provision of waiver services at least monthly**

**Monthly monitoring of the individual when services are furnished on a less than monthly basis**

*If the state also requires a minimum frequency for the provision of waiver services other than monthly (e.g., quarterly), specify the frequency:*

The minimum number of waiver services that an individual must require in order to be determined to need this waiver is one (1). The Support Broker, in conjunction with the Service and Support Administrator (SSA), will provide day-to-day oversight of implementation of the services used by the individual according to the Individual Service Plan (ISP). Should the individual not use services for thirty consecutive calendar days, the SSA will initiate a conversation with the family to determine why the individual is not utilizing the waiver and perform an assessment to determine if the individual still needs the waiver.

Pursuant to Ohio Revised Code (ORC) 5126.15, county boards of developmental disabilities (county boards) have primary responsibility in monitoring ISP implementation and service use by individuals on the waiver. When an individual does not use any waiver service every thirty consecutive days, the county board must assess the individual's need for continued waiver services. If, through the assessment, it is determined that the individual does not need any waiver services, the county board must recommend to the Department of Developmental Disabilities (DODD) that individual be disenrolled from the waiver.

If an individual is anticipated to need waiver services less frequently than every thirty calendar days, the SSA is to indicate in the ISP the method of monitoring they will employ to assure that the individual's health and welfare is not in jeopardy. Monitoring by the county board is to occur no less frequently than once each calendar month. Completion of this monitoring activity and the outcomes of the reviews are to be documented, and the documentation is to be maintained in the individual's file.

**b. Responsibility for Performing Evaluations and Reevaluations.** Level of care evaluations and reevaluations are performed (select one):

**Directly by the Medicaid agency**

**By the operating agency specified in Appendix A**

**By a government agency under contract with the Medicaid agency.**

*Specify the entity:*

**Other**

*Specify:*

**c. Qualifications of Individuals Performing Initial Evaluation:** Per 42 CFR §441.303(c)(1), specify the educational/professional qualifications of individuals who perform the initial evaluation of level of care for waiver applicants:

Initial Levels of Care are determined by Qualified Intellectual Disabilities Professional staff, as defined in 42 CFR 483.430(a).

**d. Level of Care Criteria.** Fully specify the level of care criteria that are used to evaluate and reevaluate whether an individual needs services through the waiver and that serve as the basis of the state's level of care instrument/tool. Specify the level of care instrument/tool that is employed. State laws, regulations, and policies concerning level of care criteria and the level of care instrument/tool are available to CMS upon request through the Medicaid agency or the operating agency (if applicable), including the instrument/tool utilized.

As a condition of waiver eligibility, applicants must meet an Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF-IID) Level of Care as defined in Ohio Administrative Code (OAC) rule 5123-8-01.

Criteria for ICF-IID level of care:

(1) For individuals birth through age nine, the criteria for a developmental disabilities level of care is met when:

(a) The individual has a substantial developmental delay or specific congenital or acquired condition other than an impairment caused solely by mental illness; and

(b) In the absence of individually planned supports, the individual has a high probability of having substantial functional limitations in at least three areas of major life activities set forth in OAC rule 5123-8-01 later in life:

(i) Self-care;

(ii) Receptive and expressive communication;

(iii) Learning;

(iv) Mobility;

(v) Self- direction;

(vi) Capacity for independent living; or

(vii) Economic self-sufficiency.

(2) For individuals age ten and older, the criteria for a developmental disabilities level of care is met when:

(a) The individual has been diagnosed with a severe, chronic disability that:

(i) Is attributable to a mental or physical impairment or combination of mental and physical impairments, other than an impairment caused solely by mental illness;

(ii) Is manifested before the individual is age twenty-two; and

(iii) Is likely to continue indefinitely.

(b) The condition described in paragraph (C)(2)(a) of OAC rule 5123-8-01 results in substantial functional limitations in three or more of the following areas of major life activities, as determined through use of the standardized level of care assessment instrument approved by the Ohio Department of Medicaid:

(i) Self-care;

(ii) Receptive and expressive communication;

(iii) Learning;

(iv) Mobility;

(v) Self- direction;

(vi) Capacity for independent living; and

(vii) Economic self-sufficiency.

(c) The condition described in paragraph (C)(2)(a) of OAC rule 5123-8-01 reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance of lifelong or extended duration that are individually planned and coordinated.

The Department of Developmental Disabilities uses a standardized functional assessment, which is part of the department's web-based applications to ensure all required information has been submitted.

**e. Level of Care Instrument(s).** Per 42 CFR §441.303(c)(2), indicate whether the instrument/tool used to evaluate level of care for the waiver differs from the instrument/tool used to evaluate institutional level of care (*select one*):

**The same instrument is used in determining the level of care for the waiver and for institutional care under the state Plan.**

**A different instrument is used to determine the level of care for the waiver than for institutional care under the state plan.**

Describe how and why this instrument differs from the form used to evaluate institutional level of care and explain how the outcome of the determination is reliable, valid, and fully comparable.

**f. Process for Level of Care Evaluation/Reevaluation:** Per 42 CFR §441.303(c)(1), describe the process for evaluating waiver applicants for their need for the level of care under the waiver. If the reevaluation process differs from the evaluation process, describe the differences:

The detailed information for this section can also be found in Appendix B-6-d. The requirements and processes for Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF-IID) level of care (LOC) determinations and redetermination is prescribed in OAC rule 5123-8-01. The LOC initial evaluation and annual reevaluation is completed using the standardized assessment maintained in the Department of Developmental Disabilities' (DODD) LOC application. In order for the ICF-IID LOC request to be approved, each initial LOC recommendation must include:

- a) Current diagnoses, including an indication of whether the individual has been diagnosed with a severe, chronic disability as described in paragraph (C)(2)(a) of in Ohio Administrative Code (OAC) rule 5123-8-01;
- b) Review of current functional capacity. This review shall be documented using a standardized functional assessment tool that is approved by the Ohio Department of Medicaid (ODM); and
- c) The assessment documentation shall be maintained in the individual's record and made available for state and federal quality assurance and audit purposes.

Initial LOC recommendations for individuals seeking enrollment in a Medicaid home and community-based services waiver must be approved by DODD prior to enrollment in the waiver. LOC recommendations may be submitted to DODD up to ninety days in advance of the proposed enrollment date.

For reevaluations, the county boards of developmental disabilities (county boards) will submit an ICF-IID LOC redetermination to DODD within twelve months of the previous LOC determination and whenever the individual experiences a significant change of condition as described in paragraph (D)(8)(a-b) in OAC rule 5123-8-01.

**g. Reevaluation Schedule.** Per 42 CFR §441.303(c)(4), reevaluations of the level of care required by a participant are conducted no less frequently than annually according to the following schedule (*select one*):

**Every three months**

**Every six months**

**Every twelve months**

**Other schedule**

*Specify the other schedule:*

[Redacted]

**h. Qualifications of Individuals Who Perform Reevaluations.** Specify the qualifications of individuals who perform reevaluations (*select one*):

**The qualifications of individuals who perform reevaluations are the same as individuals who perform initial evaluations.**

**The qualifications are different.**

*Specify the qualifications:*

[Redacted]

**i. Procedures to Ensure Timely Reevaluations.** Per 42 CFR §441.303(c)(4), specify the procedures that the state employs to ensure timely reevaluations of level of care (*specify*):

The Department of Developmental Disabilities (DODD) staff receive alerts from the level of care (LOC) system which gives the waiver participants names (by county), and the level of care due date for all redeterminations due within 90 days and 15 days prior to the redetermination due date. A Prior Notice letter (named such as it provides the individual their rights to a prior notice for a pending action) is issued to the individual and/or guardian and to the county board of developmental disabilities (county board) alerting them of the pending timelines, and encourages collaboration with the county board to ensure all necessary documentation is submitted to DODD prior to the due date. The information generated from these reports is monitored by DODD staff for the purpose of working with county board partners to ensure the timely submittal of the redetermination.

**j. Maintenance of Evaluation/Reevaluation Records.** Per 42 CFR §441.303(c)(3), the state assures that written and/or electronically retrievable documentation of all evaluations and reevaluations are maintained for a minimum period of 3 years as required in 45 CFR §92.42. Specify the location(s) where records of evaluations and reevaluations of level of care are maintained:

Electronically retrievable documentation of all level of care evaluations and reevaluations are maintained in accordance with state and federal regulations.

## Appendix B: Evaluation/Reevaluation of Level of Care

### Quality Improvement: Level of Care

*As a distinct component of the States quality improvement strategy, provide information in the following fields to detail the States methods for discovery and remediation.*

#### a. Methods for Discovery: Level of Care Assurance/Sub-assurances

*The state demonstrates that it implements the processes and instrument(s) specified in its approved waiver for evaluating/reevaluating an applicant's/waiver participant's level of care consistent with level of care provided in a hospital, NF or ICF/IID.*

##### i. Sub-Assurances:

*a. Sub-assurance: An evaluation for LOC is provided to all applicants for whom there is reasonable indication that services may be needed in the future.*

#### Performance Measures

*For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.*

*For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.*

#### Performance Measure:

**PM B1:** Number and percent of new enrollees who had a LOC indicating need for institutional LOC prior to receipt of services. Numerator: Number of new enrollees who had a LOC indicating need for institutional LOC prior to receipt of services.

Denominator: Total number new enrollees.

#### Data Source (Select one):

**Other**

If 'Other' is selected, specify:

**DODD's Waiver Management System (WMS)**

<b>Responsible Party for data collection/generation</b> <i>(check each that applies):</i>	<b>Frequency of data collection/generation</b> <i>(check each that applies):</i>	<b>Sampling Approach</b> <i>(check each that applies):</i>
<b>State Medicaid Agency</b>	<b>Weekly</b>	<b>100% Review</b>
<b>Operating Agency</b>	<b>Monthly</b>	<b>Less than 100% Review</b>
<b>Sub-State Entity</b>	<b>Quarterly</b>	<b>Representative Sample</b> Confidence Interval =  <input type="text"/>
<b>Other</b> Specify:  <input type="text" value="County boards of DD"/>	<b>Annually</b>	<b>Stratified</b> Describe Group:  <input type="text"/>
	<b>Continuously and Ongoing</b>	<b>Other</b> Specify:  <input type="text"/>
	<b>Other</b> Specify:  <input type="text"/>	

**Data Aggregation and Analysis:**

<b>Responsible Party for data aggregation and analysis</b> <i>(check each that applies):</i>	<b>Frequency of data aggregation and analysis</b> <i>(check each that applies):</i>
<b>State Medicaid Agency</b>	<b>Weekly</b>
<b>Operating Agency</b>	<b>Monthly</b>
<b>Sub-State Entity</b>	<b>Quarterly</b>
<b>Other</b> Specify:  <input type="text"/>	<b>Annually</b>

<b>Responsible Party for data aggregation and analysis (check each that applies):</b>	<b>Frequency of data aggregation and analysis (check each that applies):</b>
<input type="checkbox"/>	
	<b>Continuously and Ongoing</b>
	<b>Other</b> Specify: <input type="checkbox"/>

**b. Sub-assurance:** *The levels of care of enrolled participants are reevaluated at least annually or as specified in the approved waiver.*

#### Performance Measures

*For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.*

*For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.*

#### Performance Measure:

**PM B2: Number and percent of level of care redetermination completed within 12 months of the previous level of care determination. Numerator: Number of level of care redetermination completed within 12 months of the previous level of care determination. Denominator: Total number of waiver participants with redetermination needed.**

#### Data Source (Select one):

**Other**

If 'Other' is selected, specify:

**DODD's Waiver Management System (WMS)**

<b>Responsible Party for data collection/generation (check each that applies):</b>	<b>Frequency of data collection/generation (check each that applies):</b>	<b>Sampling Approach (check each that applies):</b>
<b>State Medicaid Agency</b>	<b>Weekly</b>	<b>100% Review</b>
<b>Operating Agency</b>	<b>Monthly</b>	<b>Less than 100% Review</b>
<b>Sub-State Entity</b>	<b>Quarterly</b>	<b>Representative Sample</b>

		Confidence Interval =  <input type="text"/>
<b>Other</b> Specify:  <input type="text"/>	<b>Annually</b>	<b>Stratified</b> Describe Group:  <input type="text"/>
	<b>Continuously and Ongoing</b>	<b>Other</b> Specify:  <input type="text"/>
	<b>Other</b> Specify:  <input type="text"/>	

**Data Aggregation and Analysis:**

<b>Responsible Party for data aggregation and analysis (check each that applies):</b>	<b>Frequency of data aggregation and analysis (check each that applies):</b>
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify:  <input type="text"/>	Annually
	Continuously and Ongoing
	Other Specify:  <input type="text"/>

**c. Sub-assurance:** *The processes and instruments described in the approved waiver are applied appropriately and according to the approved description to determine participant level of care.*

### Performance Measures

*For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.*

*For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.*

#### Performance Measure:

**PM B3:** Number and percent of participants that initial LOC determinations reviewed were completed using the process required by the approved waiver.

**Numerator:** Number of participants with initial LOC determinations that were completed using the process required by the approved waiver. **Denominator:** Total number of participants with initial LOC determinations.

#### Data Source (Select one):

**Other**

If 'Other' is selected, specify:

**DODD's Waiver Management System (WMS)**

<b>Responsible Party for data collection/generation</b> <i>(check each that applies):</i>	<b>Frequency of data collection/generation</b> <i>(check each that applies):</i>	<b>Sampling Approach</b> <i>(check each that applies):</i>
State Medicaid Agency	Weekly	<b>100% Review</b>
Operating Agency	Monthly	<b>Less than 100% Review</b>
Sub-State Entity	Quarterly	<b>Representative Sample</b> Confidence Interval =  <input type="text"/>
Other Specify:  <input type="text"/>	Annually	<b>Stratified</b> Describe Group:  <input type="text"/>
	<b>Continuously and Ongoing</b>	<b>Other</b> Specify:

	<b>Other</b> Specify: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	

**Data Aggregation and Analysis:**

<b>Responsible Party for data aggregation and analysis (check each that applies):</b>	<b>Frequency of data aggregation and analysis (check each that applies):</b>
<b>State Medicaid Agency</b>	<b>Weekly</b>
<b>Operating Agency</b>	<b>Monthly</b>
<b>Sub-State Entity</b>	<b>Quarterly</b>
<b>Other</b> Specify: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<b>Annually</b>
	<b>Continuously and Ongoing</b>
	<b>Other</b> Specify: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>

**ii.** If applicable, in the textbox below provide any necessary additional information on the strategies employed by the State to discover/identify problems/issues within the waiver program, including frequency and parties responsible.

**b. Methods for Remediation/Fixing Individual Problems**

**i.** Describe the States method for addressing individual problems as they are discovered. Include information regarding responsible parties and GENERAL methods for problem correction. In addition, provide information on the methods used by the state to document these items.

DODD becomes aware of problems through a variety of mechanisms including, but not limited to, formal & informal complaints, technical assistance requests, and routine & special regulatory review processes (accreditation, licensure, provider compliance, etc). As problems are discovered, the individual County Board is notified and technical assistance is provided using email, phone contact and/or letters to the County Board Superintendent. During the DODD regulatory review process citations may be issued and plans of correction required as needed and appropriate. When issues are noted that are systemic, DODD will provide statewide training and additional technical assistance and monitor for improvement during subsequent monitoring cycles.

ICF-IID Level of Care is determined by a DODD QIDP. Per rule they must make a determination within 30 days of receipt of the application. If Level of Care cannot be determined based on the documentation submitted by the county board with the application, the QIDP is required to perform a Face to Face interview prior to denial of Level of Care. If the QIDP determines the individual does not meet level of care, prior notice of denial with hearing rights is provided to all concerned parties.

DODD staff receive alerts from the Level of Care system which gives the waiver participants names (by county), their LOC due dates 90 days prior and 15 days prior to the redetermination due date. County boards are again notified and prior notices with hearing rights are provided to all concerned parties. If redeterminations are not received prior to the waiver end date, county boards are solicited to provide a reason for the delay and if continued waiver services are not planned they are instructed to submit the proper paperwork to recommend disenrollment or suspension of the waiver per rule. Application received after the due date will result in a gap in waiver services and a resetting of the annual redetermination date.

DODD central office staff review each application for completion upon receipt. If application upon that review are found to be on the incorrect form or missing required information to determine level of care, we initiate our incomplete application procedure which results in a 15-day prior notice to deny or disenroll along with hearing rights. The specific reason for the notice is included in the body of the letter. If the requested information or proper documents are not submitted within the 15-day time limit, the county board can request one extension. If at that time, the incomplete application has not been rectified, the application will be denied if an initial application or the individual will be disenrolled if a redetermination. All initial applications are reviewed prior to archival by central office waiver management for completeness and correctness.

DODD will measure the percentage of people whose annual level of care evaluation occurs within 12 months of their previous or initial level of care evaluation (but not more than 90 days before the due date).

## ii. Remediation Data Aggregation

### Remediation-related Data Aggregation and Analysis (including trend identification)

Responsible Party( <i>check each that applies</i> ):	Frequency of data aggregation and analysis ( <i>check each that applies</i> ):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify:  <input type="text"/>	Annually
	Continuously and Ongoing
	Other Specify:

Responsible Party (check each that applies):	Frequency of data aggregation and analysis (check each that applies):
	Semi-annually

#### c. Timelines

When the State does not have all elements of the Quality Improvement Strategy in place, provide timelines to design methods for discovery and remediation related to the assurance of Level of Care that are currently non-operational.

**No**

**Yes**

Please provide a detailed strategy for assuring Level of Care, the specific timeline for implementing identified strategies, and the parties responsible for its operation.

## Appendix B: Participant Access and Eligibility

### B-7: Freedom of Choice

**Freedom of Choice.** As provided in 42 CFR §441.302(d), when an individual is determined to be likely to require a level of care for this waiver, the individual or his or her legal representative is:

- i. informed of any feasible alternatives under the waiver; and
- ii. given the choice of either institutional or home and community-based services.

**a. Procedures.** Specify the state's procedures for informing eligible individuals (or their legal representatives) of the feasible alternatives available under the waiver and allowing these individuals to choose either institutional or waiver services. Identify the form(s) that are employed to document freedom of choice. The form or forms are available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

At the time the individual requests home and community-based services (HCBS) waiver services, the county board of developmental disability (county board) in the county in which the individual resides is responsible for explaining the services available under the SELF waiver and the alternative of services delivered in an Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF-IID). Additionally, per Ohio Revised Code (ORC) prior to placement on the HCBS waitlist, the county board is responsible for:

- a.) Informing the individual of the option to receive ICF-IID services;
- b.) Providing the individual with the contact information for all ICFs/IID located in the county the board serves and contiguous counties;
- c.) Directing the individual to the searchable database of vacancies in licensed residential facilities include on the Department of Developmental Disabilities' (DODD) website pursuant to section 5123.193 of the ORC.

The county boards use the Freedom of Choice form to document that the individual has chosen to enroll on the waiver as an alternative to services in an ICF-IID. When the Freedom of Choice form is signed by the individual, the county board shall provide a copy of the Medicaid Fair Hearings Right to the individual using the Ohio Department of Jobs and Family Services (ODJFS) 4074.

**b. Maintenance of Forms.** Per 45 CFR §92.42, written copies or electronically retrievable facsimiles of Freedom of Choice forms are maintained for a minimum of three years. Specify the locations where copies of these forms are maintained.

The completed Freedom of Choice forms are maintained by the 88 county boards of developmental disabilities.

## Appendix B: Participant Access and Eligibility

### B-8: Access to Services by Limited English Proficiency Persons

**Access to Services by Limited English Proficient Persons.** Specify the methods that the state uses to provide meaningful access to the waiver by Limited English Proficient persons in accordance with the Department of Health and Human Services "Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons" (68 FR 47311 - August 8, 2003):

Individuals with limited English proficiency have access to a range of supportive services at the time of application and throughout their participation in the waiver program. The need for language accommodation is determined by the county board of developmental disability. The county board Service and Support Administrator (SSA) makes arrangements for individuals to receive interpretation services as needed to ensure individuals can access services. The Department of Developmental Disabilities (DODD) will monitor access to services by persons with limited English proficiency through its ongoing monitoring and technical assistance process.

The Ohio Department of Job and Family Services (ODJFS) makes interpretation services available at the county and state levels. A variety of ODJFS forms have been translated into Spanish and Somali, including the Medicaid Consumer guide and state hearing forms. The County Departments of Job and Family Services (CDJFS) also make interpreter services available to individuals when needed during the eligibility determination process.

## Appendix C: Participant Services

### C-1: Summary of Services Covered (1 of 2)

**a. Waiver Services Summary.** List the services that are furnished under the waiver in the following table. If case management is not a service under the waiver, complete items C-1-b and C-1-c:

Service Type	Service
Statutory Service	Participant-Directed Homemaker/Personal Care
Statutory Service	Residential Respite
Supports for Participant Direction	Participant-Directed Goods and Services
Supports for Participant Direction	Participant/Family Stability Assistance
Supports for Participant Direction	Support Brokerage
Other Service	Assistive Technology
Other Service	Career Planning
Other Service	Clinical/Therapeutic Intervention
Other Service	Community Respite
Other Service	Functional Behavioral Assessment
Other Service	Group Employment Support
Other Service	Habilitation - Adult Day Support
Other Service	Habilitation - Vocational Habilitation
Other Service	Home Delivered Meals
Other Service	Individual Employment Support
Other Service	Non-Medical Transportation
Other Service	Remote Supports
Other Service	Transportation
Other Service	Waiver Nursing Delegation

## Appendix C: Participant Services

### C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

**Service Type:**

Statutory Service

**Service:**

Personal Care

**Alternate Service Title (if any):**

Participant-Directed Homemaker/Personal Care

**HCBS Taxonomy:****Category 1:****Sub-Category 1:**

08 Home-Based Services

08030 personal care

**Category 2:****Sub-Category 2:****Category 3:****Sub-Category 3:****Service Definition (Scope):****Category 4:****Sub-Category 4:**

Participant-directed Homemaker/personal care (HPC) means the coordinated provision of a variety of services, supports and supervision necessary for the health and welfare of an individual which enables the individual to live in the community. These are tasks directed at increasing the independence of the individual within his/her home or community.

This service will help the individual meet daily living needs, and without this service, alone or in combination with other waiver services, the individual would require institutionalization.

Homemaking and personal tasks are combined into a single service titled homemaker/personal care because, in actual practice, a single person provides both services and does so as part of the natural flow of the day. For example, the provider may prepare a dish and place it in the oven to cook (homemaking), assist the individual in washing up before a meal and assist him/her to the table (personal care), put the prepared meal on the table (homemaking), and assist the individual in eating (personal care). Segregating these activities into discrete services is impractical.

Homemaker/personal care may be provided to an individual in an acute care hospital to address the individual's intensive personal care, behavioral support/stabilization, or communication needs when the following conditions are met:

1. The homemaker/personal care is provided to meet the needs of the individual that are not met through the provision of acute care hospital services;
2. Homemaker/personal care is necessary to ensure smooth transition between the acute care hospital and the individual's home and to preserve the individual's functional abilities.
3. The service is not duplicative nor a substitute for service the acute care hospital provides or is obligated to provide through its conditions of participation, federal law, state law, or other applicable requirement.
4. The person providing homemaker personal care is awake.
5. A maximum of 16 hours per day of homemaker/personal care and a maximum total of no more than thirty days per waiver span may be provided to an individual in an acute care hospital.
6. The cost of homemaker/personal care provided to an individual in an acute care hospital can be accommodated by the individual's authorized budget in the medicaid service system.

Services included in the provision of Participant-Directed HPC are as follows:

1. Self-advocacy training may include training to assist in the expression of personal preferences, self-representation, self-protection from and reporting of abuse, neglect and exploitation, individual rights and to make increasingly responsible choices.
2. Self-direction, including the identification of and response to dangerous or threatening situations, making decisions and choices affecting the individual's life, and initiating changes in living arrangements of life activities.
3. Daily living skills including training in accomplishing routine household tasks, meal preparation, personal care, self-administration of medication, and other areas of daily living including proper use of adaptive and assistive devices, appliances, home safety, first aid, and communication skills such as using the telephone.
4. Money management services may include training involving money management and personal finances, planning and decision making and may only be provided under HPC if provided in conjunction with other homemaker or personal care tasks.
5. Implementation of recommended follow-up counseling or other therapeutic interventions under the direction of a professional or extension of therapeutic services, which consist of reinforcing physical, occupational, speech and other therapeutic programs. Services are aimed at increasing the overall effective functioning of the individual.
6. Behavior support strategies includes training and assistance in appropriate expressions of emotions or desires, assertiveness, acquisition of socially appropriate behaviors; or extension of therapeutic services. Services are aimed at increasing the overall effective functioning of the individual.
7. Medical and health care services that are integral to meeting the daily needs of the individual (e.g. routine administration of medications or tending to the needs of individuals who are ill or require attention to their medical needs on an ongoing basis.
8. Emergency assistance training includes developing responses in case of emergencies, prevention planning, and training in the use of equipment or technologies used to access emergency response systems.
9. Community access services that explore community services available to all people, natural supports available to the individual, and develop methods to access additional services/supports/activities needed by the individual to be integrated in and have full access to the community.
10. Mobility including training or assistance aimed at enhancing movement within the individual's home, mastering the use of adaptive aids and equipment, accessing and using public transportation, independent travel, or other

means of providing transportation.

The individual/designee responsibilities and authority to direct the delivery of homemaker/personal care are identified in OAC 5123-9-32.

Individuals or their representatives will direct/supervise individual providers of participant-directed homemaker/personal care.

In addition to the day-to-day supervision by the individual/designee, Appendix D-1-d identifies the continuous review process implemented by the service and support administrator in accordance with Ohio Administrative Code 5123:2-5-02.

The type and frequency of supervision and review are tailored to each person's unique needs and specified in the Individual Support Plan.

The individual provider shall comply with the requirements of rule 5123:2-2-06 regarding behavior supports. If there is an individual behavior support strategy, the individual provider shall be trained in the components of the plan. The individual provider shall maintain documentation of such training in accordance with 5123-9-32 and present such documentation upon request by ODM, DODD, or the county board.

On Site/On Call is a subservice of Participant-Directed Homemaker Personal Care. The on-site/on-call rate is paid when no need for supervision or supports is anticipated for a minimum continuous period of no less than five hours, and a provider must be on-site and available to provide homemaker/personal care if an unanticipated need arises but is not required to remain awake. This service must be documented in the Individual Service Plan.

**Specify applicable (if any) limits on the amount, frequency, or duration of this service:**

Due to the scope of services available, Participant-directed HPC may not be provided at the same time the individual is receiving non-residential adult day support, group employment support, individual employment support, or vocational habilitation, non-medical transportation or residential respite. A provider of Participant-directed Homemaker/personal care cannot also provide money management to the same individual. Participant-directed Homemaker/personal care service may not be provided in schools, other educational settings, or in preschool.

**Service Delivery Method (check each that applies):**

**Participant-directed as specified in Appendix E**

**Provider managed**

**Specify whether the service may be provided by (check each that applies):**

**Legally Responsible Person**

**Relative**

**Legal Guardian**

**Provider Specifications:**

Provider Category	Provider Type Title
Individual	Independent Provider of Participant-directed Homemaker/personal care
Agency	Agency Provider of Participant-directed Homemaker/personal care

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

**Service Type: Statutory Service**

**Service Name: Participant-Directed Homemaker/Personal Care**

**Provider Category:**

Individual

**Provider Type:**

Independent Provider of Participant-directed Homemaker/personal care

**Provider Qualifications**

**License** (*specify*):

**Certificate** (*specify*):

Certified under standards listed in rule 5123-9-32.

**Other Standard** (*specify*):

**Verification of Provider Qualifications**

**Entity Responsible for Verification:**

Ohio Department of Developmental Disabilities (DODD).

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to rule 5123:2-2-04 HCBS Waivers: Compliance Reviews of HCBS Waiver Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

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**Service Type: Statutory Service**

**Service Name: Participant-Directed Homemaker/Personal Care**

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**Provider Category:**

Agency

**Provider Type:**

Agency Provider of Participant-directed Homemaker/personal care

**Provider Qualifications**

**License** (*specify*):

**Certificate** (*specify*):

Certified per standards listed in rule 5123-9-32.

**Other Standard** (*specify*):

**Verification of Provider Qualifications**

**Entity Responsible for Verification:**

The Department of Developmental Disabilities (DODD).

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to rule 5123:2-2-04 HCBS Waivers: Compliance Reviews of HCBS Waiver Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

**Appendix C: Participant Services****C-1/C-3: Service Specification**

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

**Service Type:**

Statutory Service

**Service:**

Respite

**Alternate Service Title (if any):**

Residential Respite

**HCBS Taxonomy:****Category 1:****Sub-Category 1:**

09 Caregiver Support

09011 respite, out-of-home

**Category 2:****Sub-Category 2:****Category 3:****Sub-Category 3:****Service Definition (Scope):****Category 4:****Sub-Category 4:**

Residential Respite is a service provided to individuals unable to care for themselves that are furnished on a short-term basis because of the absence or need for relief of those persons who normally provide care for the individuals. Residential Respite shall only be provided in the following locations:

An intermediate care facility for individuals with intellectual disabilities (ICF/IID); or

A residential facility, other than an intermediate care facility for individuals with intellectual disabilities, licensed by the department under section 5123.19 of the Revised Code; or

A residence, other than an intermediate care facility for individuals with intellectual disabilities or a facility licensed by the department under section 5123.19 of the Revised Code, where Residential Respite is provided by an agency provider.

**Specify applicable (if any) limits on the amount, frequency, or duration of this service:**

See cost limitations as defined in C-4.

Residential Respite is limited to 90 calendar days per waiver eligibility span. The cost for Residential Respite services does not include room and board.

Only one provider of Residential Respite or Community Respite shall use a daily billing unit on any given day.

**Service Delivery Method (check each that applies):**

Participant-directed as specified in Appendix E

Provider managed

**Specify whether the service may be provided by (check each that applies):**

Legally Responsible Person

Relative

Legal Guardian

**Provider Specifications:**

Provider Category	Provider Type Title
Agency	Facilities licensed by DODD under section 5123.19 of the Revised Code
Agency	Facilities certified as ICFs/IID
Agency	Agency Providers of Residential Respite

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

**Service Type: Statutory Service**

**Service Name: Residential Respite**

**Provider Category:**

Agency

**Provider Type:**

Facilities licensed by DODD under section 5123.19 of the Revised Code

**Provider Qualifications**

**License (specify):**

Licensed by the Ohio Department of Developmental Disabilities under 5123.19 of the Revised Code.

**Certificate (specify):**

Certified under standards listed in OAC 5123-9-34.

**Other Standard** (*specify*):

**Verification of Provider Qualifications**

**Entity Responsible for Verification:**

DODD

**Frequency of Verification:**

All licensed facilities are awarded term license of one to three years based upon the results of a licensure survey. The reviews measure compliance with provider standards, including the physical environment, quality of services and areas that ensure the individual's health and welfare. At the end of each term, a review is conducted and a new term is issued (OAC 5123:2-3-02, 5123:2-3-03).

## Appendix C: Participant Services

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### C-1/C-3: Provider Specifications for Service

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**Service Type: Statutory Service**

**Service Name: Residential Respite**

**Provider Category:**

Agency

**Provider Type:**

Facilities certified as ICFs/IID

**Provider Qualifications**

**License** (*specify*):

Licensed by the Ohio Department of Health as an ICF/IID under Chapter 3721 of the Revised Code

**Certificate** (*specify*):

Certified under standards listed in OAC 5123-9-34

**Other Standard** (*specify*):

**Verification of Provider Qualifications**

**Entity Responsible for Verification:**

Ohio Department of Developmental Disabilities

**Frequency of Verification:**

All licensed facilities are awarded term license of one to three years based upon the results of a licensure survey. The reviews measure compliance with provider standards, including the physical environment, quality of services and areas that ensure the individual's health and welfare. At the end of each term, a review is conducted and a new term is issued (OAC 5123:2-3-02, OAC 5123:2-3-03).

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

**Service Type: Statutory Service**

**Service Name: Residential Respite**

**Provider Category:**

Agency

**Provider Type:**

Agency Providers of Residential Respite

**Provider Qualifications**

**License (specify):**

**Certificate (specify):**

Certified under standards listed in OAC 5123-9-34.

**Other Standard (specify):**

**Verification of Provider Qualifications**

**Entity Responsible for Verification:**

DODD

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

## Appendix C: Participant Services

### C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

**Service Type:**

Supports for Participant Direction

The waiver provides for participant direction of services as specified in Appendix E. Indicate whether the waiver includes the following supports or other supports for participant direction.

**Support for Participant Direction:**

Other Supports for Participant Direction

**Alternate Service Title (if any):**

## Participant-Directed Goods and Services

**HCBS Taxonomy:****Category 1:**

17 Other Services

**Sub-Category 1:**

17010 goods and services

**Category 2:****Sub-Category 2:****Category 3:****Sub-Category 3:****Service Definition (Scope):****Category 4:****Sub-Category 4:**

Participant-directed goods and services means services, equipment, or supplies not otherwise provided through the individual's waiver or through the Medicaid state plan that are purchased through the individual budget, address a need clearly identified through assessment of the individual, are specified in the individual service plan, and meet all of the following requirements:

- (a) The services, equipment, or supplies are required to:
  - (i) Decrease the individual's need for other Medicaid home and community-based services;
  - (ii) Advance the individual's participation in the community;
  - (iii) Increase the individual's safety in his or her home;
  - (iv) Increase the individual's independence;
  - (v) Improve the individual's cognitive, social, or behavioral functions; or
  - (vi) Assist the individual to develop or maintain personal, social, or physical skills.
- (b) The individual does not have funds to purchase the services, equipment, or supplies, and they are not available through another source.
- (c) The services, equipment, or supplies are required to ensure the health and welfare of the individual.
- (d) The services, equipment, or supplies are directly linked in the individual service plan as addressing a need clearly identified through assessment of the individual.
- (e) The services, equipment, or supplies are for the direct medical or remedial benefit of the individual.

**Specify applicable (if any) limits on the amount, frequency, or duration of this service:**

- (a) Experimental treatments including items considered by the federal food and drug administration as experimental or investigational or not approved to treat a specific condition;
- (b) Items used solely for entertainment or recreational purposes;
- (c) Pools, spas, or saunas;
- (d) Tobacco products or alcohol;
- (e) Food;
- (f) Internet service;
- (g) Items of general utility;
- (h) New equipment or supplies or repair of previously approved equipment or supplies that have been damaged as a result of confirmed misuse, abuse, or negligence;
- (i) Equipment, supplies, and devices of the same type for the same individual, unless there is a documented change in the individual's condition that warrants the replacement;
- (j) Home modifications that are of general utility or that add to the total square footage of the home; or
- (k) Items that are illegal or otherwise prohibited through federal or state regulations.

**Service Delivery Method** (*check each that applies*): Participant-directed as specified in Appendix E Provider managed**Specify whether the service may be provided by** (*check each that applies*): Legally Responsible Person Relative Legal Guardian**Provider Specifications:**

Provider Category	Provider Type Title
Agency	Financial management services entity

**Appendix C: Participant Services****C-1/C-3: Provider Specifications for Service****Service Type: Supports for Participant Direction****Service Name: Participant-Directed Goods and Services****Provider Category:** Agency**Provider Type:** Financial management services entity**Provider Qualifications****License** (*specify*):**Certificate** (*specify*): See additional information provided in Appendix E-1-i**Verification of Provider Qualifications****Entity Responsible for Verification:** The Department of Developmental Disabilities (DODD).**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

## Appendix C: Participant Services

### C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

**Service Type:**

Supports for Participant Direction

The waiver provides for participant direction of services as specified in Appendix E. Indicate whether the waiver includes the following supports or other supports for participant direction.

**Support for Participant Direction:**

Other Supports for Participant Direction

**Alternate Service Title (if any):**

Participant/Family Stability Assistance

**HCBS Taxonomy:****Category 1:****Sub-Category 1:**

09 Caregiver Support

09020 caregiver counseling and/or training

**Category 2:****Sub-Category 2:**

13 Participant Training

13010 participant training

**Category 3:****Sub-Category 3:****Service Definition (Scope):****Category 4:****Sub-Category 4:**

Participant/Family Stability Assistance means services that enable the participant/family to understand how best to support the individual in their home and/or to enhance the individual's ability to direct their own services.

Participant/family stability assistance is intended to support both the participant and the family to live as much like other families as possible in order to prevent or delay unwanted out-of-home placement. The service can only be utilized by the individual or by family members who reside with the individual and must be outcomes-based, meaning that there must be a goal for the service which is listed in the individual's individual service plan (ISP).

Participant/Family Stability Assistance includes training and/or counseling in the following areas:

- (1) Accommodating the individual's disability in the home;
- (2) Accessing supports offered in the community;
- (3) Effectively supporting the individual so that he or she may be fully engaged in the life of the family; and
- (4) Supporting the unique needs of the individual.

Participant/Family Stability Assistance includes the cost of enrollment fees and materials, but does not cover travel expenses.

**Specify applicable (if any) limits on the amount, frequency, or duration of this service:**

The service can only be utilized by the participant or family members who reside with the participant.

Experimental treatments are excluded.

**Service Delivery Method** (*check each that applies*):

Participant-directed as specified in Appendix E

Provider managed

**Specify whether the service may be provided by** (*check each that applies*):

Legally Responsible Person

Relative

Legal Guardian

**Provider Specifications:**

Provider Category	Provider Type Title
Agency	Agency Providers of Participant/Family Stability Assistance Training
Individual	Independent Providers of Participant/Family Stability Assistance Training
Agency	Agency Providers of Participant/Family Stability Assistance - Counseling
Individual	Independent Providers of Participant/Family Stability Assistance - Counseling

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

**Service Type: Supports for Participant Direction**

**Service Name: Participant/Family Stability Assistance**

**Provider Category:**

Agency

**Provider Type:**

Agency Providers of Participant/Family Stability Assistance Training

**Provider Qualifications**

**License** (*specify*):

[Redacted]

**Certificate** (*specify*):

Certified per standards listed in Ohio Administrative Code 5123-9-46.

**Other Standard** (*specify*):

[Redacted]

**Verification of Provider Qualifications**

**Entity Responsible for Verification:**

The Department of Developmental Disabilities (DODD).

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

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**Service Type: Supports for Participant Direction**

**Service Name: Participant/Family Stability Assistance**

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**Provider Category:**

Individual

**Provider Type:**

Independent Providers of Participant/Family Stability Assistance Training

**Provider Qualifications**

**License (specify):**

**Certificate (specify):**

Certified per standards listed in Ohio Administrative Code 5123-9-46.

**Other Standard (specify):**

**Verification of Provider Qualifications**

**Entity Responsible for Verification:**

The Department of Developmental Disabilities (DODD).

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

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**Service Type: Supports for Participant Direction**

**Service Name: Participant/Family Stability Assistance**

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**Provider Category:**

Agency

**Provider Type:**

Agency Providers of Participant/Family Stability Assistance - Counseling

**Provider Qualifications**

**License** (*specify*):

**Certificate** (*specify*):

Certified per standards listed in OAC 5123-9-46.

**Other Standard** (*specify*):

**Verification of Provider Qualifications**

**Entity Responsible for Verification:**

The Department of Developmental Disabilities (DODD).

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

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**Appendix C: Participant Services**

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**C-1/C-3: Provider Specifications for Service**

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**Service Type: Supports for Participant Direction**

**Service Name: Participant/Family Stability Assistance**

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**Provider Category:**

Individual

**Provider Type:**

Independent Providers of Participant/Family Stability Assistance - Counseling

**Provider Qualifications**

**License** (*specify*):

**Certificate** (*specify*):

Certified per standards listed in Ohio Administrative Code 5123-9-46.

**Other Standard** (*specify*):

**Verification of Provider Qualifications**

**Entity Responsible for Verification:**

The Department of Developmental Disabilities (DODD).

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

## Appendix C: Participant Services

### C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

**Service Type:**

Supports for Participant Direction

The waiver provides for participant direction of services as specified in Appendix E. Indicate whether the waiver includes the following supports or other supports for participant direction.

**Support for Participant Direction:**

Information and Assistance in Support of Participant Direction

**Alternate Service Title (if any):**

Support Brokerage

**HCBS Taxonomy:****Category 1:****Sub-Category 1:**

12 Services Supporting Self-Direction

12020 information and assistance in support of self-direction

**Category 2:****Sub-Category 2:****Category 3:****Sub-Category 3:****Service Definition (Scope):****Category 4:****Sub-Category 4:**

A Support Broker is responsible, on a continuing basis, for providing the individual with representation, advocacy, advice, and assistance related to the day-to-day coordination of services (particularly those associated with participant direction) in accordance with the individual service plan (ISP). The Support Broker assists the individual with the individuals responsibilities regarding participant direction, including understanding Employer Authority and Budget Authority, negotiating rates, locating and selecting providers, and keeping the focus of the services and support delivery on the individual and his/her desired outcomes.

The Support Broker, working in conjunction with the Service and Support Administrator, will assist the individual with creating the ISP, developing the budget, and conducting day-to-day monitoring of the provision of services as specified in the ISP.

Support Brokerage is not duplicative of services available under the Medicaid State Plan.

**Specify applicable (if any) limits on the amount, frequency, or duration of this service:**

Cost Limitation for this service: \$8,000 per waiver eligibility span.

This service cannot be provided by any of the following entities or any of their employees:

- a. A county board, or its affiliated housing or adult service non-profit corporations
- b. A provider of another SELF Waiver service, or any related entities affiliated with that provider (including, but not limited to, contractors of providers).

In addition, this waiver service cannot be provided on a paid basis by the parents of a minor child, spouse of an individual, legal guardian, or relative that resides with the individual.

**Service Delivery Method (check each that applies):**

**Participant-directed as specified in Appendix E**

**Provider managed**

**Specify whether the service may be provided by (check each that applies):**

**Legally Responsible Person**

**Relative**

**Legal Guardian**

**Provider Specifications:**

Provider Category	Provider Type Title
Agency	Agency Provider of Support Brokerage
Individual	Independent Provider of Support Brokerage

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

**Service Type: Supports for Participant Direction**

**Service Name: Support Brokerage**

**Provider Category:**

Agency

**Provider Type:**

Agency Provider of Support Brokerage

**Provider Qualifications**

**License (specify):**

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**Certificate (specify):**

Certified per standards listed in Ohio Administrative Code 5123-9-47.

**Other Standard (specify):**

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**Verification of Provider Qualifications**

**Entity Responsible for Verification:**

The Department of Developmental Disabilities (DODD).

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

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## Appendix C: Participant Services

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### C-1/C-3: Provider Specifications for Service

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**Service Type: Supports for Participant Direction**

**Service Name: Support Brokerage**

---

**Provider Category:**

Individual

**Provider Type:**

Independent Provider of Support Brokerage

**Provider Qualifications**

**License (specify):**

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**Certificate (specify):**

Certified per standards listed in Ohio Administrative Code 5123-9-47.

**Other Standard (specify):**

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**Verification of Provider Qualifications**

**Entity Responsible for Verification:**

The Department of Developmental Disabilities (DODD).

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

## Appendix C: Participant Services

### C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

**Service Type:**

Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

**Service Title:**

Assistive Technology

**HCBS Taxonomy:**

**Category 1:**

**Sub-Category 1:**

14 Equipment, Technology, and Modifications

14031 equipment and technology

**Category 2:**

**Sub-Category 2:**

**Category 3:**

**Sub-Category 3:**

**Service Definition (Scope):**

**Category 4:**

**Sub-Category 4:**

“Assistive technology” means an interactive electronic item, device, product system, or engineered solution capable of internet connectivity, whether acquired commercially, modified, or customized that addresses an individual's needs and outcomes identified in his or her individual service plan. The service is for the direct benefit of the individual in maintaining or improving independence, functional capabilities, vocational skills, community involvement or physical skills.

Assistive technology has three distinct components:

(a) “Assistive technology consultation” means an evaluation of the assistive technology needs of an individual, including a functional evaluation of technologies available to address the individual's assessed needs and support the individual to achieve outcomes identified in his or her individual service plan.

(b) “Assistive technology equipment” means the cost of equipment comprising the assistive technology and may include engineering, designing, fitting, customizing, or otherwise adapting the equipment to meet an individual's specific needs and internet service necessary for operation of the equipment comprising the assistive technology. Assistive technology equipment may include equipment used for remote support such as motion sensing system, radio frequency identification, live video feed, live audio feed, or web-based monitoring. Assistive technology equipment does not include non-technical, non-electronic equipment (e.g., grab bars or wheelchair ramps) or items otherwise available as environmental accessibility adaptations or specialized medical equipment and supplies.

Internet service may be provided through assistive technology equipment only when the remote support vendor indicates internet service is required for the equipment used for remote support to function and the vendor to secure the connection to ensure appropriate use of the internet service solely for the function of equipment used for remote support.

(c) “Assistive technology support” means education and training that aids an individual in the use of assistive technology equipment as well as training for the individual's family members, guardians, staff, or other persons who provide natural supports or paid services, employ the individual, or who are otherwise substantially involved in activities being supported by the assistive technology equipment. Assistive technology support may include, when necessary, coordination with complementary therapies or interventions and adjustments to existing assistive technology to ensure its ongoing effectiveness.

**Specify applicable (if any) limits on the amount, frequency, or duration of this service:**

Assistive technology support is limited to 40 hours per year.

The cost of all components of assistive technology equipment shall not exceed five thousand dollars per year.

**Service Delivery Method (check each that applies):**

Participant-directed as specified in Appendix E

Provider managed

**Specify whether the service may be provided by (check each that applies):**

Legally Responsible Person

Relative

Legal Guardian

**Provider Specifications:**

Provider Category	Provider Type Title
Agency	Agency Provider of Assistive Technology

**Appendix C: Participant Services**

**C-1/C-3: Provider Specifications for Service**

**Service Type: Other Service**

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**Service Name: Assistive Technology**

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**Provider Category:**

Agency

**Provider Type:**

Agency Provider of Assistive Technology

**Provider Qualifications****License (specify):**

License in occupational therapy or physical therapy issued in accordance with Chapter 4755. of the Ohio Revised Code; or speech-language pathology issued in accordance with Chapter 4753. of the Ohio Revised Code

**Certificate (specify):**

Assistive technology professional certification issued by the "Rehabilitation Engineering and Assistive Technology Society of North America"

**Other Standard (specify):**

Certified per standards listed in OAC 5123-9-12

**Verification of Provider Qualifications****Entity Responsible for Verification:**

Ohio Department of Developmental Disabilities

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to rule 5123:2-2-04 HCBS Waivers: Compliance Reviews of HCBS Waiver Providers, DODD shall ensure that compliance reviews of certified providers are conducted so that each certified provider is reviewed within one year of initial billing for provision of services, and thereafter once during the term of their certification (3 years).

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**Appendix C: Participant Services**

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**C-1/C-3: Service Specification**

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

**Service Type:**

Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

**Service Title:**

Career Planning

**HCBS Taxonomy:**

**Category 1:**

**Sub-Category 1:**

03 Supported Employment	03030 career planning
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**Category 2:****Sub-Category 2:**

03 Supported Employment	03010 job development
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**Category 3:****Sub-Category 3:**

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**Service Definition (Scope):****Category 4:****Sub-Category 4:**

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Career planning means individualized, person-centered, comprehensive employment planning and support that provides assistance for individuals to attain or advance in competitive integrated employment. Career planning is a focused and time-limited engagement of an individual in identification of a career direction, and development of a plan for achieving competitive integrated employment, and the supports needed to achieve that employment.

Activities that constitute career planning include:

- (a) Situational observation and assessment. Situational observation and assessment is a time-limited (i.e., thirty days for each experience) service that involves observation and assessment of the individual's interpersonal skills, work behaviors, and vocational skills through practical, experiential, community integrated, paid work experiences related to the individual's preferences as established in the individual service plan. Information gathered through situational observation and assessment provides a context to further determine the skills or behaviors to be developed by the individual to ensure his or her success in the individual's preferred work environment.
- (b) Career exploration. Career exploration assists an individual to interact with job holders and observe jobs and job tasks. Career exploration may include informational interviews with and/or shadowing persons who are actually performing the job duties of the identified occupation. When possible, the person shall be given an opportunity to perform actual job duties as well.
- (c) Benefits education and analysis. Benefits education and analysis provides information to job seekers, families, guardians, advocates, service and support administrators, and educators about the impact of paid employment on a range of public assistance and benefits programs, including but not limited to supplemental security income, social security disability insurance, Medicaid buy-in for workers with disabilities, Medicare continuation benefits, veteran's benefits, supplemental nutrition assistance program, and housing assistance.
- (d) Career discovery. Career discovery is an individualized, comprehensive process to help a person, who is pursuing individualized integrated employment or self-employment, reveal how interests and activities of daily life may be translated into possibilities for integrated employment. Career discovery results in identification of the individual's interests in one or more specific aspects of the job market; the individual's skills, strengths, and other contributions likely to be valuable to employers or valuable to the community if offered through self-employment; and conditions necessary for the individual's successful employment or self-employment. Career discovery culminates in development of a written career discovery profile summarizing the process, revelations, and recommendations for next steps which shall be used to develop the individual's vocational portfolio.
- (e) Employment/self-employment plan. Employment/self-employment plan is an individualized service to create a clear plan for employment or the start-up phase of self-employment and includes a planning meeting involving the job seeker and other key people who will be instrumental in supporting the job seeker to become employed in competitive integrated employment. This service may include career advancement planning for individuals who are already employed. This service culminates in a written employment plan directly tied to the results of career exploration, if previously authorized, situational observation and assessment, and/or career discovery. For individuals seeking self-employment, this service results in the development of a self-employment business plan that identifies training and technical assistance needs and potential supports and resources for those services as well as potential sources of business financing given that Medicaid funds may not be used to defray the capital expenses associated with starting up a business.
- (f) Job development. Job development is an individualized service to develop a strategy to attain competitive integrated employment. The job development strategy shall reflect best practices. The service may include analyzing a job site, identifying necessary accommodations, and negotiating with an employer for customized employment. This service is intended to result in achievement of a competitive integrated employment outcome consistent with the job seeker's or job holders personal and career goals as identified in the individual service plan, as determined through career exploration, situational observation and assessment, career discovery, and/or the employment planning process. This service shall not be provided to an individual on place four of the path to community employment as described in rule 5123:2-2-05 of the Administrative Code.
- (g) Self-employment launch. Self-employment launch is support to implement a self-employment business plan and launch a business. This service is intended to result in the achievement of an integrated employment outcome consistent with the job seeker's or job holder's personal and career goals as identified in the individual service plan, as determined through career exploration, situational observation and assessment, career discovery, and/or the employment planning process. This service shall not be provided to an individual on place four of the path to

community employment as described in rule 5123:2-2-05 of the Administrative Code.

(h) Worksite accessibility. Worksite accessibility includes:

(i) Time spent identifying the need for and ensuring the provision of reasonable worksite accommodations that allow the job seeker or job holder to gain, retain, and enhance employment or self-employment;

(ii) Time spent ensuring the provision of reasonable worksite accommodations through partnership efforts with the employer and, where appropriate, the opportunities for Ohioans with disabilities agency; and

(iii) Purchasing or modifying equipment that will be retained by the individual at the current employment site and/or in other settings, when documented that funding from the opportunities for Ohioans with disabilities agency or any other source is not available.

(iv) Assistive technology assessment. Assistive technology assessment is a systematic application of technologies, engineering methodologies, or scientific principles to meet the needs of, and address the barriers encountered by, individuals with disabilities in employment and employment-related transportation. Assistive technology assessment includes both assessment and services. The service may consist of making home or employment site visits, measurements of the physical environment or equipment, developing technical drawings, researching potential modifications, fabrication and installation of modifications, and computer programming to provide for accessibility. The service may also include training on utilization and maintenance of accommodations. The outcome of the service should be modifications to the physical environment or equipment that will enhance the individual's independence and employment options.

Requirements for service delivery:

(1) The expected outcome of career planning is the individual's attainment of competitive integrated employment and/or career advancement in competitive integrated employment.

(2) Career planning shall be provided pursuant to a person-centered individual service plan that conforms to the requirements of rules 5123:2-1-11 and 5123:2-2-05 of the Administrative Code and shall be coordinated with other services and supports set forth in the individual service plan.

(3) Career planning may be provided in a variety of settings but shall not be furnished in the individual's residence or other living arrangement except for a home visit conducted as part of career discovery or when the individual is self-employed and the residence is the site of self-employment.

(4) Career planning shall be provided at a ratio of one staff to one individual.

(5) Career planning services may extend to those times when the individual is not physically present while the provider is performing career planning activities on behalf of the individual.

(6) A provider of career planning shall recognize changes in the individual's condition and behavior as well as safety and sanitation hazards, report to the service and support administrator, and record the changes in the individual's written record.

**Specify applicable (if any) limits on the amount, frequency, or duration of this service:**

Payment for adult day support, career planning, group employment support, individual employment support, and vocational habilitation alone or in combination, shall not exceed the budget limitations contained in appendix B to rule 5123:2-9-19 of the Administrative Code.

As outlined in Appendix D-1-b Service Planning Safeguards, county boards of developmental disabilities (county boards) providing targeted case management (TCM) will not be eligible to provide any of the new adult day services, unless no other qualified provider is available in the geographic area. It is anticipated that all individuals will be safely transitioned from their existing adult day services, many of which are operated by county boards, to the newly designed services according to Ohio's Transition Plan. County boards are prohibited from providing direct services to new individuals, unless no other qualified and willing provider is available.

**Service Delivery Method (check each that applies):**

**Participant-directed as specified in Appendix E**

**Provider managed**

Specify whether the service may be provided by (check each that applies):

**Legally Responsible Person**

**Relative**

**Legal Guardian**

**Provider Specifications:**

Provider Category	Provider Type Title
Agency	For profit and non-profit private providers of career planning service
Individual	Independent provider of career planning
Agency	County Board providers of career planning

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

**Service Type: Other Service**

**Service Name: Career Planning**

**Provider Category:**

Agency

**Provider Type:**

For profit and non-profit private providers of career planning service

**Provider Qualifications**

**License (specify):**

**Certificate (specify):**

**Other Standard (specify):**

**Verification of Provider Qualifications**

**Entity Responsible for Verification:**

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to rule 5123:2-2-04 HCBS Waivers: Compliance Reviews of HCBS Waiver Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

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**Service Type: Other Service****Service Name: Career Planning**

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**Provider Category:**

Individual

**Provider Type:**

Independent provider of career planning

**Provider Qualifications****License (specify):****Certificate (specify):**

Certification standards are contained in Ohio Administrative Code 5123-9-13.

**Other Standard (specify):****Verification of Provider Qualifications****Entity Responsible for Verification:**

The Department of Developmental Disabilities (DODD)

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to rule 5123:2-2-04 HCBS Waivers: Compliance Reviews of HCBS Waiver Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

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## Appendix C: Participant Services

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### C-1/C-3: Provider Specifications for Service

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**Service Type: Other Service****Service Name: Career Planning**

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**Provider Category:**

Agency

**Provider Type:**

County Board providers of career planning

**Provider Qualifications****License (specify):****Certificate (specify):**

Certification standards are contained in Ohio Administrative Code 5123-9-13.

**Other Standard (specify):**

**Verification of Provider Qualifications****Entity Responsible for Verification:**

The Department of Developmental Disabilities (DODD).

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to rule 5123:2-2-04 HCBS Waivers: Compliance Reviews of HCBS Waiver Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

## **Appendix C: Participant Services**

### **C-1/C-3: Service Specification**

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

**Service Type:**

Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

**Service Title:**

Clinical/Therapeutic Intervention

**HCBS Taxonomy:****Category 1:****Sub-Category 1:**

10 Other Mental Health and Behavioral Services

10040 behavior support

**Category 2:****Sub-Category 2:****Category 3:****Sub-Category 3:****Service Definition (Scope):****Category 4:****Sub-Category 4:**

Clinical/Therapeutic Intervention means services that assist unpaid caregivers and/or paid support staff in carrying out individual treatment/support plans, that are not covered by the Medicaid State Plan, and are necessary to improve the individuals independence and inclusion in their community. Clinical/Therapeutic Intervention includes consultation activities that are provided by professionals in psychology, counseling and behavior management. The service includes the development of a treatment/support plan, training and technical assistance to carry out the plan, delivery of the services described in the plan, and monitoring of the individual and the provider in the implementation of the plan. This service may be delivered in the individuals home or in the community, as described in the individual service plan (ISP).

Clinical/Therapeutic Intervention is not duplicative of services available under the Medicaid State Plan. Early Periodic Screening, Diagnosis and Treatment (EPSDT) services, as applicable, must be exhausted prior to accessing Clinical/Therapeutic Intervention services under the waiver.

**Specify applicable (if any) limits on the amount, frequency, or duration of this service:**

Experimental treatments are prohibited.

This service must be deemed necessary to reduce an individuals intensive behaviors. A determination of whether or not this service will provide the desired benefit, in the form of a Functional Behavioral Assessment (which may be pre-existing or supplied as a waiver service), will be determined on an individual basis by one of the following: Licensed Professional Clinical Counselor (per OAC 4757.22), Licensed Professional Counselor (per OAC 4757.23), Licensed Independent Social Worker (LISW) (per OAC 4757.27), or Licensed Social Worker under supervision of an LISW (per OAC 4757.28).

A Clinical/Therapeutic Interventionist must work under supervision of a Specialized Clinical/Therapeutic Interventionist or a Senior Level Specialized Clinical/Therapeutic Interventionist.

**Service Delivery Method (check each that applies):**

Participant-directed as specified in Appendix E

Provider managed

**Specify whether the service may be provided by (check each that applies):**

Legally Responsible Person

Relative

Legal Guardian

**Provider Specifications:**

Provider Category	Provider Type Title
Agency	Senior Level Specialized Clinical/Therapeutic Interventionist
Agency	Specialized Clinical/Therapeutic Interventionist
Individual	Specialized Clinical/Therapeutic Interventionist
Individual	Senior Level Specialized Clinical/Therapeutic Interventionist
Individual	Clinical/Therapeutic Interventionist
Agency	Clinical/Therapeutic Interventionist

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

**Service Type: Other Service**

**Service Name: Clinical/Therapeutic Intervention**

**Provider Category:**

Agency

**Provider Type:**

Senior Level Specialized Clinical/Therapeutic Interventionist

**Provider Qualifications**

**License** (*specify*):

**Certificate** (*specify*):

Certified under standards listed in Ohio Administrative Code 5123-9-41.

**Other Standard** (*specify*):

**Verification of Provider Qualifications**

**Entity Responsible for Verification:**

The Department of Developmental Disabilities.

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

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## Appendix C: Participant Services

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### C-1/C-3: Provider Specifications for Service

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**Service Type: Other Service**

**Service Name: Clinical/Therapeutic Intervention**

---

**Provider Category:**

Agency

**Provider Type:**

Specialized Clinical/Therapeutic Interventionist

**Provider Qualifications**

**License** (*specify*):

**Certificate** (*specify*):

Certified under standards listed in Ohio Administrative Code 5123-9-41.

**Other Standard** (*specify*):

**Verification of Provider Qualifications**

**Entity Responsible for Verification:**

The Department of Developmental Disabilities (DODD).

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

**Service Type: Other Service**

**Service Name: Clinical/Therapeutic Intervention**

**Provider Category:**

Individual

**Provider Type:**

Specialized Clinical/Therapeutic Interventionist

**Provider Qualifications**

**License (specify):**

[Redacted]

**Certificate (specify):**

Certified under standards listed in Ohio Administrative Code 5123-9-41.

**Other Standard (specify):**

[Redacted]

**Verification of Provider Qualifications**

**Entity Responsible for Verification:**

The Department of Developmental Disabilities.

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

**Service Type: Other Service**

**Service Name: Clinical/Therapeutic Intervention**

**Provider Category:**

Individual

**Provider Type:**

Senior Level Specialized Clinical/Therapeutic Interventionist

**Provider Qualifications**

**License (specify):**

**Certificate (specify):**

Certified under standards listed in Ohio Administrative Code 5123-9-41.

**Other Standard (specify):**

**Verification of Provider Qualifications**

**Entity Responsible for Verification:**

The Department of Developmental Disabilities.

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

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**Service Type: Other Service**

**Service Name: Clinical/Therapeutic Intervention**

---

**Provider Category:**

Individual

**Provider Type:**

Clinical/Therapeutic Interventionist

**Provider Qualifications**

**License (specify):**

**Certificate (specify):**

Certified under standards listed in Ohio Administrative Code 5123-9-41.

**Other Standard (specify):**

**Verification of Provider Qualifications**

**Entity Responsible for Verification:**

The Department of Developmental Disabilities.

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

**Appendix C: Participant Services****C-1/C-3: Provider Specifications for Service****Service Type: Other Service****Service Name: Clinical/Therapeutic Intervention****Provider Category:**

Agency

**Provider Type:**

Clinical/Therapeutic Interventionist

**Provider Qualifications****License (specify):****Certificate (specify):**

Certified under standards listed in Ohio Administrative Code 5123-9-41.

**Other Standard (specify):****Verification of Provider Qualifications****Entity Responsible for Verification:**

The Department of Developmental Disabilities.

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

**Appendix C: Participant Services****C-1/C-3: Service Specification**

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

**Service Type:**

Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

**Service Title:**

Community Respite

**HCBS Taxonomy:****Category 1:**

09 Caregiver Support

**Sub-Category 1:**

09011 respite, out-of-home

**Category 2:****Sub-Category 2:****Category 3:****Sub-Category 3:****Service Definition (Scope):****Category 4:****Sub-Category 4:**

Community Respite means services provided to individuals unable to care for themselves that are furnished on a short-term basis because of the absence or need for relief of those persons who normally provide care for the individuals. Community Respite shall only be provided outside of an individual's home in a camp, recreation center, or other place where an organized community program or activity occurs.

**Specify applicable (if any) limits on the amount, frequency, or duration of this service:**

Community Respite shall not be provided to an individual at the same time by the same provider as Participant-Directed Homemaker/Personal Care (PD-HPC). Only one provider of Residential Respite or Community Respite shall use a daily billing unit on any given day. Community respite shall not be simultaneously provided at the same location where adult day services are being provided.

Payment for Community Respite does not include room and board.

Community Respite is limited to 60 calendar days of service per waiver eligibility span.

Community Respite is part of the overall cost limitation for the SELF waiver of \$30,000/year for children and \$45,000/year for adults.

**Service Delivery Method (check each that applies):**

Participant-directed as specified in Appendix E

Provider managed

**Specify whether the service may be provided by (check each that applies):**

Legally Responsible Person

Relative

**Legal Guardian**  
**Provider Specifications:**

Provider Category	Provider Type Title
Agency	Agency Community Respite Providers

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

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**Service Type: Other Service**

---

**Service Name: Community Respite**

---

**Provider Category:**

Agency

**Provider Type:**

Agency Community Respite Providers

**Provider Qualifications**

**License (specify):**

**Certificate (specify):**

Certified under standards listed in OAC 5123-9-22.

**Other Standard (specify):**

**Verification of Provider Qualifications**

**Entity Responsible for Verification:**

The Department of Developmental Disabilities (DODD).

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

## Appendix C: Participant Services

### C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

**Service Type:**

Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not

specified in statute.

**Service Title:**

Functional Behavioral Assessment

**HCBS Taxonomy:**

**Category 1:**

**Sub-Category 1:**

10 Other Mental Health and Behavioral Services

10040 behavior support

**Category 2:**

**Sub-Category 2:**



**Category 3:**

**Sub-Category 3:**



**Service Definition (Scope):**

**Category 4:**

**Sub-Category 4:**



Functional Behavioral Assessment is an assessment not otherwise available under the state Medicaid program to determine why an individual engages in intensive behaviors and how the individual's behaviors relate to the environment. Functional Behavioral Assessments describe the relationship between a skill or performance problem and the variables that contribute to its occurrence. Functional Behavioral Assessments can provide information to develop a hypothesis as to why the individual engages in the behavior; when the individual is most likely to demonstrate the behavior; and situations in which the behavior is least likely to occur.

Functional Behavioral Assessment is not duplicative of services available under the Medicaid State Plan. Early Periodic Screening, Diagnosis and Treatment (EPSDT) services, as applicable, must be exhausted prior to accessing Functional Behavioral Assessment services under the waiver.

**Specify applicable (if any) limits on the amount, frequency, or duration of this service:**

Cost Limitation for this service: \$1,500 per waiver eligibility span.

Limit of 1 Functional Behavioral Assessment per waiver eligibility span.

**Service Delivery Method (check each that applies):**

**Participant-directed as specified in Appendix E**

**Provider managed**

**Specify whether the service may be provided by (check each that applies):**

**Legally Responsible Person**

**Relative**

**Legal Guardian**

**Provider Specifications:**

Provider Category	Provider Type Title
Individual	Independent Provider of Functional Behavioral Assessment
Agency	Agency Provider of Functional Behavioral Assessment

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

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**Service Type: Other Service****Service Name: Functional Behavioral Assessment**

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**Provider Category:**

Individual

**Provider Type:**

Independent Provider of Functional Behavioral Assessment

**Provider Qualifications****License (specify):**

Must be licensed as one of the following: Licensed Professional Clinical Counselor per OAC 4757.22; Licensed Professional Counselor per OAC 4757.23; Licensed Independent Social Worker per OAC 4757.27; or Licensed Social Worker (under the supervision of an LISW) per OAC 4757.28

**Certificate (specify):**

Certified under standards listed in Ohio Administrative Code 5123-9-43.

**Other Standard (specify):****Verification of Provider Qualifications****Entity Responsible for Verification:**

The Department of Developmental Disabilities.

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

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## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

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**Service Type: Other Service****Service Name: Functional Behavioral Assessment**

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**Provider Category:**

Agency

**Provider Type:**

Agency Provider of Functional Behavioral Assessment

**Provider Qualifications****License (specify):**

Must be licensed as one of the following: Licensed Professional Clinical Counselor per OAC 4757.22; Licensed Professional Counselor per OAC 4757.23; Licensed Independent Social Worker per OAC 4757.27; or Licensed Social Worker (under the supervision of an LISW) per OAC 4757.28

**Certificate (specify):**

Certified under standards listed in Ohio Administrative Code 5123-9-43.

**Other Standard (specify):**

#### Verification of Provider Qualifications

**Entity Responsible for Verification:**

The Department of Developmental Disabilities.

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

## Appendix C: Participant Services

### C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

**Service Type:**

Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

**Service Title:**

Group Employment Support

**HCBS Taxonomy:**

**Category 1:**

**Sub-Category 1:**

03 Supported Employment

03022 ongoing supported employment, group

**Category 2:**

**Sub-Category 2:**

**Category 3:**

**Sub-Category 3:**

**Service Definition (Scope):**

**Category 4:**

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**Sub-Category 4:**

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Group employment support means services and training activities provided in regular business, industry, and community settings for groups of two or more workers with disabilities such as mobile work crews and other business-based work groups engaging workers with disabilities in employment in the community.

(a) Activities that constitute group employment support include any combination of the following as necessary and appropriate to meet the community employment goals of the individual:

- (i) Person-centered employment planning;
- (ii) Work adjustment;
- (iii) Job analysis;
- (iv) Training and systematic instruction;
- (v) Job coaching; and
- (vi) Training in independent planning, arranging, and using transportation.

(b) Group employment support is provided in two distinct service arrangements:

- (i) Dispersed enclaves in which individuals work in a self-contained unit within a company or service site in the community or perform multiple jobs in the company, but are not integrated with non-disabled employees of the company.
- (ii) Mobile work crews comprised solely of individuals operating as distinct units and/or self-contained business working in several locations within the community.

Requirements for service delivery:

(1) The expected outcome of group employment support is paid employment and work experience leading to further career development and competitive integrated employment.

(2) Group employment support shall be provided pursuant to a person-centered individual service plan that conforms to the requirements of rules 5123:2-1-11 and 5123:2-2-05 of the Administrative Code and shall be coordinated with other services and supports set forth in the individual service plan.

(3) The service and support administrator shall ensure that documentation is maintained to demonstrate that the service provided as group employment support to an individual enrolled in a waiver is not otherwise available as vocational rehabilitation services funded under section 110 of the Rehabilitation Act of 1973, 29 U.S.C. 730, as in effect on the effective date of this rule, or as special education or related services as those terms are defined in section 602 of the Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C. 1401, as in effect on the effective date of this rule.

(4) Group employment support shall be provided in an integrated setting and support individuals' access to the greater community, including opportunities to seek competitive, integrated employment, to engage in community life, and to have control over earned income.

(5) Group employment support may be provided in a variety of settings in the community but shall not be furnished in the individual's residence or other residential living arrangement.

(6) Individuals receiving group employment support shall be compensated in accordance with applicable federal and state laws and regulations. A determination that an individual receiving group employment support is eligible to be paid at special minimum wage rates in accordance with 29 C.F.R. Part 525, "Employment of Workers with Disabilities under Special Certificates," shall be based on documented evaluations and assessments.

(7) A provider of group employment support shall ensure the appropriate staff are knowledgeable about the Workforce Innovation and Opportunity Act, wage and hour laws, benefits, work incentives, and employer tax credits for individuals with developmental disabilities and ensure that individuals served receive this information.

(8) A provider of group employment support shall, in accordance with paragraph (F)(1) of rule 5123:2-2-05 of the Administrative Code, submit to each individual's team at least once every twelve months, or more frequently as decided upon by the individual's team, a written progress report. The written progress report shall outline the anticipated time-frame for each desired outcome of group employment support. If no progress is reported, the individual service plan shall be amended to identify the barriers toward achieving desired outcomes and the action steps to overcome the identified barriers.

(9) A provider of group employment support shall provide the service in a manner that presumes all participants are capable of working in competitive, integrated employment. The provider shall encourage individuals receiving the service, on an ongoing basis, and as part of the annual person-centered planning process, to explore their interests, strengths, and abilities relating to community competitive integrated employment. The provider shall, as a component of this service, assist individuals to explore, identify, and pursue career advancement opportunities that advance them toward competitive, integrated employment with individual employment support as necessary.

(10) A provider of group employment support shall recognize changes in the individual's condition and behavior, report to the service and support administrator, and record the changes in the individual's written record.

(11) A provider of group employment support shall report identified safety and sanitation hazards that occur at the work site to employers having the responsibility to remedy the condition.

(8) A provider of group employment support shall, in accordance with paragraph (F)(1) of rule 5123:2-2-05 of the Administrative Code, submit to each individual's team at least once every twelve months, or more frequently as decided upon by the individual's team, a written progress report. The written progress report shall outline the anticipated time-frame for each desired outcome of group employment support. If no progress is reported, the individual service plan shall be amended to identify the barriers toward achieving desired outcomes and the action steps to overcome the identified barriers.

(9) A provider of group employment support shall provide the service in a manner that presumes all participants are capable of working in competitive, integrated employment. The provider shall encourage individuals receiving the service, on an ongoing basis, and as part of the annual person-centered planning process, to explore their interests, strengths, and abilities relating to community competitive integrated employment. The provider shall, as a component of this service, assist individuals to explore, identify, and pursue career advancement opportunities that advance them toward competitive, integrated employment with individual employment support as necessary.

(10) A provider of group employment support shall recognize changes in the individual's condition and behavior, report to the service and support administrator, and record the changes in the individual's written record.

(11) A provider of group employment support shall report identified safety and sanitation hazards that occur at the work site to employers having the responsibility to remedy the condition.

**Specify applicable (if any) limits on the amount, frequency, or duration of this service:**

See Appendix C-4, "Other Type of Limit"

Payment for adult day support, career planning, group employment support, individual employment support, and vocational habilitation alone or in combination, shall not exceed the budget limitations contained in appendix B to rule 5123:2-9-19 of the Administrative Code.

As outlined in Appendix D-1-b Service Planning Safeguards county boards of developmental disabilities (county boards) providing targeted case management (TCM) will not be eligible to provide any of the new adult day services, unless no other qualified provider is available in the geographic area. It is anticipated that all individuals will be safely transitioned from their existing adult day services, many of which are operated by county boards, to the newly designed services according to Ohio's Transition Plan. County boards are prohibited from providing direct services to new individuals, unless no other qualified and willing provider is available.

**Service Delivery Method (check each that applies):**

**Participant-directed as specified in Appendix E**

**Provider managed**

**Specify whether the service may be provided by (check each that applies):**

**Legally Responsible Person**

**Relative**

**Legal Guardian**

**Provider Specifications:**

Provider Category	Provider Type Title
Agency	County Board providers of group employment support
Agency	For profit and non-profit private providers of group employment support

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

**Service Type: Other Service**

**Service Name: Group Employment Support**

**Provider Category:**

Agency

**Provider Type:**

County Board providers of group employment support

**Provider Qualifications**

**License (specify):**

**Certificate (specify):**

**Verification of Provider Qualifications**

**Entity Responsible for Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to rule 5123:2-2-04 HCBS Waivers: Compliance Reviews of HCBS Waiver Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

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**Service Type: Other Service****Service Name: Group Employment Support**

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**Provider Category:**

Agency

**Provider Type:**

For profit and non-profit private providers of group employment support

**Provider Qualifications****License (specify):****Certificate (specify):****Other Standard (specify):****Verification of Provider Qualifications****Entity Responsible for Verification:****Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to rule 5123:2-2-04 HCBS Waivers: Compliance Reviews of HCBS Waiver Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

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## Appendix C: Participant Services

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### C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

**Service Type:**

Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

**Service Title:**

Habilitation - Adult Day Support

**HCBS Taxonomy:****Category 1:****Sub-Category 1:**

04 Day Services

04020 day habilitation

**Category 2:****Sub-Category 2:****Category 3:****Sub-Category 3:****Service Definition (Scope):****Category 4:****Sub-Category 4:**

Adult day support (ADS) means the provision of regularly scheduled activities in a non-residential setting, such as assistance with acquisition, retention, or improvement of self-help, socialization, and adaptive skills that enhance the individual's social development and performance of daily community living skills. ADS activities and environments shall be designed to foster the acquisition of skills, build community membership and independence, and expand personal choice. ADS enables the individual to attain and maintain his or her maximum potential. Activities that constitute ADS include, but are not limited to:

- (a) Supports to participate in community activities and build community membership consistent with the individual's interests, preferences, goals, and outcomes.
- (b) Supports to develop and maintain a meaningful social life, including social skill development which offers opportunities for personal growth, independence, and natural supports through community involvement, participation, and relationships.
- (c) Supports and opportunities that increase problem-solving skills to maximize an individual's ability to participate in integrated community activities independently or with natural supports.
- (d) Personal care including supports and supervision in the areas of personal hygiene, eating, communication, mobility, toileting, and dressing to ensure an individual's ability to experience and participate in community living.
- (e) Skill reinforcement including the implementation of behavioral support strategies, assistance in the use of communication and mobility devices, and other activities that reinforce skills learned by the individual that are necessary to ensure his or her initial and continued participation in community life.
- (f) Training in self-determination which includes assisting the individual to develop self-advocacy skills; to exercise his or her civil rights; to exercise control and responsibility over the services he or she receives; and to acquire skills that enable him or her to become more independent, productive, and integrated within the community.
- (g) Recreation and leisure including supports identified in the person-centered individual service plan as being therapeutic in nature, rather than merely providing a diversion, and/or as being necessary to assist the individual to develop and/or maintain social relationships and family contacts.
- (h) Assisting the individual with self-medication or provision of medication administration for prescribed medication and assisting the individual with or performing health-related activities in accordance with Chapter 5123:2-6 of the Administrative Code.

Requirements for service delivery:

- (1) The expected outcome of ADS is building on the individual's strengths and fostering the development of skills that lead to greater independence, community membership, relationship-building, self-direction, and self-advocacy.
- (2) ADS is available to individuals who are no longer eligible for educational services based on their graduation and/or receipt of a diploma or equivalency certificate and/or their permanent discontinuation of educational services within parameters established by the Ohio Department of Education.
- (3) ADS shall be provided pursuant to a person-centered individual service plan that conforms to the requirements of rule 5123:2-1-11 of the Administrative Code and shall be coordinated with other services and supports set forth in the individual service plan.
- (4) ADS may be provided in a variety of settings in the community, but shall not be furnished in the individual's residence or other residential living arrangement except for virtual ADS support as described below.

Adult day support may be provided through virtual support under the following conditions:

- (a) Virtual support does not have the effect of isolating an individual from the individual's community or preventing the individual from interacting with people with or without disabilities.
- (b) The use of virtual support has been agreed to by an individual and the individual's team and is specified in the individual service plan.
- (c) The use of virtual support complies with applicable laws governing an individual's right to privacy and the

individual's protected health information.

(d) Provision of adult day support through virtual support does not include:

(i) Personal care including supports and supervision in the areas of personal hygiene, eating communication, mobility, toileting, and dressing to ensure an individual's ability to experience and participate in community living; or

(ii) Assisting an individual with self-medication or health-related activities or performing medication administration or health-related activities in accordance with Chapters 5123-6 and 5123:2-6 of the Administrative Code

(5) A provider of ADS shall comply with applicable laws, rules, and regulations of the federal, state, and local governments pertaining to the physical environment (building and grounds) where adult day support is provided. A provider of adult day support shall be informed of and comply with standards (e.g., Americans with Disabilities Act of 1990) applicable to the service setting.

(6) ADS includes both individual activities and group activities. The nature of group activities and the number of staff providing adult day support to a group of individuals shall be appropriate to meet the needs and achieve the outcomes identified in each group member's person-centered individual service plan.

(7) When meals are provided as part of adult day support, they shall not constitute a full nutritional regimen (i.e., three meals per day).

(8) A provider of ADS shall recognize changes in the individual's condition and behavior as well as safety and sanitation hazards, report to the service and support administrator, and record the changes in the individual's written record.

**Specify applicable (if any) limits on the amount, frequency, or duration of this service:**

See Appendix C-4, "Other Type of Limit".

Payment for ADS, career planning, group employment support, individual employment support, and vocational habilitation alone or in combination, shall not exceed the budget limitations contained in appendix B to rule 5123:2-9-19 of the Administrative Code. As outlined in Appendix D-1-b Service Planning Safeguards: County boards providing targeted case management (TCM) will not be eligible to provide any of the new adult day services, unless no other qualified provider is available in the geographic area. It is anticipated that all individuals will be safely transitioned from their existing adult day services, many of which are operated by county boards, to the newly designed services according to Ohio's Transition Plan. County Boards are prohibited from providing direct services to new individuals, unless no other qualified and willing provider is available.

**Service Delivery Method (check each that applies):**

**Participant-directed as specified in Appendix E**

**Provider managed**

**Specify whether the service may be provided by (check each that applies):**

**Legally Responsible Person**

**Relative**

**Legal Guardian**

**Provider Specifications:**

Provider Category	Provider Type Title
Agency	County Board providers of Adult Day Support
Agency	For profit and not-for-profit private providers of Adult Day Support

**Appendix C: Participant Services**

## C-1/C-3: Provider Specifications for Service

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**Service Type: Other Service****Service Name: Habilitation - Adult Day Support**

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**Provider Category:** Agency**Provider Type:** County Board providers of Adult Day Support**Provider Qualifications****License (specify):****Certificate (specify):**

Certification standards are contained in Ohio Administrative Code 5123:2-9-17.

**Other Standard (specify):****Verification of Provider Qualifications****Entity Responsible for Verification:**

The Department of Developmental Disabilities (DODD).

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

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**Service Type: Other Service****Service Name: Habilitation - Adult Day Support**

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**Provider Category:** Agency**Provider Type:** For profit and not-for-profit private providers of Adult Day Support**Provider Qualifications****License (specify):****Certificate (specify):**

Certification standards are contained in Ohio Administrative Code 5123:2-9-17.

**Other Standard (specify):**

#### Verification of Provider Qualifications

**Entity Responsible for Verification:**

The Department of Developmental Disabilities.

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

## Appendix C: Participant Services

### C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

**Service Type:**

Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

**Service Title:**

Habilitation - Vocational Habilitation

**HCBS Taxonomy:**

**Category 1:**

04 Day Services

**Sub-Category 1:**

04020 day habilitation

**Category 2:**

**Sub-Category 2:**

**Category 3:**

**Sub-Category 3:**

**Service Definition (Scope):**

**Category 4:**

**Sub-Category 4:**

Vocational habilitation means services that provide learning and work experiences, including volunteer work, where the individual develops general skills that lead to competitive integrated employment such as ability to communicate effectively with supervisors, coworkers, and customers; generally-accepted community workplace conduct and dress; ability to follow directions; ability to attend to tasks; workplace problem-solving skills and strategies; and workplace safety and mobility training. Services are expected to occur over a defined period of time with specific outcomes to be achieved determined by the individual and his or her team.

Activities that constitute vocational habilitation include, but are not limited to:

(a) Ongoing support that may be provided in-person or through virtual support which includes direct supervision, telephone and/or in-person monitoring and/or counseling, and the provision of some or all of the following supports to promote the development of general work skills.

(i) Developing a systematic plan of instruction and support, including task analyses to prepare the individual for competitive integrated employment.

(ii) Assisting the individual to perform activities that result in increasing his or her social integration with other individuals and persons employed at the worksite.

(iii) Supporting and training the individual in the use of individualized or community-based transportation services.

(iv) Providing services and training that assist the individual with problem-solving and meeting job-related expectations.

(v) Assisting the individual to use natural supports and community resources.

(vi) Providing training to the individual to maintain current skills, enhance personal hygiene, learn new work skills, attain self-determination goals, and improve social skills.

(vii) Developing and implementing a plan to assist the individual to transition from his or her vocational habilitation setting to competitive integrated employment emphasizing the use of natural supports.

(viii) Assisting the individual with self-medication or provision of medication administration for prescribed medication and assisting the individual with or performing health-related activities in accordance with Chapter 5123:2-6 of the Administrative Code.

(b) Provision of information about or referral to career planning services, disability benefits services, or other appropriate consultative services.

Requirements for service delivery:

(1) The expected outcome of vocational habilitation is the advancement of an individual on his or her path to community employment and the individual's achievement of competitive integrated employment in a job well-matched to the individual's interests, strengths, priorities, and abilities.

(2) Vocational habilitation is available to individuals who are no longer eligible for educational services based on their graduation and/or receipt of a diploma or equivalency certificate and/or their permanent discontinuation of educational services within parameters established by the Ohio department of education.

(3) Vocational habilitation shall be provided pursuant to a person-centered individual service plan that conforms to the requirements of rules 5123:2-1-11 and 5123:2-2-05 of the Administrative Code and shall be coordinated with other services and supports set forth in the individual service plan. Individuals receiving vocational habilitation shall have community employment outcomes in their individual service plan; vocational habilitation activities shall be designed to support the individual's community employment outcomes.

(4) Vocational habilitation may be provided in a variety of settings in the community, but shall not be furnished in the individual's residence or other residential living arrangement except for virtual ADS support as described below.

(5) Vocational habilitation may be provided through virtual support under the following conditions:

(a) Virtual support does not have the effect of isolating an individual from the individual's community or preventing the individual from interacting with people with or without disabilities.

(b) The use of virtual support has been agreed to by an individual and the individual's team and is specified in the individual service plan.

(c) The use of virtual support complies with applicable laws governing an individual's right to privacy and the individual's protected health information.

(d) Provision of adult day support through virtual support does not include:

- i. Personal care including supports and supervision in the areas of personal hygiene, eating, communication, mobility, toileting, and dressing to ensure an individual's ability to experience and participate in community living; or
- ii. Assisting an individual with self-medication or health-related activities or performing medication administration or health-related activities in accordance with Chapters 5123-6 and 5123:2-6 of the Administrative Code

(5) A provider of vocational habilitation shall, in accordance with paragraph (F)(1) of rule 5123:2-2-05 of the Administrative Code, submit to each individual's team at least once every twelve months, or more frequently as decided upon by the individual's team, a written progress report. The written progress report shall outline the anticipated time-frame for each desired outcome of vocational habilitation. If no progress is reported, the individual service plan shall be amended to identify the barriers toward achieving desired outcomes and the action steps to overcome the identified barriers.

(6) The service and support administrator shall ensure that documentation is maintained to demonstrate that the service provided as vocational habilitation to an individual enrolled in a waiver is not otherwise available as vocational rehabilitation services funded under section 110 of the Rehabilitation Act of 1973, 29 U.S.C. 730, as in effect on the effective date of this rule.

(7) Individuals receiving vocational habilitation shall be compensated in accordance with applicable federal laws and state laws and regulations. A determination that an individual receiving vocational habilitation is eligible to be paid at special minimum wage rates in accordance with 29 C.F.R. Part 525, "Employment of Workers with Disabilities Under Special Certificates," shall be based on documented evaluations and assessments.

(8) A provider of vocational habilitation shall ensure that appropriate staff are knowledgeable in the Workforce Innovation and Opportunity Act, wage and hour laws, benefits, work incentives, and employer tax credits for individuals with developmental disabilities and ensure that individuals served receive this information.

(9) A provider of vocational habilitation shall comply with applicable laws, rules, and regulations of the federal, state, and local governments pertaining to the physical environment (building and grounds) where vocational habilitation is provided. A provider of vocational habilitation shall be informed of and comply with standards (e.g., Americans with Disabilities Act of 1990) applicable to the service setting.

(10) A provider of vocational habilitation shall recognize changes in the individual's condition and behavior as well as safety and sanitation hazards, report to the service and support administrator, and record the changes in the individual's written record.

**Specify applicable (if any) limits on the amount, frequency, or duration of this service:**

See Appendix C-4, "Other Type of Limit"

Payment for adult day support, career planning, group employment support, individual employment support, and vocational habilitation alone or in combination, shall not exceed the budget limitations contained in appendix B to rule 5123:2-9-19 of the Administrative Code.

As outlined in Appendix D-1-b Service Planning Safeguards county boards of developmental disabilities (county boards) providing targeted case management (TCM) will not be eligible to provide any of the new adult day services, unless no other qualified provider is available in the geographic area. It is anticipated that all individuals will be safely transitioned from their existing adult day services, many of which are operated by county boards, to the newly designed services according to Ohio's Transition Plan. County boards are prohibited from providing direct services to new individuals, unless no other qualified and willing provider is available.

**Service Delivery Method** (*check each that applies*): Participant-directed as specified in Appendix E Provider managed**Specify whether the service may be provided by** (*check each that applies*): Legally Responsible Person Relative Legal Guardian**Provider Specifications:**

Provider Category	Provider Type Title
Agency	For-profit and not-for profit private providers of Vocational Habilitation
Agency	County Board providers of Vocational Habilitation

**Appendix C: Participant Services****C-1/C-3: Provider Specifications for Service****Service Type: Other Service****Service Name: Habilitation - Vocational Habilitation****Provider Category:** Agency**Provider Type:** For-profit and not-for profit private providers of Vocational Habilitation**Provider Qualifications****License** (*specify*):**Certificate** (*specify*):**Other Standard** (*specify*):**Verification of Provider Qualifications****Entity Responsible for Verification:****Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to rule 5123:2-2-04 HCBS Waivers: Compliance Reviews of HCBS Waiver Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

**Service Type: Other Service****Service Name: Habilitation - Vocational Habilitation****Provider Category:**

Agency

**Provider Type:**

County Board providers of Vocational Habilitation

**Provider Qualifications****License (specify):****Certificate (specify):**

Certification standards will be promulgated in Ohio Administrative Code 5123:2-9-14.

**Other Standard (specify):****Verification of Provider Qualifications****Entity Responsible for Verification:**

The Ohio Department of Developmental Disabilities.

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to rule 5123:2-2-04 HCBS Waivers: Compliance Reviews of HCBS Waiver Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

## Appendix C: Participant Services

### C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

**Service Type:**

Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

**Service Title:**

Home Delivered Meals

**HCBS Taxonomy:****Category 1:**

06 Home Delivered Meals

**Sub-Category 1:**

06010 home delivered meals

**Category 2:****Sub-Category 2:****Category 3:****Sub-Category 3:****Service Definition (Scope):****Category 4:****Sub-Category 4:**

Home delivered meals means the preparation, packaging, and delivery of one or more meals to individuals who are unable to prepare or obtain nourishing meals. A maximum of two meals per day shall be provided. Home-delivered meals shall be provided pursuant to an individual service plan that conforms to the requirements of rule 5123-4-02 of the Ohio Administrative Code and specifies what type of home-delivered meals (i.e., standard meals, kosher meals, or therapeutic meals) are to be provided.

The service includes the preparation, packaging, and delivery of a safe and nutritious meal(s) to an individual.

There are three types of home-delivered meals:

1. Standard meal, meaning a meal that is not a kosher meal or a therapeutic meal.
2. Kosher meal, meaning a meal certified as kosher by a recognized kosher certification or a kosher establishment under orthodox rabbinic supervision.
3. Therapeutic meal, meaning a meal that is part of a therapeutic diet ordered by a licensed healthcare professional whose scope of practice includes ordering therapeutic diets:
  - (a) As part of the treatment for a disease or clinical condition;
  - (b) To modify, eliminate, decrease, or increase certain substances in the diet; or
  - (c) To provide mechanically altered food (i.e., the texture of food is altered by chopping, grinding, mashing, or pureeing so that it can be successfully chewed and safely swallowed) when indicated.

Providers of home delivered meals shall:

1. Be able to provide two meals per day, seven days per week;
2. Ensure that each meal:
  - (a) contains at least one-third of the daily recommended dietary allowance as established by the food and nutrition board of the national academy of sciences national research council; and
  - (b) Includes clear instructions on how to maintain, heat, reheat, and/or assemble the meal.
3. Ensure that a licensed dietitian approves and signs all menus and develops all therapeutic meal menus in accordance with the individual service plan;
4. Maintain a roster of delivery drivers who are trained and have available backup staff for scheduled meal deliveries; and
5. Initiate new orders for home-delivered meals within seventy-two hours of referral or as otherwise specified in the individual service plan.

**Specify applicable (if any) limits on the amount, frequency, or duration of this service:****Service Delivery Method (check each that applies):**

**Participant-directed as specified in Appendix E**

**Provider managed**

**Specify whether the service may be provided by (check each that applies):**

**Legally Responsible Person**

**Relative**

**Legal Guardian**

**Provider Specifications:**

Provider Category	Provider Type Title
Agency	Agency
Individual	Independent

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

**Service Type: Other Service**

**Service Name: Home Delivered Meals**

**Provider Category:**

Agency

**Provider Type:**

Agency

**Provider Qualifications**

**License (specify):**

**Certificate (specify):**

**Verification of Provider Qualifications**

**Entity Responsible for Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to rule 5123-2-04 HCBS Waivers: Compliance Reviews of HCBS Waiver Providers, DODD shall ensure that compliance reviews of certified providers are conducted so that each certified provider is reviewed within one year of initial billing for provision of services, and thereafter once during the term of their certification (3 years).

## Appendix C: Participant Services

## C-1/C-3: Provider Specifications for Service

**Service Type: Other Service****Service Name: Home Delivered Meals****Provider Category:**

Individual

**Provider Type:**

Independent

**Provider Qualifications****License (specify):****Certificate (specify):**

Certified under standards listed in OAC 5123:2-9-29.

**Other Standard (specify):****Verification of Provider Qualifications****Entity Responsible for Verification:**

Ohio Department of Developmental Disabilities (DODD)

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to rule 5123-2-04 HCBS Waivers: Compliance Reviews of HCBS Waiver Providers, DODD shall ensure that compliance reviews of certified providers are conducted so that each certified provider is reviewed within one year of initial billing for provision of services, and thereafter once during the term of their certification (3 years).

## Appendix C: Participant Services

### C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

**Service Type:**

Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

**Service Title:**

Individual Employment Support

**HCBS Taxonomy:**

**Category 1:**

03 Supported Employment

**Sub-Category 1:**

03021 ongoing supported employment, individual

**Category 2:****Sub-Category 2:****Category 3:****Sub-Category 3:****Service Definition (Scope):****Category 4:****Sub-Category 4:**

Individual employment support means individualized support for an individual to maintain competitive integrated employment. Activities that constitute individual employment support include but are not limited to:

- (a) Job coaching. Job coaching is identification and provision of services and supports, utilizing task analysis and systematic instruction that assist the individual in maintaining employment and/or advancing his or her career. Job coaching includes supports provided to the individual and his or her supervisor or coworkers on behalf of the individual, either in-person or remotely via technology. Job coaching may include the engagement of natural supports in the workplace to provide additional supports that allow the job coach to maximize his or her ability to fade. Examples of job coaching strategies include job analysis, job adaptations, instructional prompts, verbal instruction, self-management tools, physical assistance, role playing, coworker modeling, written instruction. Job coaching for self-employment includes identification and provision of services and supports, including counseling and guidance, which assist the individual in maintaining self-employment through the operation of a business. When job coaching is provided, a plan outlining the steps to reduce job coaching over time shall be in place within thirty days.
- (b) Benefits and work incentive management.
- (c) Training in assistive or other technology utilized by the individual while on the job.
- (d) Other workplace support services including services not specifically related to job skill training that enable the individual to be successful in integrating into the job setting.
- (e) Personal care and assistance, which may be a component of individual employment support but shall not comprise the entirety of the service.

#### Requirements for service delivery

- (1) The expected outcome of individual employment support is sustained competitive integrated employment in a job that is well-matched to the individual's interests, strengths, priorities, and abilities, and that meets the individual's personal and career goals.
- (2) Individual employment support shall be provided pursuant to a person-centered individual service plan that conforms to the requirements of rules 5123:2-1-11 and 5123:2-2-05 of the Administrative Code and shall be coordinated with other services and supports set forth in the individual service plan.
- (3) The service and support administrator shall ensure that documentation is maintained to demonstrate that the service provided as individual employment support to an individual enrolled in a waiver is not otherwise available as vocational rehabilitation services funded under section 110 of the Rehabilitation Act of 1973, 29 U.S.C. 730, as in effect on the effective date of this rule, or as special education or related services as those terms are defined in section 602 of the Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C. 1401, as in effect on the effective date of this rule.
- (4) Individual employment support shall be provided at a ratio of one staff to one individual.
- (5) Individual employment support services may extend to those times when the individual is not physically present and the provider is performing individual employment support on behalf of the individual (e.g., developing coworker supports or meeting with a supervisor).
- (6) A provider of individual employment support shall recognize changes in the individual's condition and behavior, report to the service and support administrator, and record the changes in the individual's written record.
- (7) A provider of individual employment support shall report identified safety and sanitation hazards that occur at the worksite to employers having the responsibility to remedy the condition.

**Specify applicable (if any) limits on the amount, frequency, or duration of this service:**

See Appendix C-4, "Other Type of Limit"

Payment for adult day support, career planning, group employment support, individual employment support, and vocational habilitation alone or in combination, shall not exceed the budget limitations contained in appendix C to rule 5123:2-9-19 of the Administrative Code.

As outlined in Appendix D-1-b Service Planning Safeguards county boards of developmental disabilities (county boards) providing targeted case management (TCM) will not be eligible to provide any of the new adult day services, unless no other qualified provider is available in the geographic area. It is anticipated that all individuals will be safely transitioned from their existing adult day services, many of which are operated by county boards, to the newly designed services according to Ohio's Transition Plan. County boards are prohibited from providing direct services to new individuals, unless no other qualified and willing provider is available.

**Service Delivery Method** (*check each that applies*):

**Participant-directed as specified in Appendix E**

**Provider managed**

**Specify whether the service may be provided by** (*check each that applies*):

**Legally Responsible Person**

**Relative**

**Legal Guardian**

**Provider Specifications:**

Provider Category	Provider Type Title
Individual	Independent providers of individual employment support
Agency	County Board providers of individual employment support
Agency	For profit and non-profit private providers of individual employment support

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

**Service Type: Other Service**

**Service Name: Individual Employment Support**

**Provider Category:**

Individual

**Provider Type:**

Independent providers of individual employment support

**Provider Qualifications**

**License** (*specify*):

**Certificate** (*specify*):

**Other Standard** (*specify*):

**Verification of Provider Qualifications****Entity Responsible for Verification:**

The Department of Development Disabilities (DODD).

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to rule 5123:2-2-04 HCBS Waivers: Compliance Reviews of HCBS Waiver Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

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**Appendix C: Participant Services**

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**C-1/C-3: Provider Specifications for Service**

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**Service Type: Other Service**

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**Service Name: Individual Employment Support****Provider Category:**

Agency

**Provider Type:**

County Board providers of individual employment support

**Provider Qualifications****License (specify):****Certificate (specify):**

Certification standards are contained in Ohio Administrative Code 5123:2-9-15

**Other Standard (specify):****Verification of Provider Qualifications****Entity Responsible for Verification:**

The Department of Development Disabilities (DODD).

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to rule 5123:2-2-04 HCBS Waivers: Compliance Reviews of HCBS Waiver Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

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**Appendix C: Participant Services**

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**C-1/C-3: Provider Specifications for Service**

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**Service Type: Other Service**

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**Service Name: Individual Employment Support**

**Provider Category:**

Agency

**Provider Type:**

For profit and non-profit private providers of individual employment support

**Provider Qualifications****License (specify):****Certificate (specify):**

Certification standards are contained in Ohio Administrative Code 5123:2-9-15

**Other Standard (specify):****Verification of Provider Qualifications****Entity Responsible for Verification:**

The Department of Development Disabilities (DODD).

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to rule 5123:2-2-04 HCBS Waivers: Compliance Reviews of HCBS Waiver Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

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## Appendix C: Participant Services

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### C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

**Service Type:**

Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

**Service Title:**

Non-Medical Transportation

**HCBS Taxonomy:****Category 1:****Sub-Category 1:**

15 Non-Medical Transportation

15010 non-medical transportation

**Category 2:****Sub-Category 2:**


**Category 3:****Sub-Category 3:**


**Service Definition (Scope):****Category 4:****Sub-Category 4:**



Non-Medical Transportation (NMT) as a waiver service is available to enable waiver participants to get to/from a place of employment or to access Adult Day Support, Career Planning, Group Employment Support, Individual Employment Support, and/or Vocational Habilitation, as specified by the Individual Service Plan (ISP). NMT may also be authorized to allow individuals access to volunteer opportunities and college or post-secondary activities. This is aligned with Ohio's mission of having all individuals who express an interest in competitive employment create their own unique path to employment. NMT will help support individuals in attaining their employment goals.

Whenever possible, family, friends, neighbors, or community agencies that can provide this service without charge shall be used. Transportation services that are not provided free of charge and are required by enrollees in HCBS waivers administered by the Department to access one or more of these five waiver services and/or the above community activities shall be considered to be NMT services and the payment rates, service limitations and provider qualifications associated with the provision of this service shall be applicable.

NMT is available in addition to the Transportation services described in Ohio Administrative Code 5123-9-06, which will be used primarily in connection with the provision of Homemaker/Personal Care Services.

**Specify applicable (if any) limits on the amount, frequency, or duration of this service:**

The maximum service limitation for NMT services will not exceed budget limitations in OAC 5123-9-19.

As outlined in Appendix D-1-b Service Planning Safeguards: County boards providing TCM will not be eligible to provide any of the new adult day services, unless no other qualified provider is available in the geographic area. It is anticipated that all individuals will be safely transitioned from their existing adult day services, many of which are operated by county boards, to the newly designed services according to Ohio's Transition Plan. County Boards are prohibited from providing direct services to new individuals, unless no other qualified and willing provider is available.

**Service Delivery Method (check each that applies):**

**Participant-directed as specified in Appendix E**

**Provider managed**

**Specify whether the service may be provided by (check each that applies):**

**Legally Responsible Person**

**Relative**

**Legal Guardian**

**Provider Specifications:**

Provider Category	Provider Type Title
Agency	Commercial buses, livery vehicles and taxicabs providing non-medical transportation per trip
Agency	Commercial buses, livery vehicles and taxicabs per mile

Provider Category	Provider Type Title
Agency	County board of DD providers of non-medical transportation per mile
Agency	For profit and non-profit private providers of non-medical transportation per mile
Individual	Individual private providers of non-medical transportation per trip
Individual	Individual private providers of non-medical transportation per mile
Agency	County board of DD providers of non-medical transportation per trip
Agency	For profit and non-profit private providers of non-medical transportation per trip

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

**Service Type: Other Service**

**Service Name: Non-Medical Transportation**

**Provider Category:**

Agency

**Provider Type:**

Commercial buses, livery vehicles and taxicabs providing non-medical transportation per trip

**Provider Qualifications**

**License (specify):**

**Certificate (specify):**

**Other Standard (specify):**

Non-Medical transportation providers whose services are available to the general public will not be subject to certification when the transportation service is subcontracted by or purchased on behalf of a waiver recipient by a waiver provider certified to provide Adult Day Support, Vocational Habilitation, and/or Supported Employment-Enclave.

**Verification of Provider Qualifications**

**Entity Responsible for Verification:**

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

**Service Type: Other Service**

**Service Name: Non-Medical Transportation**

**Provider Category:**

Agency

Provider Type:

Commercial buses, livery vehicles and taxicabs per mile

Provider Qualifications

License (*specify*):

Certificate (*specify*):

Certification standards will be promulgated in Ohio Administrative Code 5123-9-18.

Other Standard (*specify*):

Non-Medical transportation providers whose services are available to the general public will not be subject to certification when the transportation service is subcontracted by or purchased on behalf of a waiver recipient by a waiver provider certified to provide Adult Day Support, Vocational Habilitation, and/or Supported Employment-Enclave.

Verification of Provider Qualifications

Entity Responsible for Verification:

The Department of Developmental Disabilities (DODD).

Frequency of Verification:

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

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Service Type: Other Service

Service Name: Non-Medical Transportation

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Provider Category:

Agency

Provider Type:

County board of DD providers of non-medical transportation per mile

Provider Qualifications

License (*specify*):

Certificate (*specify*):

Certification standards will be promulgated in Ohio Administrative Code 5123-9-18.

Other Standard (*specify*):

Providers of transportation that is not available to the general public are eligible to bill on a per mile or per trip basis when the vehicles/providers/drivers meet the certification standards of the Department. The service type is determined by the team and individual choice and authorized in the individual's service plan.

**Verification of Provider Qualifications****Entity Responsible for Verification:**

The Department of Developmental Disabilities (DODD).

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

**Appendix C: Participant Services****C-1/C-3: Provider Specifications for Service****Service Type: Other Service****Service Name: Non-Medical Transportation****Provider Category:**

Agency

**Provider Type:**

For profit and non-profit private providers of non-medical transportation per mile

**Provider Qualifications****License (specify):**

[Redacted]

**Certificate (specify):**

Certification standards will be promulgated in Ohio Administrative Code 5123-9-18.

**Other Standard (specify):**

Providers of transportation that is not available to the general public are eligible to bill on a per mile or per trip basis when the vehicles/providers/drivers meet the certification standards of the Department. The service type is determined by the team and individual choice and authorized in the individual's service plan.

**Verification of Provider Qualifications****Entity Responsible for Verification:**

The Department of Developmental Disabilities (DODD).

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

**Service Type: Other Service****Service Name: Non-Medical Transportation****Provider Category:**

Individual

**Provider Type:**

Individual private providers of non-medical transportation per trip

**Provider Qualifications****License (specify):****Certificate (specify):**

Certification standards will be promulgated in Ohio Administrative Code 5123-9-18.

**Other Standard (specify):**

Providers of transportation that is not available to the general public are eligible to bill on a per mile or per trip basis when the vehicles/providers/drivers meet the certification standards of the Department. The service type is determined by the team and individual choice and authorized in the individual's service plan.

**Verification of Provider Qualifications****Entity Responsible for Verification:**

The Department of Developmental Disabilities (DODD).

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

**Service Type: Other Service****Service Name: Non-Medical Transportation****Provider Category:**

Individual

**Provider Type:**

Individual private providers of non-medical transportation per mile

**Provider Qualifications****License (specify):**

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**Certificate (specify):**

Certification standards will be promulgated in Ohio Administrative Code 5123-9-18.

**Other Standard (specify):**

Providers of transportation that is not available to the general public are eligible to bill on a per mile or per trip basis when the vehicles/providers/drivers meet the certification standards of the Department. The service type is determined by the team and individual choice and authorized in the individual's service plan.

**Verification of Provider Qualifications****Entity Responsible for Verification:**

The Department of Developmental Disabilities (DODD).

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

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## Appendix C: Participant Services

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### C-1/C-3: Provider Specifications for Service

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**Service Type: Other Service****Service Name: Non-Medical Transportation****Provider Category:**

Agency

**Provider Type:**

County board of DD providers of non-medical transportation per trip

**Provider Qualifications****License (specify):**

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**Certificate (specify):**

Certification standards will be promulgated in Ohio Administrative Code 5123-9-18.

**Other Standard (specify):**

Providers of transportation that is not available to the general public are eligible to bill on a per mile or per trip basis when the vehicles/providers/drivers meet the certification standards of the Department. The service type is determined by the team and individual choice and authorized in the individual's service plan.

**Verification of Provider Qualifications****Entity Responsible for Verification:**

The Department of Developmental Disabilities (DODD).

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

**Service Type: Other Service**

**Service Name: Non-Medical Transportation**

**Provider Category:**

Agency

**Provider Type:**

For profit and non-profit private providers of non-medical transportation per trip

**Provider Qualifications**

**License (specify):**

**Certificate (specify):**

Certification standards will be promulgated in Ohio Administrative Code 5123-9-18.

**Other Standard (specify):**

Providers of transportation that is not available to the general public are eligible to bill on a per mile or per trip basis when the vehicles/providers/drivers meet the certification standards of the Department. The service type is determined by the team and individual choice and authorized in the individual's service plan.

**Verification of Provider Qualifications**

**Entity Responsible for Verification:**

The Department of Developmental Disabilities (DODD).

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

## Appendix C: Participant Services

### C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

**Service Type:**

Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

**Service Title:**

Remote Supports

**HCBS Taxonomy:****Category 1:****Sub-Category 1:**

17 Other Services

17990 other

**Category 2:****Sub-Category 2:****Category 3:****Sub-Category 3:****Service Definition (Scope):****Category 4:****Sub-Category 4:**

“Remote supports” means the provision of supports by staff at a remote location who are engaged with the individual through technology/devices with the capability for live two-way communication. Equipment used to meet this requirement must include one or more of the following systems: motion sensing system, radio frequency identification, live video feed, live audio feed, GPS tracking, web-based monitoring system, or a device that otherwise meets the requirement for two-way communication. Individual interaction with the staff person may be scheduled, on-demand, or in response to an alert from a device in the remote support equipment system.

Per Ohio Administrative Code (OAC) rule 5123-9-35:

“When remote support involves the use of audio and/or video equipment that permits remote support staff to view activities and/or listen to conversations in the residence, the individual who receives the service and each person who lives with the individual shall consent in writing after being fully informed of what remote support entails including, but not limited to, that the remote support staff will observe their activities and/or listen to their conversations in the residence, where in the residence the remote support will take place, and whether or not recordings will be made. If the individual or a person who lives with the individual has a guardian, the guardian shall consent in writing. The individual’s service and support administrator shall keep a copy of each signed consent form with the individual service plan.”

Individuals and/or guardians who consent to the use of remote supports use this service in lieu of in-person caregiving, most typically provisioned through Ohio’s Homemaker/Personal Care (HPC) service. As an example, a remote support device can be used to set reminders for medication administration for an individual who can self-administer.

Remote supports allow for an individual to choose the method of supportive caregiving which best suits their needs. In this way, remote supports help ensure an individual’s rights of privacy, dignity, and respect, as well as freedom from coercion in that individuals now have a different method of receiving care.

**Specify applicable (if any) limits on the amount, frequency, or duration of this service:**

Remote supports shall not be provided in a non-residential setting.

Remote Supports shall not be provided in individual employment support, career planning, group employment support, adult day vocational support, or non-residential habilitation setting.

Per Ohio Administrative Code 5123-9-35, "Remote support shall be provided pursuant to an individual service plan that conforms to the requirements of rule 5123:2-1-11 of the Administrative Code. When remote support involves the use of audio and/or video equipment, the individual who receives the service and each person who lives with the individual shall consent in writing after being fully informed of what remote support entails, including, but not limited to, that the remote support staff will observe their activities and/or listen to their conversations in the residence, where in the residence the remote support will take place, and whether or not recording will be made. If the individual or a person who lives with the individual has a guardian, the guardian shall consent in writing. The individual's service and support administrator shall keep a copy of each signed consent form with the individual service plan."

In general, the use of cameras in bathrooms or bedrooms is not permitted. If ever a unique health and safety situation necessitated the need for cameras in a bathroom or bedroom, beyond a fall sensor, the overseeing Human Rights Committee would be required to authorize the plan and would ensure rights and privacy were specified in the plan.

**Service Delivery Method** (*check each that applies*):

Participant-directed as specified in Appendix E

Provider managed

**Specify whether the service may be provided by** (*check each that applies*):

Legally Responsible Person

Relative

Legal Guardian

**Provider Specifications:**

Provider Category	Provider Type Title
Agency	Agency Providers of Remote Supports

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

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**Service Type: Other Service**

**Service Name: Remote Supports**

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**Provider Category:**

Agency

**Provider Type:**

Agency Providers of Remote Supports

**Provider Qualifications**

**License** (*specify*):

**Certificate** (*specify*):

Certified per standards listed in OAC 5123:2-9-35.

**Other Standard (specify):****Verification of Provider Qualifications****Entity Responsible for Verification:** Ohio Department of Developmental Disabilities**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

**Appendix C: Participant Services****C-1/C-3: Service Specification**

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

**Service Type:** Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

**Service Title:** Transportation**HCBS Taxonomy:****Category 1:****Sub-Category 1:** 15 Non-Medical Transportation 15010 non-medical transportation**Category 2:****Sub-Category 2:****Category 3:****Sub-Category 3:****Service Definition (Scope):****Category 4:****Sub-Category 4:**

Service offered in order to enable individuals served on the waiver to gain access to waiver and other community services, activities and resources, specified by the individual's service plan. This service is offered in addition to medical transportation required under 42 CFR 431.53 and transportation services under the State plan, defined at 42 CFR 440.170(a) (if applicable), and shall not replace them. A self-directed model of transportation, as described in Ohio waiver rule 5123-9-26, has been established to assist individuals served to navigate their community as defined in the individual's service plan. Whenever possible, family, neighbors, friends, or community agencies that can provide this service without charge will be utilized. Transportation services may be provided in addition to the Non-Medical Transportation services that may only be used to enable individuals to access Adult Day Support, Vocational Habilitation, Individual Employment Support, Group Employment Support and Career Planning. To avoid service duplication with Non-Medical Transportation Service, documentation is required to show what service has been billed at what time. DODD conducts audits on services provided by aligning what is in the plan (ISP) with what has been approved in the Payment Authorization for Waiver Services (PAWS) and what has been billed in the Medicaid Billing System to ensure that no duplication has occurred. The SSA maintains the responsibility for monitoring the services as authorized in the ISP.

**Specify applicable (if any) limits on the amount, frequency, or duration of this service:**

**Service Delivery Method (check each that applies):**

**Participant-directed as specified in Appendix E**

**Provider managed**

**Specify whether the service may be provided by (check each that applies):**

**Legally Responsible Person**

**Relative**

**Legal Guardian**

**Provider Specifications:**

Provider Category	Provider Type Title
Individual	Independent Transportation Providers
Agency	Agency Transportation Providers
Individual	Financial Management Services Entity

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

**Service Type: Other Service**

**Service Name: Transportation**

**Provider Category:**

Individual

**Provider Type:**

Independent Transportation Providers

**Provider Qualifications**

**License (specify):**

**Certificate (specify):**

Certified under standards listed in rule 5123-9-24 and 5123-9-26 of the Ohio Administrative Code.

**Other Standard (specify):**

**Verification of Provider Qualifications**

**Entity Responsible for Verification:**

The Department of Developmental Disabilities (DODD).

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. The term of certification is 3 years, as specified in OAC 5123: 2-2-01. Pursuant to rule 5123:2-2-04 HCBS Waivers: Compliance Reviews of HCBS Waiver Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

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## Appendix C: Participant Services

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### C-1/C-3: Provider Specifications for Service

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**Service Type: Other Service**

**Service Name: Transportation**

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**Provider Category:**

Agency

**Provider Type:**

Agency Transportation Providers

**Provider Qualifications**

**License (specify):**

**Certificate (specify):**

Certified under standards listed in rule 5123-9-24 and 5123-9-26 of the Ohio Administrative Code.

**Other Standard (specify):**

**Verification of Provider Qualifications**

**Entity Responsible for Verification:**

The Department of Developmental Disabilities (DODD).

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. The term of certification is 3 years, as specified in OAC 5123: 2-2-01. Pursuant to rule 5123:2-2-04 HCBS Waivers: Compliance Reviews of HCBS Waiver Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

## Appendix C: Participant Services

### C-1/C-3: Provider Specifications for Service

**Service Type: Other Service**

**Service Name: Transportation**

**Provider Category:**

Individual

**Provider Type:**

Financial Management Services Entity

**Provider Qualifications**

**License (specify):**

**Certificate (specify):**

Certified under standards listed in rule 5123-9-24 and 5123-9-26 of the Ohio Administrative Code.

**Other Standard (specify):**

See additional information provided in Appendix E-1-i

**Verification of Provider Qualifications**

**Entity Responsible for Verification:**

The Department of Developmental Disabilities (DODD)

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. Pursuant to OAC 5123:2-2-04 Compliance Reviews of Certified Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

## Appendix C: Participant Services

### C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

**Service Type:**

Other Service

As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional service not specified in statute.

**Service Title:**

Waiver Nursing Delegation

**HCBS Taxonomy:**

**Category 1:**

05 Nursing

**Sub-Category 1:**

05020 skilled nursing

**Category 2:****Sub-Category 2:****Category 3:****Sub-Category 3:****Service Definition (Scope):****Category 4:****Sub-Category 4:**

Waiver nursing delegation services means the initial and ongoing supports provided by a licensed nurse who is delegating a nursing task or assuming responsibility for individuals who are receiving delegated nursing care. Waiver nursing delegation services include two distinct components: assessment of the individual receiving delegated nursing care that includes a face-to-face interview and observation of the individual receiving care and supervision of the performance of the nursing task performed by the unlicensed person.

All nurses providing waiver nursing services to individuals enrolled on the SELF waiver shall provide services within the nurse's scope of practice as set forth in Chapter 4723. of the Revised Code (Ohio's Nurse Practice Act) and Administrative Code rules adopted there under, and hold a current, valid, and unrestricted license issued by the Ohio board of nursing.

Ohio's Medicaid state plan does not currently fund nursing delegation.

Related legal guardians of individuals over the age of 18 are permitted to be providers. Family members who live with the individual is not eligible to be paid for waiver nursing delegation provided to that individual. Family members who live with the individual can delegate to independent providers through the family delegation statute and not require waiver certification/payment to do so.

**Specify applicable (if any) limits on the amount, frequency, or duration of this service:**

Waiver nursing delegation shall be provided pursuant to an individual service plan that conforms to the requirements of rule 5123:2-1-11 of the Administrative Code.

An individual may receive up to one assessment every 60 days in a residential setting and one assessment every 60 days in a non-residential setting.

Waiver nursing delegation may be reimbursed for no more than 10 hours per month for each individual in all settings.

LPNs may not perform waiver nursing delegation assessment.

The scope and intensity of supervision of unlicensed personnel shall be determined by the RN or LPN.

**Service Delivery Method (check each that applies):** **Participant-directed as specified in Appendix E** **Provider managed****Specify whether the service may be provided by (check each that applies):** **Legally Responsible Person**

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**Relative****Legal Guardian****Provider Specifications:**

Provider Category	Provider Type Title
Individual	LPN
Individual	RN
Agency	Medicare-certified HHA, an agency accredited by ACHC, CHAP or the Joint Commission or another national accrediting organization approved by CMS, and DODD certified agencies

**Appendix C: Participant Services****C-1/C-3: Provider Specifications for Service****Service Type: Other Service****Service Name: Waiver Nursing Delegation****Provider Category:** Individual**Provider Type:** LPN**Provider Qualifications****License (specify):** LPN**Certificate (specify):** Ohio Administrative Code 5123:2-9-37**Other Standard (specify):****Verification of Provider Qualifications****Entity Responsible for Verification:** The Department of Developmental Disabilities (DODD).**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. The term of certification is 3 years, as specified in OAC 5123: 2-2-01. Pursuant to rule 5123:2-2-04 HCBS Waivers: Compliance Reviews of HCBS Waiver Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

**Appendix C: Participant Services****C-1/C-3: Provider Specifications for Service****Service Type: Other Service**

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**Service Name: Waiver Nursing Delegation**

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**Provider Category:**

Individual

**Provider Type:**

RN

**Provider Qualifications****License (specify):**

RN

**Certificate (specify):**

Ohio Administrative Code 5123:2-9-37.

**Other Standard (specify):****Verification of Provider Qualifications****Entity Responsible for Verification:**

The Department of Developmental Disabilities (DODD).

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. The term of certification is 3 years, as specified in OAC 5123: 2-2-01. Pursuant to rule 5123:2-2-04 HCBS Waivers: Compliance Reviews of HCBS Waiver Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

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**Appendix C: Participant Services**

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**C-1/C-3: Provider Specifications for Service**

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**Service Type: Other Service****Service Name: Waiver Nursing Delegation**

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**Provider Category:**

Agency

**Provider Type:**

Medicare-certified HHA, an agency accredited by ACHC, CHAP or the Joint Commission or another national accrediting organization approved by CMS, and DODD certified agencies

**Provider Qualifications****License (specify):**

RN, LPN

**Certificate (specify):**

Ohio Administrative Code 5123:2-9-37.

**Other Standard (specify):**

**Verification of Provider Qualifications****Entity Responsible for Verification:**

The Department of Developmental Disabilities (DODD).

**Frequency of Verification:**

DODD has the statutory authority in section 5123.16 of the Revised Code to establish a period of recertification. The term of certification is 3 years, as specified in OAC 5123: 2-2-01. Pursuant to rule 5123:2-2-04 HCBS Waivers: Compliance Reviews of HCBS Waiver Providers, DODD compliance reviews of certified providers shall be conducted so that each certified provider is reviewed once during the term of their certification.

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## Appendix C: Participant Services

### C-1: Summary of Services Covered (2 of 2)

**b. Provision of Case Management Services to Waiver Participants.** Indicate how case management is furnished to waiver participants (*select one*):

**Not applicable** - Case management is not furnished as a distinct activity to waiver participants.

**Applicable** - Case management is furnished as a distinct activity to waiver participants.

*Check each that applies:*

**As a waiver service defined in Appendix C-3. Do not complete item C-1-c.**

**As a Medicaid state plan service under §1915(i) of the Act (HCBS as a State Plan Option).** *Complete item C-1-c.*

**As a Medicaid state plan service under §1915(g)(1) of the Act (Targeted Case Management).** *Complete item C-1-c.*

**As an administrative activity.** *Complete item C-1-c.*

**As a primary care case management system service under a concurrent managed care authority.** *Complete item C-1-c.*

**c. Delivery of Case Management Services.** Specify the entity or entities that conduct case management functions on behalf of waiver participants:

County boards of developmental disabilities conduct case management services (Targeted Case Management, or TCM) through Service and Support Administrators (SSAs) who are certified/registered through the Ohio Department of Developmental Disabilities.

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## Appendix C: Participant Services

### C-2: General Service Specifications (1 of 3)

**a. Criminal History and/or Background Investigations.** Specify the state's policies concerning the conduct of criminal history and/or background investigations of individuals who provide waiver services (*select one*):

**No. Criminal history and/or background investigations are not required.**

**Yes. Criminal history and/or background investigations are required.**

Specify: (a) the types of positions (e.g., personal assistants, attendants) for which such investigations must be conducted; (b) the scope of such investigations (e.g., state, national); and, (c) the process for ensuring that mandatory investigations have been conducted. State laws, regulations and policies referenced in this description are available to CMS upon request through the Medicaid or the operating agency (if applicable):

At the time of initial enrollment and renewal, the Department of Developmental Disabilities (DODD) requests that every independent provider and every agency have a report sent to the Department as part of their application requirements. Certification will not be granted without this document, which must be sent directly from the Bureau of Criminal Identification and Investigation (BCII) to DODD.

DODD does not enroll an applicant who provides direct services to individuals with developmental disabilities as a SELF waiver provider until a background check has been satisfactorily completed.

Criminal history/background checks are conducted for all providers having direct contact with waiver participants. Background investigations follow the requirements listed in Section 5123.081 of the Ohio Revised Code.

A report is submitted by the Ohio's Bureau of Criminal Identification and Investigation (BCII) directly to DODD regarding an applicant's criminal record. If the applicant who is the subject of a background investigation does not present proof that he/she has been a resident of Ohio for the five-year period immediately prior to the date of the background investigation, a request that BCII obtain information regarding the applicant's criminal record from the federal bureau of investigation (FBI) shall be made. If the applicant presents proof that he/she has been a resident of Ohio for that five-year period, a request may be made that BCII include information from the FBI in its report.

An individual provider is required to report to DODD if he or she is ever formally charged with, convicted of, or pleads guilty to any of the disqualifying offenses listed or described in divisions (A)(3)(a) to (e) of section 109.572 of the Revised Code. The individual provider shall make such report, in writing, no later than fourteen calendar days after the date of such charge, conviction or guilty plea.

An agency provider shall require any employee in a direct services position to report, in writing, to the agency provider if the employee is ever formally charged with, convicted of, or plead guilty to any of the disqualifying offenses listed or described in divisions (A)(3)(a) to (e) of section 109.572 of the Revised Code no later than fourteen calendar days after the date of such charge, conviction, or guilty plea.

**b. Abuse Registry Screening.** Specify whether the state requires the screening of individuals who provide waiver services through a state-maintained abuse registry (select one):

**No. The state does not conduct abuse registry screening.**

**Yes. The state maintains an abuse registry and requires the screening of individuals through this registry.**

Specify: (a) the entity (entities) responsible for maintaining the abuse registry; (b) the types of positions for which abuse registry screenings must be conducted; and, (c) the process for ensuring that mandatory screenings have been conducted. State laws, regulations and policies referenced in this description are available to CMS upon request through the Medicaid agency or the operating agency (if applicable):

The requirements for the abuser registry are contained in Sections 5123.50 through 5123.54 of the Ohio Revised Code. The Department of Developmental Disabilities (DODD) maintains an abuser registry and screens provider applicants for waiver services that have direct contact with waiver participants against the abuser registry. Certification as an independent waiver provider who is engaged in a direct services position shall not be approved until the screening has been satisfactorily completed. Agency providers must assure that all employees or contractors who are engaged in a direct services position have been screened against the abuser registry. Agency providers will not hire or employ anyone engaged in a direct services position who is on the abuser registry.

Certification shall be denied to any applicant whose name appears on the abuser registry. For waiver providers who previously have been certified, DODD regulations require the revocation of all providers' certifications whose names have been placed on the registry. If a provider is employing someone in a direct services position that is on the registry, DODD would immediately require the person on the registry to be removed from contact with any person with a developmental disability. The provider would be sanctioned for violating the abuse registry guidelines, which may involve revocation of the provider's certification.

Additionally, contact is made with the Ohio Department of Health to inquire whether the nurse aide registry established under section 3721.32 of the Revised Code reveals that its director has made a determination of abuse, neglect, or misappropriation of property of a resident of a long-term care facility or residential care facility by the applicant. The Ohio Department of Developmental Disabilities will deny certification to an applicant whose name appears on the nurse aide registry with regard to abuse, neglect or misappropriation.

For employees, subcontractors of the applicant, and employees of subcontractors who provide specialized services to an individual with a developmental disability as defined in division (G) of section 5123.50 of the Revised Code, the applicant shall provide to DODD written assurance that, as of the date of the application, no such persons are listed on the abuser registry established pursuant to sections 5123.50 to 5123.54 of the Revised Code.

DODD compliance reviews verify whether the provider has checked the registry to ensure none of the employees have been placed on the registry.

## Appendix C: Participant Services

### C-2: General Service Specifications (2 of 3)

**Note: Required information from this page (Appendix C-2-c) is contained in response to C-5.**

## Appendix C: Participant Services

### C-2: General Service Specifications (3 of 3)

**d. Provision of Personal Care or Similar Services by Legally Responsible Individuals.** A legally responsible individual is any person who has a duty under state law to care for another person and typically includes: (a) the parent (biological or adoptive) of a minor child or the guardian of a minor child who must provide care to the child or (b) a spouse of a waiver participant. Except at the option of the State and under extraordinary circumstances specified by the state, payment may not be made to a legally responsible individual for the provision of personal care or similar services that the legally responsible individual would ordinarily perform or be responsible to perform on behalf of a waiver participant. *Select one:*

**No. The state does not make payment to legally responsible individuals for furnishing personal care or similar services.**

**Yes. The state makes payment to legally responsible individuals for furnishing personal care or similar services when they are qualified to provide the services.**

Specify: (a) the legally responsible individuals who may be paid to furnish such services and the services they may provide; (b) state policies that specify the circumstances when payment may be authorized for the provision of **extraordinary care** by a legally responsible individual and how the state ensures that the provision of services by a legally responsible individual is in the best interest of the participant; and, (c) the controls that are employed to ensure that payments are made only for services rendered. *Also, specify in Appendix C-1/C-3 the personal care or similar services for which payment may be made to legally responsible individuals under the state policies specified here.*

Requirements are outlined in OAC 5160-44-32.

Individuals with legal decision-making authority (authority granted to an individual or entity to act on behalf of an individual through the designation of authorized representative, declaration for mental health treatment, general power of attorney, representative payee, or appointment of legal custody or guardianship pursuant to a court order are prohibited from serving as a direct care worker for an individual, except as follows:

Parent of an adult individual with the following designations may serve as a direct care worker of personal care or waiver nursing, as an independent provider or through agency employment:

\*authorized representative

\*declaration for mental health treatment

\*general power of attorney

\*healthcare (medical) power of attorney

\*financial power of attorney

\*representative payee

\*guardianship pursuant to a court order, only when granted court authority to serve as a direct care worker for the individual.

An adult child, grandparent, grandchild, great-grandparent, great-grand-children, brother, sister, aunt, uncle, nephew, niece, and step relations of an individual above the age of eighteen with the following designations may serve as a direct care worker of personal care or waiver nursing, as an independent provider or through agency employment:

\*authorized representative

\*declaration for mental health treatment

\*general power of attorney

\*healthcare (medical) power of attorney

\*appointment of legal custody of a minor

\*guardianship pursuant to a court order, if granted court authority to serve as a direct care worker for the individual.

Standard procedures for service authorization, oversight and verification are applied through the case management agency and provider oversight contractor to ensure payment is made only for services furnished in the best interest of the individual.

The number of hours a relative described above may be authorized is set in accordance with OAC 5160-44-32.

#### **Self-directed**

#### **Agency-operated**

**e. Other State Policies Concerning Payment for Waiver Services Furnished by Relatives/Legal Guardians.** Specify state policies concerning making payment to relatives/legal guardians for the provision of waiver services over and above the policies addressed in Item C-2-d. *Select one:*

**The state does not make payment to relatives/legal guardians for furnishing waiver services.**

**The state makes payment to relatives/legal guardians under specific circumstances and only when the relative/guardian is qualified to furnish services.**

Specify the specific circumstances under which payment is made, the types of relatives/legal guardians to whom payment may be made, and the services for which payment may be made. Specify the controls that are employed to ensure that payments are made only for services rendered. *Also, specify in Appendix C-1/C-3 each waiver service for which payment may be made to relatives/legal guardians.*

**Relatives/legal guardians may be paid for providing waiver services whenever the relative/legal guardian is qualified to provide services as specified in Appendix C-1/C-3.**

Specify the controls that are employed to ensure that payments are made only for services rendered.

Relatives/legal guardians may be paid for providing waiver services whenever the relative/legal guardian is qualified to provide services as specified in Appendix C-1/C-3, except as follows:

Guardians who are related to their dependents and have probate court approval may furnish any waiver service to their dependents. Unrelated guardians are prohibited.

Procedures that have been established to ensure that payment is made only for services rendered:

The Individual Service Plan (ISP) developed by the county board of developmental disabilities (county board) specifies the waiver services eligible for payment. Waiver services specified in the ISP are entered into the Department of Developmental Disabilities (DODD) operated payment system to ensure that payment is made only for waiver services specified in ISP and only in the amounts specified in the ISP.

Consistent with the limitations in Appendix C-2-e, relatives/family members who are otherwise qualified to provide services as specified in Appendix C-1/C-3, may become qualified waiver providers by following the same certification process as DODD's other waiver providers.

Consistent with Appendix I-2-a, when necessary to comply with the Fair Labor Standards Act (FLSA), the reimbursement to independent providers will be adjusted for overtime compensation.

Monitoring of the ISP implementation is done by the County Board Service and Support Administrator (SSA), and provider compliance reviews conducted by DODD include a review of whether services were actually delivered in accordance with the individual's ISP.

#### Other policy.

Specify:

**f. Open Enrollment of Providers.** Specify the processes that are employed to assure that all willing and qualified providers have the opportunity to enroll as waiver service providers as provided in 42 CFR §431.51:

The Department of Developmental Disabilities (DODD) continuously certifies applicants to be providers of waiver services. Prospective providers must access the Provider Certification Wizard (PCW) to make application for certification. All documents required to be certified as a waiver provider, along with information regarding the certification process, are posted on DODD's website. Prospective providers may call or email DODD for information about the requirements or assistance with the application process. Once certified by the DODD, the Medicaid Provider application is forwarded to ODM for review and assignment of a Medicaid provider number.

County Boards also assist in the open enrollment of providers by passing along information regarding waiver services and the provider application process to potential providers.

## Appendix C: Participant Services

### Quality Improvement: Qualified Providers

*As a distinct component of the States quality improvement strategy, provide information in the following fields to detail the States methods for discovery and remediation.*

#### a. Methods for Discovery: Qualified Providers

*The state demonstrates that it has designed and implemented an adequate system for assuring that all waiver services are provided by qualified providers.*

##### i. Sub-Assurances:

*a. Sub-Assurance: The State verifies that providers initially and continually meet required licensure and/or certification standards and adhere to other standards prior to their furnishing waiver services.*

## Performance Measures

For each performance measure the State will use to assess compliance with the statutory assurance, complete the following. Where possible, include numerator/denominator.

For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.

### Performance Measure:

**PM C1: Number and percent of new independent providers that meet initial certification requirements prior to providing waiver services. Numerator: Total number of new independent providers enrolled that meet initial certification requirements prior to providing waiver services. Denominator: Total number of new independent providers enrolled.**

#### Data Source (Select one):

Other

If 'Other' is selected, specify:

**DODD's Provider Certification Wizard**

Responsible Party for data collection/generation (check each that applies):	Frequency of data collection/generation (check each that applies):	Sampling Approach (check each that applies):
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval =  <input type="text"/>
Other Specify:  <input type="text"/>	Annually	Stratified Describe Group:  <input type="text"/>
	Continuously and Ongoing	Other Specify:  <input type="text"/>
	Other	

	Specify:  <input type="text"/>	
--	--------------------------------------	--

**Data Aggregation and Analysis:**

Responsible Party for data aggregation and analysis (check each that applies):	Frequency of data aggregation and analysis (check each that applies):
<b>State Medicaid Agency</b>	<b>Weekly</b>
<b>Operating Agency</b>	<b>Monthly</b>
<b>Sub-State Entity</b>	<b>Quarterly</b>
<b>Other</b> Specify:  <input type="text"/>	<b>Annually</b>
	<b>Continuously and Ongoing</b>
	<b>Other</b> Specify:  <input type="text"/>

**Performance Measure:**

**PM C2:** Number and percent of new agency providers that meet initial certification requirements prior to providing waiver services. **Numerator:** Number of new agency providers that meet initial certification requirements prior to providing waiver services. **Denominator:** Total number of new agency providers enrolled.

**Data Source (Select one):****Other**

If 'Other' is selected, specify:

**DODD's Provider Certification Wizard**

Responsible Party for data collection/generation (check each that applies):	Frequency of data collection/generation (check each that applies):	Sampling Approach (check each that applies):
<b>State Medicaid Agency</b>	<b>Weekly</b>	<b>100% Review</b>
<b>Operating Agency</b>	<b>Monthly</b>	<b>Less than 100% Review</b>

<b>Sub-State Entity</b>	<b>Quarterly</b>	<b>Representative Sample</b> Confidence Interval =  <input type="text"/>
<b>Other</b> Specify:  <input type="text"/>	<b>Annually</b>	<b>Stratified</b> Describe Group:  <input type="text"/>
	<b>Continuously and Ongoing</b>	<b>Other</b> Specify:  <input type="text"/>
	<b>Other</b> Specify:  <input type="text"/>	

**Data Aggregation and Analysis:**

<b>Responsible Party for data aggregation and analysis (check each that applies):</b>	<b>Frequency of data aggregation and analysis (check each that applies):</b>
<b>State Medicaid Agency</b>	<b>Weekly</b>
<b>Operating Agency</b>	<b>Monthly</b>
<b>Sub-State Entity</b>	<b>Quarterly</b>
<b>Other</b> Specify:  <input type="text"/>	<b>Annually</b>
	<b>Continuously and Ongoing</b>
	<b>Other</b> Specify:  <input type="text"/>

**Performance Measure:**

**PM C3: Number and percent of independent providers that continue to meet certification requirements at recertification or review. Numerator: Number of independent providers that continue to meet certification requirements at recertification or review. Denominator: Total number of independent providers due for a re-certification or review.**

**Data Source (Select one):****Other**

If 'Other' is selected, specify:

**DODD's Provider Certification Wizard**

<b>Responsible Party for data collection/generation (check each that applies):</b>	<b>Frequency of data collection/generation (check each that applies):</b>	<b>Sampling Approach (check each that applies):</b>
<b>State Medicaid Agency</b>	<b>Weekly</b>	<b>100% Review</b>
<b>Operating Agency</b>	<b>Monthly</b>	<b>Less than 100% Review</b>
<b>Sub-State Entity</b>	<b>Quarterly</b>	<b>Representative Sample</b> Confidence Interval =  <input type="text"/>
<b>Other</b> Specify:  <input type="text"/>	<b>Annually</b>	<b>Stratified</b> Describe Group:  <input type="text"/>
	<b>Continuously and Ongoing</b>	<b>Other</b> Specify:  <input type="text"/>
	<b>Other</b> Specify:  <input type="text"/>	

**Data Aggregation and Analysis:**

Responsible Party for data aggregation and analysis (check each that applies):	Frequency of data aggregation and analysis (check each that applies):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify:  [Redacted]	Annually
	Continuously and Ongoing
	Other Specify:  [Redacted]

**Performance Measure:**

**PM C4:** Number and percent of agency providers that continue to meet certification requirements at recertification or review. Numerator: Number of agency providers that continue to meet certification requirements at recertification or review.

**Denominator:** Total number of agency providers due for a re-certification or review.

**Data Source (Select one):**

**Other**

If 'Other' is selected, specify:

**DODD's Provider Certification Wizard**

Responsible Party for data collection/generation (check each that applies):	Frequency of data collection/generation (check each that applies):	Sampling Approach (check each that applies):
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval =  [Redacted]

Other Specify:  <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	Annually	Stratified Describe Group:  <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
	Continuously and Ongoing	Other Specify:  <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
	Other Specify:  <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	

**Data Aggregation and Analysis:**

Responsible Party for data aggregation and analysis (check each that applies):	Frequency of data aggregation and analysis (check each that applies):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify:  <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	Annually
	Continuously and Ongoing
	Other Specify:  <div style="border: 1px solid black; height: 60px; width: 100%;"></div>

**Performance Measure:**

**PM C5:** Number and percent of enrolled providers for which an appropriate background and registry check were conducted timely. Numerator: Number of enrolled providers for which an appropriate background and registry check were conducted timely. Denominator: Total number of enrolled provider due for a background and registry check.

**Data Source (Select one):****Other**

If 'Other' is selected, specify:

**DODD's Provider Certification Wizard**

<b>Responsible Party for data collection/generation (check each that applies):</b>	<b>Frequency of data collection/generation (check each that applies):</b>	<b>Sampling Approach (check each that applies):</b>
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval =  _____
Other Specify:  _____	Annually	Stratified Describe Group:  _____
	Continuously and Ongoing	Other Specify:  _____
	Other Specify:  _____	

**Data Aggregation and Analysis:**

<b>Responsible Party for data aggregation and analysis (check each that applies):</b>	<b>Frequency of data aggregation and analysis (check each that applies):</b>
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly

Responsible Party for data aggregation and analysis (check each that applies):	Frequency of data aggregation and analysis (check each that applies):
<b>Other</b> Specify: <div style="border: 1px solid black; height: 50px; width: 100%;"></div>	<b>Annually</b>
	<b>Continuously and Ongoing</b>
	<b>Other</b> Specify: <div style="border: 1px solid black; height: 50px; width: 100%;"></div>

**b. Sub-Assurance: The State monitors non-licensed/non-certified providers to assure adherence to waiver requirements.**

For each performance measure the State will use to assess compliance with the statutory assurance, complete the following. Where possible, include numerator/denominator.

For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.

**Performance Measure:**

N/A CMS acknowledged in the SELF Evidence Report submitted in 2018 that the SELF waiver does not permit non-licensed/non-certified providers to deliver waiver services. This sub-assurance does not apply. At renewal, CMS requested the state to indicate in the application that this sub-assurance does not apply and a PM is not required.

**Data Source (Select one):**

**Other**

If 'Other' is selected, specify:

N/A

Responsible Party for data collection/generation (check each that applies):	Frequency of data collection/generation (check each that applies):	Sampling Approach (check each that applies):
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative

		<b>Sample</b> Confidence Interval =  <input type="text"/>
<b>Other</b> Specify:  <input type="text" value="N/A"/>	<b>Annually</b>	<b>Stratified</b> Describe Group:  <input type="text"/>
	<b>Continuously and Ongoing</b>	<b>Other</b> Specify:  <input type="text" value="N/A"/>
	<b>Other</b> Specify:  <input type="text" value="N/A"/>	

**Data Aggregation and Analysis:**

<b>Responsible Party for data aggregation and analysis (check each that applies):</b>  <input type="checkbox"/> State Medicaid Agency <input type="checkbox"/> Operating Agency <input type="checkbox"/> Sub-State Entity  <b>Other</b> Specify:  <input type="text" value="N/A"/>	<b>Frequency of data aggregation and analysis (check each that applies):</b>  <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly  <b>Annually</b>  <input type="checkbox"/> Continuously and Ongoing  <b>Other</b> Specify:  <input type="text" value="N/A"/>

**c. Sub-Assurance: The State implements its policies and procedures for verifying that provider training is conducted in accordance with state requirements and the approved waiver.**

For each performance measure the State will use to assess compliance with the statutory assurance, complete the following. Where possible, include numerator/denominator.

For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.

**Performance Measure:**

**PM C6: Number and percent of independent providers who were certified because they met training requirements. Numerator: Number of independent providers who were certified because they met training requirements. Denominator: Total number of independent providers due for a review.**

**Data Source (Select one):**

Other

If 'Other' is selected, specify:

**DODD's Provider Certification Wizard**

<b>Responsible Party for data collection/generation (check each that applies):</b>	<b>Frequency of data collection/generation (check each that applies):</b>	<b>Sampling Approach (check each that applies):</b>
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval =  <input type="text"/>
Other Specify:  <input type="text"/>	Annually	Stratified Describe Group:  <input type="text"/>
	Continuously and Ongoing	Other Specify:  <input type="text"/>
	Other	

	Specify:  <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
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**Data Aggregation and Analysis:**

Responsible Party for data aggregation and analysis (check each that applies):	Frequency of data aggregation and analysis (check each that applies):
<b>State Medicaid Agency</b>	<b>Weekly</b>
<b>Operating Agency</b>	<b>Monthly</b>
<b>Sub-State Entity</b>	<b>Quarterly</b>
<b>Other</b> Specify: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<b>Annually</b>
	<b>Continuously and Ongoing</b>
	<b>Other</b> Specify: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>

**Performance Measure:**

**PM C7:** Number and percent of agency providers who were certified because they met training requirements. Numerator: Number of agency providers who were certified because they met training requirements. Denominator: Total number of agency providers due for a review.

**Data Source (Select one):****Other**

If 'Other' is selected, specify:

**DODD's Provider Certification Wizard**

Responsible Party for data collection/generation (check each that applies):	Frequency of data collection/generation (check each that applies):	Sampling Approach (check each that applies):
<b>State Medicaid Agency</b>	<b>Weekly</b>	<b>100% Review</b>
<b>Operating Agency</b>	<b>Monthly</b>	<b>Less than 100% Review</b>

<b>Sub-State Entity</b>	<b>Quarterly</b>	<b>Representative Sample</b> Confidence Interval =  <input type="text"/>
<b>Other</b> Specify:  <input type="text"/>	<b>Annually</b>	<b>Stratified</b> Describe Group:  <input type="text"/>
	<b>Continuously and Ongoing</b>	<b>Other</b> Specify:  <input type="text"/>
	<b>Other</b> Specify:  <input type="text"/>	

**Data Aggregation and Analysis:**

<b>Responsible Party for data aggregation and analysis (check each that applies):</b>	<b>Frequency of data aggregation and analysis (check each that applies):</b>
<b>State Medicaid Agency</b>	<b>Weekly</b>
<b>Operating Agency</b>	<b>Monthly</b>
<b>Sub-State Entity</b>	<b>Quarterly</b>
<b>Other</b> Specify:  <input type="text"/>	<b>Annually</b>
	<b>Continuously and Ongoing</b>
	<b>Other</b> Specify:  <input type="text"/>

ii. If applicable, in the textbox below provide any necessary additional information on the strategies employed by the State to discover/identify problems/issues within the waiver program, including frequency and parties responsible.

**b. Methods for Remediation/Fixing Individual Problems**

i. Describe the States method for addressing individual problems as they are discovered. Include information regarding responsible parties and GENERAL methods for problem correction. In addition, provide information on the methods used by the state to document these items.

Provider applicants cannot provide waiver services prior to meeting initial certification requirements. Providers are not given their DODD contract number or Medicaid Provider number until the standards of certification have been met as established in OAC 5123:2-2-01. Requirements are specific to independent providers verse agency providers; all approved providers are identified in the provider database as either being an agency or independent provider. Effective dates of certification are not granted until DODD has received all documentation supporting the initial certification requirements. Requirements, including documents, for certification are currently listed by provider type on the DODD website. Provider applicants must use the online certification tool, the Provider Certification Wizard (PCW) to apply for certification. The application process consists of the applicant being asked a series of questions that will determine a list of required documentation based on their answers. Once the application is submitted by the applicant, it is forwarded to an electronic workflow program that is used to ensure requirements of initial and renewal certification are met.

All providers are notified within 90 days of their expiration date that they must renew their certification. They are sent a list of requirements via letter sent through the US Postal Service; this letter includes information pertaining to their expiration date and instructions as to how to proceed with certification renewal. If the provider does not meet the standards of certification to renew, the provider can no longer provide services and will not be able to bill for services provided after their expiration date. If the provider submits their application after their expiration date, a new effective date will be assigned that will align with the date that all completed documentation was received. This can result in a lapse in the certification record for the provider. If the application is submitted prior to expiration, but is incomplete, per OAC 5123:2-2-01, the provider has 90 days to submit a completed application.

Providers are able to apply for certification for services under all of the DODD waivers using PCW. The services are listed within the application and the request for documentation is dependent upon the services selected. Goods and service providers are not included as DODD certified providers. Providers are only certified once the requirements of certification have been verified. Providers who do not submit documentation within the required timeframe are not denied; they are simply not certified. This includes providers who have not met the requirement for training documentation for initial and renewal certification. The Office of Provider Standards and Review will conduct compliance reviews to ensure anyone working for an agency in a direct service position has met any certification requirements. If they have not, citations will be issued by the Department. Reports can be accessed by Department staff outlining the number of providers who have been certified for initial or renewal certification, the type of provider, and the services for which they have been certified.

**ii. Remediation Data Aggregation**

**Remediation-related Data Aggregation and Analysis (including trend identification)**

<b>Responsible Party</b> <i>(check each that applies):</i>	<b>Frequency of data aggregation and analysis</b> <i>(check each that applies):</i>
<b>State Medicaid Agency</b>	<b>Weekly</b>
<b>Operating Agency</b>	<b>Monthly</b>
<b>Sub-State Entity</b>	<b>Quarterly</b>
<b>Other</b> Specify:	<b>Annually</b>

Responsible Party ( <i>check each that applies</i> ):	Frequency of data aggregation and analysis ( <i>check each that applies</i> ):
	Continuously and Ongoing
	<b>Other</b> Specify: <div data-bbox="853 503 1334 586" style="border: 1px solid black; height: 15px; width: 100%;"></div>

#### c. Timelines

When the State does not have all elements of the Quality Improvement Strategy in place, provide timelines to design methods for discovery and remediation related to the assurance of Qualified Providers that are currently non-operational.

**No**

**Yes**

Please provide a detailed strategy for assuring Qualified Providers, the specific timeline for implementing identified strategies, and the parties responsible for its operation.

## Appendix C: Participant Services

### C-3: Waiver Services Specifications

Section C-3 'Service Specifications' is incorporated into Section C-1 'Waiver Services.'

## Appendix C: Participant Services

### C-4: Additional Limits on Amount of Waiver Services

**a. Additional Limits on Amount of Waiver Services.** Indicate whether the waiver employs any of the following additional limits on the amount of waiver services (*select one*).

**Not applicable** - The state does not impose a limit on the amount of waiver services except as provided in Appendix C-3.

**Applicable** - The state imposes additional limits on the amount of waiver services.

When a limit is employed, specify: (a) the waiver services to which the limit applies; (b) the basis of the limit, including its basis in historical expenditure/utilization patterns and, as applicable, the processes and methodologies that are used to determine the amount of the limit to which a participant's services are subject; (c) how the limit will be adjusted over the course of the waiver period; (d) provisions for adjusting or making exceptions to the limit based on participant health and welfare needs or other factors specified by the state; (e) the safeguards that are in effect when the amount of the limit is insufficient to meet a participant's needs; (f) how participants are notified of the amount of the limit. (*check each that applies*)

**Limit(s) on Set(s) of Services.** There is a limit on the maximum dollar amount of waiver services that is authorized for one or more sets of services offered under the waiver.

*Furnish the information specified above.*

**Prospective Individual Budget Amount.** There is a limit on the maximum dollar amount of waiver services authorized for each specific participant.

*Furnish the information specified above.*

The overall cost limitations for this waiver are \$41,424/year for children (defined as under age 22 and eligible for educational services) and \$62,136/year for adults.

The Department of Developmental Disabilities (DODD) analyzed data on the average costs for both children and adults on the DODD-operated waivers Individual Options and Level One. This increase for both children and adults also account for the rate increases appropriated by Ohio legislatures for direct service providers (DSPs) providing Homemaker/Personal care services and for the increase in rates for the Non-Medical Transportation service.

The budget amounts described herein apply to all currently approved waiver services offered under the SELF benefit package.

**Budget Limits by Level of Support.** Based on an assessment process and/or other factors, participants are assigned to funding levels that are limits on the maximum dollar amount of waiver services.

*Furnish the information specified above.*

**Other Type of Limit.** The state employs another type of limit.

*Describe the limit and furnish the information specified above.*

## Appendix C: Participant Services

### C-5: Home and Community-Based Settings

Explain how residential and non-residential settings in this waiver comply with federal HCB Settings requirements at 42 CFR 441.301(c)(4)-(5) and associated CMS guidance. Include:

1. Description of the settings and how they meet federal HCB Settings requirements, at the time of submission and in the future.
2. Description of the means by which the state Medicaid agency ascertains that all waiver settings meet federal HCB Setting requirements, at the time of this submission and ongoing.

*Note instructions at Module 1, Attachment #2, HCB Settings Waiver Transition Plan for description of settings that do not meet requirements at the time of submission. Do not duplicate that information here.*

Ohio identified and updated Ohio Administrative Code (OAC) regulations needed to assure incorporation of HCBS settings requirements for HCBS programs. Ohio added regulations to the OAC to require individuals enrolled in programs reside in settings that meet HCBS settings rule requirements, provider compliance with the regulations, and person-centered service planning activities to be completed in accordance with the federal regulations. Below is a listing of state statute and administrative code that have been updated or created in response to meet the HCBS settings rule requirements.

Ohio Departments of Medicaid and Developmental Disabilities aligned regulations, essentially mirroring CFR.

OAC 5160-41-17 | Medicaid home and community-based services program - self-empowered life funding waiver.

OAC 5160-40-01 | Medicaid home and community-based services program - individual options waiver.

OAC 5160-42-01 | Medicaid home and community-based services program - level one waiver.

HCBS Settings requirements are integrated into the Department of Developmental Disabilities Administered Programs (Individual Options, Level 1 and SELF) enrollment and certification processes in the following Ohio Administrative Code rules:

Ohio Revised Code Section 5123.62 | Rights of persons with a developmental disability.

Rule 5123-2-01 | Technology first

Rule 5123-2-04 | Compliance reviews of certified providers

Rule 5123-2-08 | Provider certification - agency providers

Rule 5123-2-06 | Development and implementation of behavioral support strategies

Rule 5123-2-07 | Personal funds of the individual

Rule 5123-2-09 | Provider certification - independent providers

Rule 5123-3-03 | Licensed residential facilities - person-centered planning

Rule 5123-3-06 | Licensed residential facilities - compliance reviews, issuance of licenses, and adverse actions

Rule 5123-4-02 | Service and support administration

Rule 5123-4-04 | Resolution of complaints involving county boards of developmental disabilities and appeals of adverse action proposed or initiated by county boards of developmental disabilities

Rule 5123-9-02 | Home and community-based services waivers - ensuring the suitability of services and service settings

Rule 5123-9-13 | Home and community-based services waivers - career planning under the individual options, level one, and self-empowered life funding waivers.

Rule 5123-9-14 | Home and community-based services waivers - vocational habilitation under the individual options, level one, and self-empowered life funding waivers.

Rule 5123-9-15 | Home and community-based services waivers - individual employment support under the individual options, level one, and self-empowered life funding waivers.

Rule 5123-9-16 | Home and community-based services waivers - group employment support under the individual options, level one, and self-empowered life funding waivers.

Rule 5123-9-17 | Home and community-based services waivers - adult day support under the individual options, level one, and self-empowered life funding waivers.

Rule 5123-9-30 | Home and community-based services waivers - homemaker/ personal care under the individual options and level one waivers.

Rule 5123-9-32 | Home and community-based services waivers - participant-directed homemaker/personal care under the individual options, level one, and self-empowered life funding waivers.

Rule 5123-9-33 | Home and community-based services waivers - shared living under the individual options waiver

Specific settings where individuals receive services.

-Individuals enrolled on this waiver may receive HCB services in residential and non-residential settings.

Process to assess and determine all waiver settings meet the HCB settings requirements.

Ongoing compliance and certification reviews by the operating agency are outlined in OAC 5123-2-04. Compliance review measurements include settings requirements in 42 CFR 441.301.(c)(4)-(5). To become a certified provider, interested parties must be approved according to the standards in OAC 5123-2-08 which includes person centered practice policy and procedures.

As a function of service planning and monitoring in accordance with Appendix D of the approved waiver application, the service and supports administrator ensures the service plan reflects principles of HCBS settings.

Additionally, OAC 5123-9-02 includes requirements for both residential settings and non-residential for ensuring the suitability of services and services settings.

New Residential and non-residential HCBS service setting applicants:

An initial on-site assessment is conducted for all new settings that provide residential and non-residential HCBS.

-For all settings applying to serve individuals in an Ohio HCBS program, the assessment is conducted prior to the entity being issued a Medicaid provider agreement to furnish HCBS waiver services.

-For individuals enrolled on an Ohio HCBS program, the entity responsible for care coordination and/or service authorization will ensure that new settings comply with the HCBS settings standards prior to adding the service to the individual's service plan. If a setting's non-compliance prevents a service from being added to an individual's plan, the individual will be afforded due process in accordance with Ohio Revised Code 5101:6-1 through 5101:6-9.

All HCBS service providers newly applying to become a service provider are assessed and verified to meet HCBS settings requirements prior to approval to become a Medicaid waiver service provider. Sites unable to meet HCBS settings requirements are prohibited from becoming new service providers. Providers meeting criteria for Heightened Scrutiny may not receive approval until the outcome of the CMS HS review has been determined and approval is received.

## Appendix D: Participant-Centered Planning and Service Delivery

### D-1: Service Plan Development (1 of 8)

#### State Participant-Centered Service Plan Title:

Individual Service Plan

**a. Responsibility for Service Plan Development.** Per 42 CFR §441.301(b)(2), specify who is responsible for the development of the service plan and the qualifications of these individuals (*select each that applies*):

**Registered nurse, licensed to practice in the state**

**Licensed practical or vocational nurse, acting within the scope of practice under state law**

**Licensed physician (M.D. or D.O)**

**Case Manager** (qualifications specified in Appendix C-1/C-3)

**Case Manager** (qualifications not specified in Appendix C-1/C-3).

*Specify qualifications:*

Service and support administrators (SSA) are responsible for service plan development and revision (Ohio Revised Code (ORC) 5126.15 and rule 5123:2-1-11 of the Ohio Administrative Code (OAC)). A service and support administrator must be, regardless of title, employed by or under subcontract with a county board to perform the functions of service and support administration, and must hold the appropriate certification in accordance with rule 5123:2-5-02 of the OAC. The minimum qualifications for certification are an associate's degree from a college or university and the successful completion of following:

(1) The Ohio Alliance of Direct Support Professionals Professional Advancement Through Training and Education in Human Services (PATHS) Certificate of Initial Proficiency program; or

(2) An orientation program of at least eight hours that addresses: Organizational background of the county board or contracting entity. Components of quality care for individuals served including Person-centered philosophy. Health and safety. Positive behavior support. Services that comprise service and support administration.

**Social Worker**

*Specify qualifications:*

**Other**

*Specify the individuals and their qualifications:*

The Support Broker, considered to be an agent of the individual, is responsible for assisting the individual and the Service and Support Administrator (SSA) with the development of the Individual Service Plan (ISP). The Support Broker if chosen by an individual will have successfully completed the Support Broker training established by the Department of Developmental Disabilities (DODD) and meets the qualifications as listed in Ohio Administrative Code (OAC) 5123-9-47. Support Brokerage may be provided as a waiver service or on an unpaid basis. Whether a Support Broker would be paid or unpaid will be individual-specific and will be a decision made by the individual and their ISP team based on the resources available to, and requested by, the individual.

## Appendix D: Participant-Centered Planning and Service Delivery

### D-1: Service Plan Development (2 of 8)

**b. Service Plan Development Safeguards.** *Select one:*

**Entities and/or individuals that have responsibility for service plan development may not provide other direct waiver services to the participant.**

**Entities and/or individuals that have responsibility for service plan development may provide other direct waiver services to the participant.**

The state has established the following safeguards to ensure that service plan development is conducted in the best interests of the participant. *Specify:*

County boards of developmental disabilities (county boards) currently serve as the single provider of case management through Ohio's Targeted Case Management (TCM) services. County boards may also provide direct services to some individuals receiving 1915(c) waiver services. In many cases, people have been receiving their direct services from the county board for a long period of time. County boards may only provide direct services to individuals if there is no other willing and able provider available.

In the past, the state has reduced the percentage of adult day services provided by the boards. This was accomplished through a combination of expanding the private provider pool, expecting boards to actively recruit providers in counties where options are minimal, and carefully planned transitions of individuals from county boards to other providers.

Case management shall not be assigned responsibilities for implementing other services for individuals and shall not be employed by or serve in other administrative functions for any other entity that provides programs or services to individuals with developmental disabilities in accordance with section 5126.15 of the Ohio Revised Code.

So long as a county board is a provider of home and community-based services (HCBS), the county board shall: (1) Ensure administrative separation between county board staff doing assessments and service planning and county board staff delivering direct services; and (2) implement a process and establish annual benchmarks for recruitment of sufficient providers of adult day support and employment services. The state monitors for this administrative separation during the county board accreditation reviews as outlined under Ohio Administrative Code (OAC) 5123:2-1-02 (P) Administration and Operation of County Boards of Developmental Disabilities (county boards). Through the accreditation process county boards are reviewed as a provider of service, if applicable, and as the administrative entity overseeing service delivery and waiver programs. Based on the results of an accreditation review, a county board is awarded an accreditation term from one to three years.

Personnel providing TCM shall inform individuals, at least annually, of the right to choose from among all qualified providers and shall provide assistance, as needed, with the provider selection process in accordance with section OAC 5123:2-9-11. Individuals who wish to appeal a decision related to their HCBS services may request a state hearing in accordance with section 5101.35 of the Revised Code and Chapters 5101:6-1 to 5101:6-9 of the Administrative Code.

By March 1, 2020 no more than 30% of the individuals receiving case management through the county boards will also receive direct services through the county boards. To achieve this goal, the county boards will continue to phase out their provision of direct services. By March 1, 2024 it is expected that no individuals receiving case management through the county boards will receive direct services from their board.

Annual benchmarks will be established for recruitment of sufficient providers in each county to safely meet the needs of all individuals requiring day services and for reducing the census of county board day programs. Annual benchmarks will be established in accordance with paragraph (D) of OAC 5123:2-9-11 for the recruitment of sufficient adult day, employment, and non-medical transportation providers. The county board shall establish and implement annual benchmarks for reducing the number of individuals for whom the county board provides adult day support, employment services, and non-medical transportation. Benchmarks are subject to approval by DODD. DODD will monitor county board compliance by utilizing available data to verify county boards' progress on achieving benchmarks. DODD will verify benchmark completion twice per year.

DODD required county boards to establish annual benchmarks as outlined in OAC 5123:2-9-11 (D) no later than September 1, 2015. County boards have continued to submit progress reports on achieving benchmarks to the department twice per year, starting on June 30, 2016. These reports reflect the number of individuals who have selected another qualified provider and are no longer receiving day services from the county board. DODD continues to work closely with county boards to ensure compliance with established benchmarks. County boards that fail to comply will no longer be permitted to provide TCM or to develop individuals' person-centered plans.

County boards are prohibited from providing direct services to new individuals, unless no other qualified and willing provider is available.

## Appendix D: Participant-Centered Planning and Service Delivery

**c. Supporting the Participant in Service Plan Development.** Specify: (a) the supports and information that are made available to the participant (and/or family or legal representative, as appropriate) to direct and be actively engaged in the service plan development process and (b) the participant's authority to determine who is included in the process.

(a) Each participant receives information and support from the Service and Support Administrator (SSA) and the Support Broker to direct and be actively engaged in the service plan development process. The Department of Developmental Disabilities (DODD) website publishes a variety of handbooks and brochures to assist participants and family members to understand home and community-based services (HCBS) waivers and the service planning process. A handbook will be created to be used as an informational resource concerning the participant-direction specifications of this waiver.

(b) The participant selects who is included in the planning process. If the individual employs a Support Broker, they will assist with ensuring those persons selected by the individual are involved in the planning process. In addition, SSAs will undergo training on what Support Brokerage and Participant Direction are as a means of gaining a more comprehensive understanding for the process and requirements for this waiver. The Support Broker and SSA assist the individual in developing the individual service plan (ISP) and selecting providers. The SSA has ultimate responsibility for ensuring the completion of the ISP (as well as for the annual re-determination and ISP review) and for implementation and monitoring of the ISP.

The SSA is ultimately responsible for the actual creation of plan and recommendation of approval, etc. and for resolving any issues that may arise in relation to the creation and implementation of the ISP.

## Appendix D: Participant-Centered Planning and Service Delivery

### D-1: Service Plan Development (4 of 8)

**d. Service Plan Development Process.** In four pages or less, describe the process that is used to develop the participant-centered service plan, including: (a) who develops the plan, who participates in the process, and the timing of the plan; (b) the types of assessments that are conducted to support the service plan development process, including securing information about participant needs, preferences and goals, and health status; (c) how the participant is informed of the services that are available under the waiver; (d) how the plan development process ensures that the service plan addresses participant goals, needs (including health care needs), and preferences; (e) how waiver and other services are coordinated; (f) how the plan development process provides for the assignment of responsibilities to implement and monitor the plan; and, (g) how and when the plan is updated, including when the participant's needs change. State laws, regulations, and policies cited that affect the service plan development process are available to CMS upon request through the Medicaid agency or the operating agency (if applicable):

a.) The primary point of coordinating, and the entity responsible for the development of the Individual Service Plan (ISP), is the county board Service and Support Administrator (SSA). The SSA will assist the participant, at the time of initial enrollment, in selecting a Support Broker if chosen by the individual. In conjunction with the SSA, the Support Broker will help the participant with the development of their Individual Service Plan (ISP). At the time of initial enrollment, in order to assure health and welfare of participants disenrolling from other Department of Developmental Disabilities (DODD)-administered waivers and to allow the participant to have access to a Support Broker if wanted, the SSA and the participant create an interim plan which only identifies the provider of Support Brokerage and the budget associated with the service of Support Brokerage, where applicable. This interim plan authorizes the Support Broker to begin working with the participant and the SSA in the creation of the ISP and individual budget for the other services the individual will receive. The interim plan will indicate that the SSA, Support Broker, and individual will have no more than 30 days from date of enrollment to develop a full Individual Service Plan. The details contained in the interim plan will be transferred to the ISP prior to the expiration of the interim plan. If an individual has chosen to employ (either paid or unpaid) a Support Broker, this person is responsible for working with the SSA to identify all potentially viable resources, as well as assisting the participant to implement what is in his/her plan. The participant, with assistance of the Support Broker, determines who participates in the person-centered ISP development process. The SSA is responsible to actively participate on the planning team as well as for reviewing the ISP and budget to recommend for approval.

b.) The SSA is responsible for ensuring the development of the ISP and for ensuring that this process occurs with the active participation of the individual to be served, the Support Broker if applicable, the guardian/representative of the individual, as applicable, other persons selected by the individual (including, but not limited to, family members), and the provider(s) selected by the individual. The ISP shall focus on the individual's strengths, interests, and talents, and will integrate all services and supports, regardless of funding, available to meet the needs and desired outcomes of the individual. The SSA is also responsible for ensuring the ISP addresses the results of the assessment process and results from service monitoring. Input from the individual, the individual's guardian/representative, the SSA, the Support Broker, and other team members determine the types of assessments that are included in the planning process. Assessments and evaluations by certified and/or licensed professionals shall be completed as dictated by the needs of the individual. Assessments shall also include evaluation of the individual's likes, dislikes, priorities, and desired outcomes, as well as what is important to and for the individual, including skill development, health, safety, and welfare needs, as applicable.

c.) It is the county board SSA's responsibility to inform the participant of the services that are available under this waiver and the responsibilities associated with participant-direction.

d.) The participant, the Support Broker, if applicable, and the SSA, will determine what services would best meet the needs of the participant. The ISP shall include services and supports that assist the individual to engage in meaningful, productive activities and develop community connections. All services and activities indicated shall include the provider type, the frequency, and the funding source; and specify how services will be coordinated among providers and across all settings for the individual. The SSA will also review the ISP to ensure the amount, scope, frequency, and duration of the services selected will meet the participant's needs.

e.) The participant, the Support Broker, if applicable, and the SSA will coordinate the services that are listed in the individual's service plan.

f.) The Support Broker and/or the SSA will assist the participant to find potential providers for their ISP services. The participant, SSA and the Support Broker will implement and provide day-to-day oversight of the plan. The SSA has responsibility for ensuring that the services stated in the ISP are implemented in the timeframes specified, for monitoring that the services have been delivered and continue based on the requirements of the ISP, and that the services in the ISP continue to meet the health and welfare needs of the individual.

g.) Once developed, the plan will be reviewed by the Support Broker, if applicable and participant, with the SSA, at least annually, unless there is a change in participant need/circumstance or the participant requests a change to their ISP. After the participant and Support Broker submit the requested changes and review with the SSA, revisions to the ISP will be recommended by the SSA for approval to ensure the ISP will continue to address the participant's needs and desired outcomes. DODD requires an ISP review within 10 days of request. In addition, requests may be addressed sooner in cases of emergency.

When an individual requests to move funds from one service to another, the individual and the Support Broker, if

applicable, will request a meeting with the individual's SSA and, upon determining that no health and welfare issues would be caused by change in funds for the identified services, the SSA is to modify the ISP and budget accordingly, then notify the Financial Management Service (FMS) about the changes. The SSA would have the responsibility of verifying utilization with the FMS prior to movement of funds so that rejections do not occur. The FMS will provide monthly utilization reports to assist with tracking the individual's budget.

All ISPs are subject to the approval and review of the single state Medicaid agency (ODM).

In those instances when an independent provider is selected for a service that is subject to rate negotiation, the rate used in the individual's budget is developed from a collaborative process. As stated in the language in the waiver application, the first step in the process is the development of the individual's ISP, which details the actual services that the individual will receive and the level of service that they will need for the services listed in the plan. The ISP team (which includes the individual and the Support Broker, if applicable) will devise the options that will work for the individual in terms of determining, based on the level of need and the waiver services selected, what range of rates can be offered to the prospective provider while still keeping to the overall cost limitations of the waiver. Based on this, the individual and the Support Broker will present an offer to the prospective provider and the rate negotiation process will begin. Once a rate has been settled upon, that rate will be used in the final formulation of the individual's budget.

Ohio Administrative Code 5123:2-1-11, which was effective March 17, 2014, includes requirement for providers to sign the plan and for copies to be made available to providers at least 15 days in advance of implementation, unless extenuating circumstances make the 15-day advance copy impractical and the individual and providers agree to a delay.

## Appendix D: Participant-Centered Planning and Service Delivery

### D-1: Service Plan Development (5 of 8)

**e. Risk Assessment and Mitigation.** Specify how potential risks to the participant are assessed during the service plan development process and how strategies to mitigate risk are incorporated into the service plan, subject to participant needs and preferences. In addition, describe how the service plan development process addresses backup plans and the arrangements that are used for backup.

The service and support administrator (SSA) is required to perform/coordinate assessments after the initial request for services and at least annually thereafter to determine the health, safety and welfare needs of the participant as part of the service planning process. Assessments by licensed and/or certified professionals shall be completed as dictated by the needs of the individual or the requirements of the service. The SSA is also required to monitor incident trends and the development and implementation of prevention and/or risk management plans as needed for the participant.

Back-up plans are part of the discussion during the person-centered planning process about what is needed for the participant. The back-up plan will be specifically tailored to each participant and will incorporate a variety of approaches, including back up-workers and/or family/natural support who can be called when a scheduled worker does not arrive at their designated time. The participant can also contact their county board of developmental disabilities' emergency service (available 24 hours/day, 7 days/week).

Backup plans are required in each ISP. SSAs, individuals and their ISP team engage in risk evaluation and assessment on an ongoing basis. SSAs facilitate discussion of services requested and/or denied by the individual that may create a concern for the health and welfare of the individual. The team works collaboratively with the individual in the process of balancing rights, risks and responsibility.

## Appendix D: Participant-Centered Planning and Service Delivery

### D-1: Service Plan Development (6 of 8)

**f. Informed Choice of Providers.** Describe how participants are assisted in obtaining information about and selecting from among qualified providers of the waiver services in the service plan.

The Department of Developmental Disabilities (DODD) ensures individuals have Free Choice of Provider through interviews and documentation reviews conducted during the accreditation review process. In accordance with OAC 5123:2-9-11 DODD assures the free choice of provider processes are adhered to and is intended to emphasize the right of individuals to choose any qualified provider of home and community-based services.

DODD maintains a current list of all qualified providers on its website. Annually county boards of developmental disabilities (county boards) are required to provide to all individuals enrolled on the waiver a description of the individual's right to choose any qualified provider from all those available statewide; the procedures that Service and Support Administrators (SSAs) will follow to assist individuals in the selection of providers of home and community-based services; and a description of the information available on the website and instructions for accessing this information.

When an individual chooses a qualified provider who is willing to provide services to him/her, the SSA assists the individual in making arrangements to initiate services with the chosen provider.

If an individual requires assistance to choose qualified providers, the county board informs the individual of the list of qualified providers available on the DODD website; assists the individual to access the website information, if needed; assists the individual to obtain outcomes of past monitoring reviews of services provided by the qualified provider(s) whom the individual wishes to consider, if requested, and contacts the preliminary provider(s) selected by the individual to determine the provider's interest in providing services to the individual, unless the individual wishes to contact the provider(s) directly.

To the extent that the individual requests assistance in the provider choice selection process, the SSA follows the Provider Choice Process approved by DODD and Ohio Department of Medicaid (ODM) to facilitate communication, meetings, and information sharing between the individual and qualified providers until the individual has selected a qualified provider. (OAC 5123:2-9-11)

The Free Choice of Provider rule requires that county boards annually provide consumers with information regarding the availability of alternate providers and how to access the list of all providers on the DODD website. This may be done at the service plan review for each person and/or can be a mass mailing to all individuals on an annual basis. Throughout the year communication between the SSA and individual would address this information as appropriate following the process specified in the Free Choice of Provider rule (OAC 5123:2-9-11). ODM ensures this during reviews and hearing requests and DODD ensures this as part of the accreditation review process. In addition, if either department receives a complaint that this is not occurring, it can be reviewed on a case-by-case basis.

## Appendix D: Participant-Centered Planning and Service Delivery

### D-1: Service Plan Development (7 of 8)

**g. Process for Making Service Plan Subject to the Approval of the Medicaid Agency.** Describe the process by which the service plan is made subject to the approval of the Medicaid agency in accordance with 42 CFR §441.301(b)(1)(i):

The single State Medicaid Agency, the Ohio Department of Medicaid, (ODM) assures the compliant performance of this waiver by: delegating specific responsibilities to the Operating Agency, the Department of Developmental Disabilities, (DODD) through an interagency agreement; establishing general Medicaid rules processing claims for federal reimbursement, conducting audits; conducting post-payment review of Medicaid claims; monitoring the compliance and effectiveness of the Operating Agency's operations; leading the development of quality improvement plans; and facilitating interagency data-sharing and collaboration.

Responsibilities delegated to the Operating Agency (DODD) include: assuring compliant and effective case management for applicants and waiver participants by county boards of developmental disabilities (county boards); managing a system for participant protection from harm; certifying particular types of waiver service providers; assuring that paid claims are for services authorized in individual service plans; setting program standards/expectations; monitoring and evaluating local administration of the waiver; providing technical assistance; facilitating continuous quality improvement in the waiver's local administration; and more generally, ensuring that all waiver assurances are addressed and met for all waiver participants. These requirements are articulated in an interagency agreement which is reviewed and re-negotiated at least every two years.

Requirements to comply with federal assurances are also codified in state statute and administrative rules and clarified in procedure manuals. While some rules and guidelines apply narrowly to specific programs administered by the operating agency, other rules promulgated by ODM authorize those rules or guidelines, establish overarching standards for Medicaid programs, and further establish the authority and responsibility of ODM to assure the federal compliance of all Medicaid programs.

In addition, ODM monitors service planning activity through the quality performance measures. ODM also retains the right to review and modify service plans at any time.

## Appendix D: Participant-Centered Planning and Service Delivery

### D-1: Service Plan Development (8 of 8)

**h. Service Plan Review and Update.** The service plan is subject to at least annual periodic review and update to assess the appropriateness and adequacy of the services as participant needs change. Specify the minimum schedule for the review and update of the service plan:

**Every three months or more frequently when necessary**

**Every six months or more frequently when necessary**

**Every twelve months or more frequently when necessary**

**Other schedule**

*Specify the other schedule:*

**i. Maintenance of Service Plan Forms.** Written copies or electronic facsimiles of service plans are maintained for a minimum period of 3 years as required by 45 CFR §92.42. Service plans are maintained by the following (*check each that applies*):

**Medicaid agency**

**Operating agency**

**Case manager**

**Other**

*Specify:*

The participant and their local county board of developmental disabilities.

## Appendix D: Participant-Centered Planning and Service Delivery

### D-2: Service Plan Implementation and Monitoring

**a. Service Plan Implementation and Monitoring.** Specify: (a) the entity (entities) responsible for monitoring the implementation of the service plan and participant health and welfare; (b) the monitoring and follow-up method(s) that are used; and, (c) the frequency with which monitoring is performed.

a) The Service and Support Administrator (SSA) will establish an individualized level of monitoring to readily identify problems while continuing to support self-direction by the participant. The SSA is responsible for monitoring the implementation of the individual services plan (ISP) in order to verify the health, safety and welfare of the participant. The participant and the Support Broker, if applicable, are responsible for ensuring consistent implementation of services and the achievement of the desired outcomes for the participant as stated in the ISP.

b) The monitoring provided by the SSA, as applicable to each participant, includes, but is not limited to, behavior support plans and services; emergency interventions; identified trends and patterns of unusual incidents and major unusual incidents; the development and implementation of prevention and/or risk management plans; the results of reviews; and other participant needs determined by the assessment process.

The Department of Developmental Disabilities (DODD), as the operating agency for this waiver, also has a role in the oversight of the ISP's implementation. DODD reviews the county boards of developmental disabilities (county boards) to ensure they are fulfilling their obligations in regards to annual redetermination, service plan development, and monitoring. DODD reviews certified home and community-based services (HCBS) waiver providers to ensure they are also meeting their obligations around implementing services as written in the plan, waiver service documentation, and provider certification standards. As part of the DODD review of HCBS waiver services, the assessments and service plans (including the need for a back-up plan) are a large component of the review process. County boards cannot complete compliance reviews of day services while providing day services. This function can only be performed by DODD.

c) The on-going oversight provided by the Support Broker, if applicable occurs through regular interaction with the participant and their provider(s), as defined within the ISP. The ISP monitoring conducted by the county board occurs as indicated in the plan but no less than annually.

d) The SSA is the primary entity responsible to monitor the local implementation of the ISP in order to verify the health, safety and welfare of the individual; consistent implementation of services; achievement of the desired outcomes for the individual as stated in the ISP; and that services received are those reflected in the ISP. The ISP team meets initially to create the plan, and then at least annually thereafter they review the plan to determine if changes need to be made. This monitoring of implementation of the plan, includes, but is not limited to behavior support plan implementation; emergency intervention; identified trends and patterns of unusual incidents and major unusual incidents and the development and implementation of prevention and/or risk management plans; results of quality assurance reviews; and other individual needs determined by the assessment process (OAC 5123:2-1-11). Documentation of the above-listed items, as applicable, must be contained in the individual's file, which is reviewed when the Office of Provider Standards and Review conducts their County Board Accreditation reviews.

**b. Monitoring Safeguards. Select one:**

**Entities and/or individuals that have responsibility to monitor service plan implementation and participant health and welfare may not provide other direct waiver services to the participant.**

**Entities and/or individuals that have responsibility to monitor service plan implementation and participant health and welfare may provide other direct waiver services to the participant.**

The state has established the following safeguards to ensure that monitoring is conducted in the best interests of the participant. *Specify:*

## Appendix D: Participant-Centered Planning and Service Delivery

### Quality Improvement: Service Plan

As a distinct component of the States quality improvement strategy, provide information in the following fields to detail the States methods for discovery and remediation.

#### a. Methods for Discovery: Service Plan Assurance/Sub-assurances

*The state demonstrates it has designed and implemented an effective system for reviewing the adequacy of service plans for waiver participants.*

##### i. Sub-Assurances:

*a. Sub-assurance: Service plans address all participants assessed needs (including health and safety risk factors) and personal goals, either by the provision of waiver services or through other means.*

#### Performance Measures

For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.

*For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.*

#### Performance Measure:

**PM D1:** Number and percent of participants whose service plans address their assessed needs, including health and safety risk factors, and personal goals.

**Numerator:** Number of participants whose service plans address their assessed needs, including health and safety risk factors, and personal goals. **Denominator:** Total number of participants reviewed.

#### Data Source (Select one):

**Record reviews, on-site**

If 'Other' is selected, specify:

Responsible Party for data collection/generation (check each that applies):	Frequency of data collection/generation (check each that applies):	Sampling Approach (check each that applies):
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval =  <input type="text"/>

<b>Other</b> Specify:  <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	<b>Annually</b>	<b>Stratified</b> Describe Group:  <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
	<b>Continuously and Ongoing</b>	<b>Other</b> Specify:  Records review - Sample selected based in regulatory review schedule & number of members receiving services through that provider - minimum of 10% of members per year
	<b>Other</b> Specify:  <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	

**Data Aggregation and Analysis:**

<b>Responsible Party for data aggregation and analysis (check each that applies):</b>	<b>Frequency of data aggregation and analysis (check each that applies):</b>
<b>State Medicaid Agency</b>	<b>Weekly</b>
<b>Operating Agency</b>	<b>Monthly</b>
<b>Sub-State Entity</b>	<b>Quarterly</b>
<b>Other</b> Specify:  <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	<b>Annually</b>
	<b>Continuously and Ongoing</b>

Responsible Party for data aggregation and analysis (check each that applies):	Frequency of data aggregation and analysis (check each that applies):
	<p>Other Specify:</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>

**b. Sub-assurance: The State monitors service plan development in accordance with its policies and procedures.**

#### Performance Measures

For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.

For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.

#### Performance Measure:

**PM D2: Number and percent of service plans that were developed according to policies and procedures as described in the approved waiver. Numerator: Number of service plans that were developed according to policies and procedures as described in the approved waiver. Denominator: Total number of participants reviewed.**

#### Data Source (Select one):

**Record reviews, off-site**

If 'Other' is selected, specify:

Responsible Party for data collection/generation (check each that applies):	Frequency of data collection/generation (check each that applies):	Sampling Approach (check each that applies):
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	<p>Representative Sample Confidence Interval =</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
Other	Annually	Stratified

Specify:		Describe Group:
	<b>Continuously and Ongoing</b>	<b>Other</b> Specify:  Records review - Sample selected based in regulatory review schedule & number of members receiving services through that provider - minimum of 10% of members per year
	<b>Other</b> Specify:  [Redacted]	

**Data Aggregation and Analysis:**

<b>Responsible Party for data aggregation and analysis (check each that applies):</b>	<b>Frequency of data aggregation and analysis (check each that applies):</b>
<b>State Medicaid Agency</b>	<b>Weekly</b>
<b>Operating Agency</b>	<b>Monthly</b>
<b>Sub-State Entity</b>	<b>Quarterly</b>
<b>Other</b> Specify:  [Redacted]	<b>Annually</b>
	<b>Continuously and Ongoing</b>
	<b>Other</b>

Responsible Party for data aggregation and analysis (check each that applies):	Frequency of data aggregation and analysis (check each that applies):
	<p>Specify:</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>

c. *Sub-assurance: Service plans are updated/revised at least annually or when warranted by changes in the waiver participants needs.*

#### Performance Measures

For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.

For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.

#### Performance Measure:

**PM D4: Number and percent of service plans reviewed that were updated when the participant's needs changed. Numerator: Number of service plans reviewed that were updated when the participant's needs changed. Denominator: Total number of service plan reviewed for whom participants experienced a change in need.**

#### Data Source (Select one):

**Record reviews, off-site**

If 'Other' is selected, specify:

Responsible Party for data collection/generation (check each that applies):	Frequency of data collection/generation (check each that applies):	Sampling Approach (check each that applies):
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	<p><b>Representative Sample</b>            Confidence Interval =</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
Other Specify:	Annually	<p><b>Stratified</b>            Describe Group:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>

	<b>Continuously and Ongoing</b>	<b>Other</b> Specify:  Records review - Sample selected based in regulatory review schedule & number of members receiving services through that provider - minimum of 10% of members per year
	<b>Other</b> Specify:  [Redacted]	

**Data Aggregation and Analysis:**

<b>Responsible Party for data aggregation and analysis (check each that applies):</b>	<b>Frequency of data aggregation and analysis (check each that applies):</b>
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify:  [Redacted]	Annually
	Continuously and Ongoing
	Other Specify:

<b>Responsible Party for data aggregation and analysis</b> ( <i>check each that applies</i> ):	<b>Frequency of data aggregation and analysis</b> ( <i>check each that applies</i> ):

**Performance Measure:**

**PM D3:** Number and percent of service plans reviewed that were updated at least annually. **Numerator:** Number of service plans reviewed that were updated at least annually. **Denominator:** Denominator: Total number of service plans reviewed that an annual update were due.

**Data Source** (Select one):

**Record reviews, off-site**

If 'Other' is selected, specify:

<b>Responsible Party for data collection/generation</b> ( <i>check each that applies</i> ):	<b>Frequency of data collection/generation</b> ( <i>check each that applies</i> ):	<b>Sampling Approach</b> ( <i>check each that applies</i> ):
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval =  [Redacted]
Other Specify:  [Redacted]	Annually	Stratified Describe Group:  [Redacted]
	Continuously and Ongoing	Other Specify:

		Records review - Sample selected based in regulatory review schedule & number of members receiving services through that provider - minimum of 10% of members per year
	<b>Other</b> Specify:  <input type="text"/>	

**Data Aggregation and Analysis:**

<b>Responsible Party for data aggregation and analysis (check each that applies):</b>	<b>Frequency of data aggregation and analysis (check each that applies):</b>
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify:  <input type="text"/>	Annually
	Continuously and Ongoing
	Other Specify:  <input type="text"/>

**d. Sub-assurance:** *Services are delivered in accordance with the service plan, including the type, scope, amount, duration and frequency specified in the service plan.*

## Performance Measures

For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.

For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.

### Performance Measure:

**PM D5: Number and percent of participants reviewed who received services in the type, scope, amount, duration and frequency specified in the service plan.**

**Numerator:** Number of participants reviewed who received services in the type, scope, amount, duration and frequency specified in the service plan. **Denominator:** Total number of participants reviewed.

### Data Source (Select one):

**Record reviews, on-site**

If 'Other' is selected, specify:

Responsible Party for data collection/generation (check each that applies):	Frequency of data collection/generation (check each that applies):	Sampling Approach (check each that applies):
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval =  _____
Other Specify:  _____	Annually	Stratified Describe Group:  _____
	Continuously and Ongoing	Other Specify:

		Records review - Sample selected based in regulatory review schedule & number of members receiving services through that provider - minimum of 10% of members per year
	<b>Other</b> Specify:  <input type="text"/>	

**Data Aggregation and Analysis:**

<b>Responsible Party for data aggregation and analysis (check each that applies):</b>	<b>Frequency of data aggregation and analysis (check each that applies):</b>
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify:  <input type="text"/>	Annually
	Continuously and Ongoing
	Other Specify:  <input type="text"/>

e. *Sub-assurance: Participants are afforded choice: Between/among waiver services and providers.*

## Performance Measures

For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.

For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.

### Performance Measure:

**PM D6: Number and percent of participants notified of their rights to choose among waiver services and/or providers. Numerator: Number of participants notified of their rights to choose among waiver services and/or providers. Denominator: Total number of participants reviewed.**

#### Data Source (Select one):

**Record reviews, on-site**

If 'Other' is selected, specify:

Responsible Party for data collection/generation (check each that applies):	Frequency of data collection/generation (check each that applies):	Sampling Approach (check each that applies):
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval =  <input type="text"/>
Other Specify:  <input type="text"/>	Annually	Stratified Describe Group:  <input type="text"/>
	Continuously and Ongoing	Other Specify:

		Records review - Sample selected based in regulatory review schedule & number of members receiving services through that provider - minimum of 10% of members per year
	<b>Other</b> Specify:  <input type="text"/>	

**Data Aggregation and Analysis:**

<b>Responsible Party for data aggregation and analysis (check each that applies):</b>	<b>Frequency of data aggregation and analysis (check each that applies):</b>
<b>State Medicaid Agency</b>	<b>Weekly</b>
<b>Operating Agency</b>	<b>Monthly</b>
<b>Sub-State Entity</b>	<b>Quarterly</b>
<b>Other</b> Specify:  <input type="text"/>	<b>Annually</b>
	<b>Continuously and Ongoing</b>
	<b>Other</b> Specify:  <input type="text"/>

**ii.** If applicable, in the textbox below provide any necessary additional information on the strategies employed by the State to discover/identify problems/issues within the waiver program, including frequency and parties responsible.

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**b. Methods for Remediation/Fixing Individual Problems**

i. Describe the States method for addressing individual problems as they are discovered. Include information regarding responsible parties and GENERAL methods for problem correction. In addition, provide information on the methods used by the state to document these items.

The Department of Developmental Disabilities (DODD) becomes aware of problems through a variety of mechanisms including, but not limited to, formal and informal complaints, technical assistance requests, and routine & special regulatory review processes (accreditation, licensure, provider compliance, ect. During the DODD regulatory review process in the areas of Service Plan Development and Service Plan Implementation are reviewed to ensure that the service plan meets the assessed needs and the wants of the waiver recipient. When non-compliance in this area is identified, a citation is issued to the provider. The provider will be required to submit a plan of correction by the specified due date. Verification of the plan of correction will be done to ensure that the plan of correction has been implemented to correct the area of non-compliance. When issues are noted that are systemic, DODD will provide statewide training and additional technical assistance and monitor for improvement during subsequent monitoring cycles.

It is the responsibility of the County Board of Developmental Disability's service and support administrator (SSA) to ensure that the individual service plan (ISP) is compiled correctly and timely. During the DODD regulatory review process in the areas of Service Plan Development and Service Plan Implementation the following are reviewed 1) the service plan meets the assessed needs and the wants of the waiver recipient, 2) it is developed according to the required processes, 3) it is developed utilizing the correct forms, 4) it is updated at least annually, 5) it is updated when the needs of the waiver recipient change, and 6) the recipient receives services in the type, scope, amount, duration, and frequency identified in the service plan. When non-compliance in an area is identified, a citation is issued to the County Board and the County Board will be required to submit a plan of correction by the specified due date. Verification of the plan of correction will be done to ensure that the plan of correction has been implemented to correct the area of non-compliance. When issues are noted that are systemic, DODD will provide statewide training and additional technical assistance and monitor for improvement during subsequent monitoring cycles.

During the DODD regulatory review process the waiver recipient's SSA is asked to complete a questionnaire which asks for copies of the Freedom of Choice and the Freedom Choice of Provider forms. When non-compliance in this area is identified, a citation is issued to the County Board. The County Board will be required to submit a plan of correction by the specified due date. Verification of the plan of correction will be done to ensure that the plan of correction has been implemented to correct the area of non-compliance. When issues are noted that are systemic, DODD will provide statewide training and additional technical assistance and monitor for improvement during subsequent monitoring cycles.

**ii. Remediation Data Aggregation**

**Remediation-related Data Aggregation and Analysis (including trend identification)**

<b>Responsible Party</b> <i>(check each that applies):</i>	<b>Frequency of data aggregation and analysis</b> <i>(check each that applies):</i>
<b>State Medicaid Agency</b>	<b>Weekly</b>
<b>Operating Agency</b>	<b>Monthly</b>
<b>Sub-State Entity</b>	<b>Quarterly</b>
<b>Other</b> Specify:	<b>Annually</b>

Responsible Party (check each that applies):	Frequency of data aggregation and analysis (check each that applies):
	<b>Continuously and Ongoing</b>
	<b>Other</b> Specify:  <div style="border: 1px solid black; padding: 5px; width: fit-content;">Semi-annually</div>

#### c. Timelines

When the State does not have all elements of the Quality Improvement Strategy in place, provide timelines to design methods for discovery and remediation related to the assurance of Service Plans that are currently non-operational.

**No**

**Yes**

Please provide a detailed strategy for assuring Service Plans, the specific timeline for implementing identified strategies, and the parties responsible for its operation.

## Appendix E: Participant Direction of Services

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**Applicability** (from Application Section 3, Components of the Waiver Request):

**Yes. This waiver provides participant direction opportunities.** Complete the remainder of the Appendix.

**No. This waiver does not provide participant direction opportunities.** Do not complete the remainder of the Appendix.

*CMS urges states to afford all waiver participants the opportunity to direct their services. Participant direction of services includes the participant exercising decision-making authority over workers who provide services, a participant-managed budget or both. CMS will confer the Independence Plus designation when the waiver evidences a strong commitment to participant direction.*

Indicate whether Independence Plus designation is requested (select one):

**Yes. The state requests that this waiver be considered for Independence Plus designation.**

**No. Independence Plus designation is not requested.**

## Appendix E: Participant Direction of Services

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### E-1: Overview (1 of 13)

**a. Description of Participant Direction.** In no more than two pages, provide an overview of the opportunities for participant direction in the waiver, including: (a) the nature of the opportunities afforded to participants; (b) how participants may take advantage of these opportunities; (c) the entities that support individuals who direct their services and the supports that they provide; and, (d) other relevant information about the waiver's approach to participant direction.

a.) This waiver includes many opportunities for participants to control and manage his or her supports and services by allowing the participant to:

- Develop a person-centered plan that ensures health and welfare (with assistance from the Service and Supports Administrator (SSA) and Support Broker, if applicable)
- Develop an individual budget
- Negotiate rates within a range for applicable services
- Serve as the employer of record, if applicable
- Recruit, hire, and manage providers
- Establish work schedules
- Train and supervise providers
- Discharge providers when necessary (or request that the co-employer do it on their behalf, if applicable)
- Participate in the development and implementation of a backup/emergency plan

b.) Prior to entrance on this waiver, all participants will be informed that they will need to self-direct at least one service under this waiver, which at minimum means deciding what portion of their individual budget they wish to allocate to at least one of their service provider(s) in accordance with the cost limitations established for the services.

c.) The SSA will assist the participant in directing their services by helping them to select a Support Broker, if applicable. Once the Support Broker is chosen, that person, in conjunction with the SSA, will assist the individual in selecting the services for their ISP and determining the budget amounts for those services.

## Appendix E: Participant Direction of Services

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### E-1: Overview (2 of 13)

**b. Participant Direction Opportunities.** Specify the participant direction opportunities that are available in the waiver.

*Select one:*

**Participant: Employer Authority.** As specified in *Appendix E-2, Item a*, the participant (or the participant's representative) has decision-making authority over workers who provide waiver services. The participant may function as the common law employer or the co-employer of workers. Supports and protections are available for participants who exercise this authority.

**Participant: Budget Authority.** As specified in *Appendix E-2, Item b*, the participant (or the participant's representative) has decision-making authority over a budget for waiver services. Supports and protections are available for participants who have authority over a budget.

**Both Authorities.** The waiver provides for both participant direction opportunities as specified in *Appendix E-2*. Supports and protections are available for participants who exercise these authorities.

**c. Availability of Participant Direction by Type of Living Arrangement.** *Check each that applies:*

**Participant direction opportunities are available to participants who live in their own private residence or the home of a family member.**

**Participant direction opportunities are available to individuals who reside in other living arrangements where services (regardless of funding source) are furnished to fewer than four persons unrelated to the proprietor.**

**The participant direction opportunities are available to persons in the following other living arrangements**

Specify these living arrangements:

## Appendix E: Participant Direction of Services

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### E-1: Overview (3 of 13)

**d. Election of Participant Direction.** Election of participant direction is subject to the following policy (*select one*):

**Waiver is designed to support only individuals who want to direct their services.**

**The waiver is designed to afford every participant (or the participant's representative) the opportunity to elect to direct waiver services. Alternate service delivery methods are available for participants who decide not to direct their services.**

**The waiver is designed to offer participants (or their representatives) the opportunity to direct some or all of their services, subject to the following criteria specified by the state. Alternate service delivery methods are available for participants who decide not to direct their services or do not meet the criteria.**

*Specify the criteria*

## Appendix E: Participant Direction of Services

### E-1: Overview (4 of 13)

**e. Information Furnished to Participant.** Specify: (a) the information about participant direction opportunities (e.g., the benefits of participant direction, participant responsibilities, and potential liabilities) that is provided to the participant (or the participant's representative) to inform decision-making concerning the election of participant direction; (b) the entity or entities responsible for furnishing this information; and, (c) how and when this information is provided on a timely basis.

A handbook was created as a means to inform the participant about the rights, responsibilities and services available under this waiver. This handbook is available on the Department of Developmental Disabilities' (DODD's) website and will be given to the participant by the service and support administrator (SSA) prior to enrollment on this waiver to ensure the participant understands the responsibilities associated both with this waiver and with participant-direction. This information will also be revisited with the participant by the Support Broker, if applicable, and the SSA at least annually when the individual service plan is reviewed and revised.

## Appendix E: Participant Direction of Services

### E-1: Overview (5 of 13)

**f. Participant Direction by a Representative.** Specify the state's policy concerning the direction of waiver services by a representative (*select one*):

**The state does not provide for the direction of waiver services by a representative.**

**The state provides for the direction of waiver services by representatives.**

Specify the representatives who may direct waiver services: (*check each that applies*):

**Waiver services may be directed by a legal representative of the participant.**

**Waiver services may be directed by a non-legal representative freely chosen by an adult participant.**

Specify the policies that apply regarding the direction of waiver services by participant-appointed representatives, including safeguards to ensure that the representative functions in the best interest of the participant:

The participant who wishes to designate a non-legal representative/designee would do so by signing a form. A power of attorney may be used for this. Unless otherwise limited by the participant, the non-legal representative/designee would have direction over the individual service plan (ISP), the budget, selection of residence and providers, and negotiation of rates. If the participant objects to a decision made by the non-legal representative/designee, the participant's decision prevails. The participant may revoke the designation at any time, and the revocation should be in writing.

The non-legal representative/designee cannot be a provider, nor can they be employed by a county board of developmental disability (county board), or a provider, or a contractor of either. The ISP process, along with the involvement of the service and support administrator (SSA) and Support Broker, if applicable, will provide the mechanism for ensuring decisions are made in the best interests of the participant. Safeguards include the participation and watchfulness of the Support Broker and the SSA as would be expected in their roles.

## Appendix E: Participant Direction of Services

### E-1: Overview (6 of 13)

**g. Participant-Directed Services.** Specify the participant direction opportunity (or opportunities) available for each waiver service that is specified as participant-directed in Appendix C-1/C-3.

Waiver Service	Employer Authority	Budget Authority
Clinical/Therapeutic Intervention		
Transportation		
Participant-Directed Homemaker/Personal Care		
Support Brokerage		
Participant-Directed Goods and Services		

## Appendix E: Participant Direction of Services

### E-1: Overview (7 of 13)

**h. Financial Management Services.** Except in certain circumstances, financial management services are mandatory and integral to participant direction. A governmental entity and/or another third-party entity must perform necessary financial transactions on behalf of the waiver participant. *Select one:*

**Yes. Financial Management Services are furnished through a third party entity.** (*Complete item E-1-i.*)

Specify whether governmental and/or private entities furnish these services. *Check each that applies:*

**Governmental entities**

**Private entities**

**No. Financial Management Services are not furnished. Standard Medicaid payment mechanisms are used.** *Do not complete Item E-1-i.*

## Appendix E: Participant Direction of Services

### E-1: Overview (8 of 13)

**i. Provision of Financial Management Services.** Financial management services (FMS) may be furnished as a waiver service or as an administrative activity. *Select one:*

**FMS are covered as the waiver service specified in Appendix C-1/C-3**

**The waiver service entitled:**

**FMS are provided as an administrative activity.**

**Provide the following information**

**i. Types of Entities:** Specify the types of entities that furnish FMS and the method of procuring these services:

The entity who provides the Financial Management Service (FMS) is a statewide FMS vendor for the Department of Developmental Disabilities (DODD)-administered waiver programs that was selected via a competitive bidding request for proposals (RFPs) process.

**ii. Payment for FMS.** Specify how FMS entities are compensated for the administrative activities that they perform:

The FMS will be paid as a monthly fee per participant as part of their contract with the state.

**iii. Scope of FMS.** Specify the scope of the supports that FMS entities provide (*check each that applies*):

Supports furnished when the participant is the employer of direct support workers:

**Assist participant in verifying support worker citizenship status**

**Collect and process timesheets of support workers**

**Process payroll, withholding, filing and payment of applicable federal, state and local employment-related taxes and insurance**

**Other**

*Specify:*

Supports furnished when the participant exercises budget authority:

**Maintain a separate account for each participant's participant-directed budget**

**Track and report participant funds, disbursements and the balance of participant funds**

**Process and pay invoices for goods and services approved in the service plan**

**Provide participant with periodic reports of expenditures and the status of the participant-directed budget**

**Other services and supports**

*Specify:*

Additional functions/activities:

**Execute and hold Medicaid provider agreements as authorized under a written agreement with the Medicaid agency**

**Receive and disburse funds for the payment of participant-directed services under an agreement with the Medicaid agency or operating agency**

**Provide other entities specified by the state with periodic reports of expenditures and the status of the participant-directed budget**

**Other**

*Specify:*

**iv. Oversight of FMS Entities.** Specify the methods that are employed to: (a) monitor and assess the performance of FMS entities, including ensuring the integrity of the financial transactions that they perform; (b) the entity (or entities) responsible for this monitoring; and, (c) how frequently performance is assessed.

The Ohio Department of Medicaid (ODM), in collaboration with the Department of Developmental Disabilities, hold responsibility for the oversight of the FMS entity's execution of Medicaid provider agreements. Through the competitive bid process, the FMS entity entered into an agreement with ODM and DODD by committing to adhere to the standards established in the request for proposals and the signed contract with DODD. ODM and DODD oversee this process through the quarterly performance measure review as noted in Appendix A-Administration and Oversight.

The Department of Developmental Disabilities (DODD) monitors and assesses the performance of the Financial Management Service (FMS) vendor in the following ways:

- Annual reviews conducted by DODD Audit staff or by a contract with an audit agency that review a representative sample of participant files including all fiscal and financial records. Expenditures are reviewed for being allowed under the waiver and Ohio Administrative Code, and whether expenditures are accurately and appropriately assigned and reported.
- All expenditures are reported monthly to DODD from the FMS. DODD staff identifies inconsistencies based on information including utilization, individual budgets, expenditures, dates of service, waiver enrollment date and then follow up with FMS staff to see correction of errors.
- The FMS will be required by contract to comply with applicable audit requirements and responsibilities of the Office of Management and Budget (OMB) Circular A-133.

On a quarterly basis, DODD will review the timeliness of processing payroll and payment of other invoices by the FMS.

Periodically, DODD will randomly select a number of provider files maintained by the FMS to verify qualifications of these providers. At the end of the first year, DODD will review all systems and practices to confirm compliance with the contract and Medicaid regulations. An independent outside audit group will conduct internal audits in accordance with a Compliance Plan which must be approved by DODD.

## **Appendix E: Participant Direction of Services**

### **E-1: Overview (9 of 13)**

**j. Information and Assistance in Support of Participant Direction.** In addition to financial management services, participant direction is facilitated when information and assistance are available to support participants in managing their services. These supports may be furnished by one or more entities, provided that there is no duplication. Specify the payment authority (or authorities) under which these supports are furnished and, where required, provide the additional information requested (*check each that applies*):

**Case Management Activity.** Information and assistance in support of participant direction are furnished as an element of Medicaid case management services.

*Specify in detail the information and assistance that are furnished through case management for each participant*

*direction opportunity under the waiver:*

--	--

**Waiver Service Coverage.**

Information and assistance in support of participant direction are provided through the following waiver service coverage(s) specified in Appendix C-1/C-3 (check each that applies):

Participant-Directed Waiver Service	Information and Assistance Provided through this Waiver Service Coverage
Clinical/Therapeutic Intervention	
Community Respite	
Habilitation - Adult Day Support	
Participant/Family Stability Assistance	
Transportation	
Participant-Directed Homemaker/Personal Care	
Support Brokerage	
Career Planning	
Functional Behavioral Assessment	
Habilitation - Vocational Habilitation	
Remote Supports	
Waiver Nursing Delegation	
Assistive Technology	
Participant-Directed Goods and Services	
Home Delivered Meals	
Residential Respite	
Non-Medical Transportation	
Group Employment Support	
Individual Employment Support	

**Administrative Activity.** Information and assistance in support of participant direction are furnished as an administrative activity.

*Specify (a) the types of entities that furnish these supports; (b) how the supports are procured and compensated; (c) describe in detail the supports that are furnished for each participant direction opportunity under the waiver; (d) the methods and frequency of assessing the performance of the entities that furnish these supports; and, (e) the entity or entities responsible for assessing performance:*

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## Appendix E: Participant Direction of Services

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### E-1: Overview (10 of 13)

**k. Independent Advocacy (select one).**

**No. Arrangements have not been made for independent advocacy.**

**Yes. Independent advocacy is available to participants who direct their services.**

*Describe the nature of this independent advocacy and how participants may access this advocacy:*

Independent advocacy can be accessed as a waiver service under Participant-directed Homemaker/personal care.

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## Appendix E: Participant Direction of Services

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### E-1: Overview (11 of 13)

**I. Voluntary Termination of Participant Direction.** Describe how the state accommodates a participant who voluntarily terminates participant direction in order to receive services through an alternate service delivery method, including how the state assures continuity of services and participant health and welfare during the transition from participant direction:

If a participant chooses to voluntarily terminate from the waiver, a waiver opportunity from the Department of Developmental Disabilities (DODD)-administered waivers known as Individual Options (IO) or Level One may be made available to the participant. If there are no waivers available, a secondary option would be to access other available state/local resources. If no other alternatives are appropriate to meet the individual's needs, he/she will be referred for intermediate care facility for individuals with intellectual or developmental disabilities (ICF/IID) services. The service and support administrator (SSA) and Support Broker, if applicable will assist the participant in order to responsibly transfer the participant to waiver or community-based services, or to assist the participant in ICF/IID placement.

The individual, their Support Broker, and their SSA will devise and implement a transition plan that will assure the individual's health and welfare is not put in jeopardy if an individual decides they no longer want to direct their services.

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## Appendix E: Participant Direction of Services

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### E-1: Overview (12 of 13)

**m. Involuntary Termination of Participant Direction.** Specify the circumstances when the state will involuntarily terminate the use of participant direction and require the participant to receive provider-managed services instead, including how continuity of services and participant health and welfare is assured during the transition.

If the participant's health and welfare can no longer be assured, the participant may be involuntarily terminated from the waiver. A waiver opportunity from the DODD-administered waivers known as Individual Options (IO) or Level One may be made available to the participant. If there are no waivers available, a secondary option would be to access other available state/local resources. If no other alternatives are appropriate to meet the participant's needs, he/she will be referred for intermediate care facility for individuals with intellectual disabilities (ICF/IID) services.

The service and support administrator (SSA) and Support Broker will assist the participant in order to responsibly transfer the participant to waiver or other community-based services, or to assist the participant in ICF/IID placement.

When a participant is involuntarily terminated from the use of participant-direction, they will be offered fair hearing rights and provided with an explanation of how to access these rights.

The SSA is required to implement a transition plan in the case of an individual's involuntary termination of participant direction.

## Appendix E: Participant Direction of Services

### E-1: Overview (13 of 13)

**n. Goals for Participant Direction.** In the following table, provide the state's goals for each year that the waiver is in effect for the unduplicated number of waiver participants who are expected to elect each applicable participant direction opportunity. Annually, the state will report to CMS the number of participants who elect to direct their waiver services.

Table E-1-n

	Employer Authority Only	Budget Authority Only or Budget Authority in Combination with Employer Authority
Waiver Year	Number of Participants	Number of Participants
Year 1		2200
Year 2		2500
Year 3		4300
Year 4		5000
Year 5		5700

## Appendix E: Participant Direction of Services

### E-2: Opportunities for Participant Direction (1 of 6)

**a. Participant - Employer Authority** Complete when the waiver offers the employer authority opportunity as indicated in Item E-1-b:

**i. Participant Employer Status.** Specify the participant's employer status under the waiver. Select one or both:

**Participant/Co-Employer.** The participant (or the participant's representative) functions as the co-employer (managing employer) of workers who provide waiver services. An agency is the common law employer of participant-selected/recruited staff and performs necessary payroll and human resources functions. Supports are available to assist the participant in conducting employer-related functions.

Specify the types of agencies (a.k.a., agencies with choice) that serve as co-employers of participant-selected staff:

The contracted FMS entity may serve as the Employer of Record in a Co-Employer status if the individual chooses them. The FMS entity's qualifications will be detailed in the requirements of the contract that the FMS holds with the State.

Agencies with Choice may also serve as the Employer of Record in a Co-Employer arrangement. In those instances, the agencies must meet the qualifications for the waiver service they are certified to provide.

The SSA and the Support Broker will have responsibility for ensuring that the individual is the managing employer and that the Employer of Record operates in accordance with the individual's preferences as permitted by law.

In alignment with all participant directed services, monitoring and oversite provided by the local county board and DODD Provider Compliance ensures compliance with rules and regulations of self-direction. SSA's, Support Brokers, authorized representatives are responsible for supporting the participant is the managing employer and the Employer of Record operates in accordance with the participant's preferences.

**Participant/Common Law Employer.** The participant (or the participant's representative) is the common law employer of workers who provide waiver services. An IRS-approved Fiscal/Employer Agent functions as the participant's agent in performing payroll and other employer responsibilities that are required by federal and state law. Supports are available to assist the participant in conducting employer-related functions.

**ii. Participant Decision Making Authority.** The participant (or the participant's representative) has decision making authority over workers who provide waiver services. *Select one or more decision making authorities that participants exercise:*

**Recruit staff**

**Refer staff to agency for hiring (co-employer)**

**Select staff from worker registry**

**Hire staff common law employer**

**Verify staff qualifications**

**Obtain criminal history and/or background investigation of staff**

Specify how the costs of such investigations are compensated:

Provider applicants incur the expense of the background (BCII) check.

**Specify additional staff qualifications based on participant needs and preferences so long as such qualifications are consistent with the qualifications specified in Appendix C-1/C-3.**

Specify the state's method to conduct background checks if it varies from Appendix C-2-a:

**Determine staff duties consistent with the service specifications in Appendix C-1/C-3.**

**Determine staff wages and benefits subject to state limits**

**Schedule staff**

**Orient and instruct staff in duties**

**Supervise staff**

**Evaluate staff performance**

**Verify time worked by staff and approve time sheets**

**Discharge staff (common law employer)**

**Discharge staff from providing services (co-employer)**

**Other**

Specify:

## Appendix E: Participant Direction of Services

### E-2: Opportunities for Participant-Direction (2 of 6)

**b. Participant - Budget Authority** *Complete when the waiver offers the budget authority opportunity as indicated in Item E-1-b:*

**i. Participant Decision Making Authority.** When the participant has budget authority, indicate the decision-making authority that the participant may exercise over the budget. *Select one or more:*

**Reallocate funds among services included in the budget**

**Determine the amount paid for services within the state's established limits**

**Substitute service providers**

**Schedule the provision of services**

**Specify additional service provider qualifications consistent with the qualifications specified in Appendix C-1/C-3**

**Specify how services are provided, consistent with the service specifications contained in Appendix C-1/C-3**

**Identify service providers and refer for provider enrollment**

**Authorize payment for waiver goods and services**

**Review and approve provider invoices for services rendered**

**Other**

Specify:

## Appendix E: Participant Direction of Services

### E-2: Opportunities for Participant-Direction (3 of 6)

**b. Participant - Budget Authority**

**ii. Participant-Directed Budget** Describe in detail the method(s) that are used to establish the amount of the participant-directed budget for waiver goods and services over which the participant has authority, including how the method makes use of reliable cost estimating information and is applied consistently to each participant. Information about these method(s) must be made publicly available.

The person-centered planning process will result in an individual service plan (ISP) that details the services that the participant needs, regardless of funding source. Once the plan is developed, the frequency, duration and provider rates for each of the waiver services are used to calculate the cost for each waiver service. Once the annual cost for each waiver service is calculated, they are totaled to establish the projected, annualized cost within the waiver's cost limitations (also known as the Individual Budget) of all waiver services for the participant. Additional information regarding cost limitations for this waiver can be found in Appendix C-4.

Information regarding the Individual Budgeting process will be provided to the individual by the county board of developmental disabilities (county board) service and support administrator (SSA) and will be available upon request.

All participants on the SELF Waiver will have control over the allocated amount for some services on this waiver within the cost limitations of the services (where applicable), with the exception of the Adult Day Array Services (Adult Day Support, Vocational Habilitation, Individual Employment Support, Group Employment Support, Career Planning, and Non-Medical Transportation. The individual budgeting process will involve the SSA, the participant and their Support Broker, if applicable.

- Individual budgets are determined through the planning process.
- The budget will include the dollar amount over which the individual exercises decision-making authority and control over the types and amounts of services and supports.
- The budget is reviewed and approved at least annually by the county board SSA.
- The county board will review and recommend approval of the ISP and authorize the Individual Budget. The authorized ISP and budget amount shall be provided to the Financial Management Service (FMS).
- Direct oversight of the Individual Budget is the responsibility of the individual, the FMS entity, the individual's Support Broker, if applicable and the SSA. The individual, their Support Broker, the county board, and the Department of Developmental Disabilities (DODD) shall receive a fiscal report monthly from the FMS.

When an individual requests to move funds from one service to another, the individual and the Support Broker will request a meeting with the individual's SSA and, upon determining that no health and welfare issues would be caused by change in funds for the identified services, the SSA is to modify the ISP and budget accordingly, then notify the FMS about the changes.

## Appendix E: Participant Direction of Services

### E-2: Opportunities for Participant-Direction (4 of 6)

#### b. Participant - Budget Authority

**iii. Informing Participant of Budget Amount.** Describe how the state informs each participant of the amount of the participant-directed budget and the procedures by which the participant may request an adjustment in the budget amount.

The participant and their Support Broker, if applicable will devise the participant's Individual Budget based on the services listed in the individual support plan (ISP). Participants will be notified of the cost limitations associated with the waiver by the service and support administrator (SSA) prior to enrolling on the waiver.

If an individual wants to adjust their plan or budget, the individual and Support Broker will contact and set up a meeting with the SSA to discuss this request for an adjustment. If the request for an adjustment is reasonable, is within the established cost limitations for the waiver, and does not jeopardize the individual's health and welfare, the SSA should approve the request, then notify the Financial Management Service (FMS) about the changes.

Determining the reasonableness of a participant's request for a budget adjustment will take into consideration the extent to which the request addresses the participant's needs, goals and preferences as described in the service plan and strategies identified there to mitigate risks to the participant.

DODD's Service and Support Administration rule (OAC 5123-4-02) requires that an individual must be provided with written notification and an explanation of the individual's right to a Medicaid fair hearing if the ISP process results in a recommendation for the approval, reduction, denial, or termination of a home and community-based (HCBS) waiver service or Medicaid case management service. The participant's request for a budget adjustment would be predicated on an underlying service request, the denial of which would trigger the hearing rights referenced in the rule.

## Appendix E: Participant Direction of Services

### E-2: Opportunities for Participant-Direction (5 of 6)

#### b. Participant - Budget Authority

##### iv. Participant Exercise of Budget Flexibility. *Select one:*

**Modifications to the participant directed budget must be preceded by a change in the service plan.**

**The participant has the authority to modify the services included in the participant directed budget without prior approval.**

Specify how changes in the participant-directed budget are documented, including updating the service plan. When prior review of changes is required in certain circumstances, describe the circumstances and specify the entity that reviews the proposed change:

## Appendix E: Participant Direction of Services

### E-2: Opportunities for Participant-Direction (6 of 6)

#### b. Participant - Budget Authority

##### v. Expenditure Safeguards. Describe the safeguards that have been established for the timely prevention of the premature depletion of the participant-directed budget or to address potential service delivery problems that may be associated with budget underutilization and the entity (or entities) responsible for implementing these safeguards:

The service and support administrator (SSA) and Support Broker work with the participant to ensure that the budget is utilized according to the Individual Service Plan (ISP). When problems are identified such as underutilization, the Support Broker and the SSA work together with the participant to find solutions and make changes as necessary.

In addition, the Financial Management Service (FMS) entity, based on the participant's individual budget, pays expenditures that are in accordance with the authorized budget, and provides the participant, the Support Broker, the county board of developmental disabilities, and the Department of Developmental Disabilities (DODD) with a monthly report of expenditures and budget status to ensure that the budget is not being depleted prematurely. The FMS entity will also not submit claims for reimbursement if they are not included in the ISP.

It is the FMS' responsibility to monitor and track the budget; provide reports to the individual, Support Broker, SSA, and DODD; and to identify and provide notification of any problems that occur. It is the SSA's responsibility to convene a meeting with the individual and their Support Broker to address any problems identified by the FMS.

It is the FMS' responsibility to make adjustments in a timely manner, and it is the responsibility of DODD to ensure that this occurs as part of its contract with the FMS.

## Appendix F: Participant Rights

### Appendix F-1: Opportunity to Request a Fair Hearing

The state provides an opportunity to request a Fair Hearing under 42 CFR Part 431, Subpart E to individuals: (a) who are not given the choice of home and community-based services as an alternative to the institutional care specified in Item 1-F of the request; (b) are denied the service(s) of their choice or the provider(s) of their choice; or, (c) whose services are denied, suspended, reduced or terminated. The state provides notice of action as required in 42 CFR §431.210.

**Procedures for Offering Opportunity to Request a Fair Hearing.** Describe how the individual (or his/her legal representative) is informed of the opportunity to request a fair hearing under 42 CFR Part 431, Subpart E. Specify the notice(s) that are used to offer individuals the opportunity to request a Fair Hearing. State laws, regulations, policies and notices referenced in the description are available to CMS upon request through the operating or Medicaid agency.

At the time of application for benefits, the individual or authorized representative is informed, in writing of the right to a state hearing, of the method by which a state hearing may be requested and that the case may be presented by an authorized representative, such as legal counsel, relative, friend, or other spokesperson. Individuals receive an "Explanation of State Hearing Procedures," JFS 04059(rev 4/2005), or its computer-generated equivalent, to provide this notice in accordance with rule 5101:6-2-01 of the Ohio Administrative Code (OAC).

Applicants for SELF waiver enrollment, and waiver enrollees, who are affected by any agency decision made to approve, reduce, suspend deny or terminate enrollment or to deny the choice of a qualified and willing provider or any agency decision to change the level and/or type of waiver service delivered, including any changes made to the individual service plan (ISP), shall be afforded Medicaid due process. As part of the waiver enrollment process, all applicants for the SELF waiver receive written information about the procedures for requesting a Medicaid Fair Hearing. If enrollment on the waiver is denied, the applicant will be given written notice of the denial and information about how to request a Fair Hearing to appeal the denial of enrollment. All waiver enrollees receive prior notice for any adverse action proposed by the agency. This notice includes the right to a state hearing and an explanation of the hearing procedures and is either generated manually by County Boards or electronically by county Department of Job and Family Services. Each agency retains copies of any notices it issues.

The individual must call or write their local county agency or write the Ohio Department of Job and Family Services (ODJFS), Office of Legal Services, Bureau of State Hearings (BSH). A hearing request must be received within 90 days of the mailing date of the notice of action.

DODD assures participation through an agency representative (DODD and/or County Board) pursuant to OAC 5101:6-6-01 and OAC 5101:6-6-02 at hearings requested by applicants, enrollees and disenrolled individuals of the SELF waiver.

Individuals who request hearings are notified about the action to be taken regarding the hearing request and are informed of the date, time, and location of the hearing at least ten days in advance. Services proposed to be reduced or terminated must be continued at the same level when the hearing is requested within fifteen days of the mailing date on the notice. Hearing decisions are rendered no later than 90 days after the hearing request. When agency compliance with a hearing decision is required, it must be acted upon within 15 calendar days of the decision or within 90 days of request for hearing, whichever is first.

Individuals are informed in writing of the hearing decision and are notified of the right to request an administrative appeal if they disagree with the hearing decision. If an administrative appeal is requested, a decision must be issued within 15 days of the appeal request. The individual is informed in writing of the decision and compliance, if ordered, must be acted upon within 15 calendar days of the decision.

## Appendix F: Participant-Rights

### Appendix F-2: Additional Dispute Resolution Process

**a. Availability of Additional Dispute Resolution Process.** Indicate whether the state operates another dispute resolution process that offers participants the opportunity to appeal decisions that adversely affect their services while preserving their right to a Fair Hearing. *Select one:*

**No. This Appendix does not apply**

**Yes. The state operates an additional dispute resolution process**

**b. Description of Additional Dispute Resolution Process.** Describe the additional dispute resolution process, including: (a) the state agency that operates the process; (b) the nature of the process (i.e., procedures and timeframes), including the types of disputes addressed through the process; and, (c) how the right to a Medicaid Fair Hearing is preserved when a participant elects to make use of the process: State laws, regulations, and policies referenced in the description are available to CMS upon request through the operating or Medicaid agency.

## Appendix F: Participant-Rights

### Appendix F-3: State Grievance/Complaint System

**a. Operation of Grievance/Complaint System. Select one:**

**No. This Appendix does not apply**

**Yes. The state operates a grievance/complaint system that affords participants the opportunity to register grievances or complaints concerning the provision of services under this waiver**

**b. Operational Responsibility.** Specify the state agency that is responsible for the operation of the grievance/complaint system:

The Ohio Department of Developmental Disabilities (DODD)

**c. Description of System.** Describe the grievance/complaint system, including: (a) the types of grievances/complaints that participants may register; (b) the process and timelines for addressing grievances/complaints; and, (c) the mechanisms that are used to resolve grievances/complaints. State laws, regulations, and policies referenced in the description are available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

The Department of Developmental Disabilities (DODD) receives and acts upon complaints in a variety of ways. DODD's Major Unusual Incident (MUI)/Registry Unit receives complaints through a toll-free number for reporting abuse/neglect and other MUIs. Complaints are also received via email and U.S. mail. Each complaint received is logged and acted upon the same or next day and followed up until the issue is resolved. Some calls result in MUIs while other calls are assorted complaints which are referred to other department staff, county boards of developmental disabilities (county boards), or outside entities such as the Department of Health. These include medical, behavior, environmental and other miscellaneous subjects. Managers in the MUI/Registry Unit recommend closure when the issue has been resolved. The case is then closed by unit supervisors.

DODD employs a Family Advocate who works with families to provide technical assistance, including addressing complaints.

DODD Provider Standards and Review will follow up on any complaints regarding county boards or certified waiver providers. This could result in citations being issued. Citations require a plan of correction that must be approved by DODD. Individuals may also contact their service and support administrator (SSA) to voice any concerns or complaints. Each county board is required to have a complaint resolution process.

None of the above complaint resolution processes may be used in place of or to delay a Medicaid state hearing. As an alternative dispute resolution process that does not involve a decision by the SSA or county board, Individuals who wish to appeal a decision related to their Home and Community-based services may request a state hearing in accordance with section 5101.35 of the Revised Code and Chapters 5101:6-1 to 5101:6-9 of the Administrative Code.

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## Appendix G: Participant Safeguards

### Appendix G-1: Response to Critical Events or Incidents

**a. Critical Event or Incident Reporting and Management Process.** Indicate whether the state operates Critical Event or Incident Reporting and Management Process that enables the state to collect information on sentinel events occurring in the waiver program. *Select one:*

**Yes. The state operates a Critical Event or Incident Reporting and Management Process (complete Items b through e)**

**No. This Appendix does not apply (do not complete Items b through e)**

If the state does not operate a Critical Event or Incident Reporting and Management Process, describe the process that the state uses to elicit information on the health and welfare of individuals served through the program.

**b. State Critical Event or Incident Reporting Requirements.** Specify the types of critical events or incidents (including alleged abuse, neglect and exploitation) that the state requires to be reported for review and follow-up action by an appropriate authority, the individuals and/or entities that are required to report such events and incidents and the timelines for reporting. State laws, regulations, and policies that are referenced are available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

The State has an established system for reporting, and responding to, investigation and remediation of all critical incidents. The State has identified and established reporting standards for reportable incidents which do not meet the criteria for a critical incident. The State has defined the responsibilities of all incident reporters, case management entities and investigative entities.

"Major Unusual Incident" (MUIs) means the alleged, suspected, or actual occurrence of an incident when there is reason to believe the incident has occurred. MUIs include the following:

Category A:

1. Accidental or Suspicious death
2. Exploitation
3. Failure to report
4. Misappropriation
5. Neglect
6. Physical abuse
7. Prohibited sexual relations
8. Rights code violation
9. Sexual abuse
10. Verbal abuse

Category B

1. Attempted Suicide
2. Death other than accidental or suspicious death
3. Medical emergency
4. Missing individual
5. Peer-to-peer acts
6. Significant injury

Category C

1. Law enforcement
2. Unapproved behavioral support
3. Unanticipated Hospitalization

The following is a list of required reporters for all incidents:

- 1) County Boards of Developmental Disabilities (County Boards)
- 2) Ohio Department of Developmental Disabilities (DODD)
- 3) DODD operated Developmental Centers
- 4) All Developmental Disabilities Waiver providers
- 5) All Developmental Disabilities DD licensed or certified providers
- 6) Developmental Disabilities employees providing specialized services
- 7) The Ohio Department of Medicaid

The timeframe for reporting abuse, neglect, misappropriation, exploitation, and suspicious or accidental death is immediate to four hours. The remaining MUIs must be reported no later than three p.m. the next working day. DODD is notified by the county board through the Incident Tracking System (ITS) by five p.m. on the working day following notification by the provider or becoming aware of the MUI.

Immediate action to protect the individual(s) is taken by the provider and ensured by the county board. Notifications are made immediately to law enforcement for alleged criminal acts and to Children's Services if the individual is under twenty-two.

Reference Rule: Ohio Administrative Code (OAC) 5123-17-02.

**c. Participant Training and Education.** Describe how training and/or information is provided to participants (and/or families or legal representatives, as appropriate) concerning protections from abuse, neglect, and exploitation, including how participants (and/or families or legal representatives, as appropriate) can notify appropriate authorities or entities when the participant may have experienced abuse, neglect or exploitation.



The Department of Developmental Disabilities' (DODD's) home page lists the Hotline complaint telephone number for reporting of Abuse, Neglect, and Major Unusual Incidents (MUIs).

DODD has an online complaint form that is available for participants, individuals, families and legal representatives.

DODD and county boards of developmental disabilities (county boards) conduct annual trainings on reporting and investigation of MUIs for county boards, developmental center staff, providers, and families.

DODD sends out Health and Welfare Alerts on health and safety issues through an online newsletter that goes to families, providers, and county boards. The Alerts also go to all county boards and certified and licensed providers through a list serve.

Reports are made by phone, online and via fax. A MUI contact person has been identified at each county board to receive reports of possible MUIs. Incidents may be reported to that person or to any county board or DODD employee. DODD also has a hotline 1-866-617-6733, which may be used if there are concerns or difficulties in reporting to the county board.

DODD's Online Reporting System is located at <https://ocf.prodapps.dodd.ohio.gov/DODD> and county boards have Hotlines or Help Lines for receiving reports that have been communicated to providers and families. DODD letterhead includes the Hotline telephone number for reporting Abuse, Neglect, and MUIs. DODD, in addition to the hotline for reporting abuse and neglect, lists each county board's after-hours number for reporting MUIs on its website.

DODD distributed a Family Handbook on MUIs which was distributed through the county boards and placed on the Department's website.

All providers shall be trained on the requirements of Ohio Administrative Code (OAC) rule 5123-17-02 prior to application for initial certification in accordance with rule 5123:2-2-01 of the OAC. Providers shall receive annual training on the requirements of this rule including a review of Health and Welfare alerts issued by DODD since the previous year's training.

As technology has improved over time, the opportunity to provide Ohioans education and training regarding abuse and neglect for individuals, families, providers and constituents has been greatly enhanced. Currently, Ohio provides in person, online training modules, webinar-based training, social media and written correspondence options for obtaining the annual training. DODD offers free interactive health and welfare modules through the My Learning system to satisfy annual training requirements. The module reviews reporting requirements, immediate actions, health welfare alerts from the previous year and falls and choking prevention. The modules are available to anyone, and those who successfully complete all five modules, receive a certificate of completion.

In person trainings are scheduled in advance with registration required to assure attendee tracking and the opportunity for Continuing Professional Development (CPDs). DODD successfully scheduled larger venues and was able to increase the number of people able to attend in person trainings.

The web-based trainings are taped and cataloged so attendees can listen at the time of the webinar or go back and access the training information via our web-based resource library at a more convenient time. The trainings are cataloged by topic and housed on the DODD website. Ohio made these changes several years ago at the request of families and providers who appreciated the trainings but could not always attend at the time the training was scheduled. This has been successful and allows our State to share information with individuals, families and providers in a timely and comprehensive manner.

In addition, Ohio has provided training via "Facebook Live." Social media enhancements allow Ohio to expand training opportunities to reach individuals, families and providers in ways that were not possible in the past.

Written information is shared through the DODD list serve, on the website and through subscription. The MUI Family Handbook has been a tremendous resource to individuals, families and providers regarding abuse and neglect reporting. In addition, the health and welfare alerts are widely distributed and hold valuable information on protecting the health and welfare of individuals supported in Ohio. Pipeline is a DODD publication that routinely includes information on abuse and neglect reporting and prevention and is an excellent resource for all stakeholders. Pipeline reaches over 16,000

subscribers. Local county boards operate hotlines for reporting incidents of abuse and neglect as well, and the contact numbers are readily available on the county board and DODD websites.

MUI training is required for all direct support professionals. The training is required annually and DODD's Office of System Supports and Standards conducts provider compliance reviews to assure that the training is completed as required by OAC 5123:17-02

**d. Responsibility for Review of and Response to Critical Events or Incidents.** Specify the entity (or entities) that receives reports of critical events or incidents specified in item G-1-a, the methods that are employed to evaluate such reports, and the processes and time-frames for responding to critical events or incidents, including conducting investigations.

The county board of developmental disabilities' (county board) Major Unusual Incident (MUI) Unit receives reports of critical incidents from providers, families, and county board operated programs. This Unit is responsible for determining if it meets the criteria of a MUI, ensuring immediate actions have been taken to protect the individual(s), making notifications, and initiating the investigation for all MUIs.

Investigations into allegations of abuse, neglect, misappropriation, exploitation, and suspicious or accidental deaths are initiated within twenty-four hours. For all other MUIs the investigation is initiated within a reasonable amount of time based on the initial information received and consistent with the health and safety of the individual(s), but no later than three working days. All investigations are to be completed within thirty working days unless extensions are granted by the Department of Developmental Disabilities (DODD) based upon established criteria. These criteria are referenced in Ohio Administrative Code (OAC) 5123-17-02.

The Ohio Department of Medicaid's (ODM) Clinical Operations Bureau also provides monitoring and oversight to assure the health and welfare of individuals enrolled on DODD home and community-based waivers (HCBS). The Clinical Operations Bureau monitors the progress of an investigation and contributes to the investigatory process by mandated state agencies for certain incidents that impacted those individuals. Those incidents include but are not limited to incidents of alleged neglect or abuse resulting in ER treatment or removal by law enforcement; suspicious, unusual, accidental deaths, and misappropriations valued at over \$500.

ODM is made aware of these incidents through various means including: notification by DODD, discovered during other ODM oversight activities, contacted by other agencies, media sources, stakeholders and citizens.

The monitoring is completed by viewing the report and all investigation updates recorded in DODD's Incident Tracking System (ITS) and other DODD and ODM electronic sources. Inquiries and concerns by ODM regarding any aspect of the investigation process/progress are added to the report by DODD with timelines for responses included.

Prior to ODM considering a case closed, ODM's Clinical Operations Bureau ensures if the steps taken to assure the immediate health and safety of the individual(s) involved in the incident are and continue to be adequate; that appropriate notification was made to law enforcement, children's services, guardians, other appropriate agencies and parties; that all of the causes and contributing factors are identified, and are adequately remedied and/or addressed in the prevention plans; and that all questions by all parties have been answered, that the recommendations and prevention plans have been implemented/completed.

Participants and other relevant parties are notified in writing of the outcome as outlined in OAC 5123-17-02 no later than five working days following the county board's or DODD's recommendation via ITS that the report be closed.

**e. Responsibility for Oversight of Critical Incidents and Events.** Identify the state agency (or agencies) responsible for overseeing the reporting of and response to critical incidents or events that affect waiver participants, how this oversight is conducted, and how frequently.

In accordance with Ohio Administrative Code rule 5123-17-02, the Department of Developmental Disabilities (DODD) reviews all initial Major Unusual Incident (MUI)/Registry Unit incident reports to ensure the health and safety of individuals. All substantiated reports of abuse, neglect, and misappropriation involving staff are reviewed. Other incidents are reviewed as deemed necessary to ensure the health and safety of individuals.

The DODD MUI/Registry Unit conducts assessments of county boards of developmental disabilities (county boards) to ensure the following:

1. Incidents are reported appropriately;
2. Immediate actions are taken;
3. Necessary notifications are made;
4. Thorough investigations are conducted;
5. Preventative measures have been identified to address the cause and contributing factors;
6. Trend and pattern analysis is completed and appropriate remediation is identified;
7. Unusual incidents are appropriately reported locally; and
8. Required training is completed.

MUI Assessments are conducted based on the performance of the county board but at least on a three-year cycle. Triggers are identified which could result in the assessment being done sooner.

There is a MUI assessment that is part of the Accreditation review; however, the MUI division also conducts their own three-year performance-based cycle of reviews (which are separate from the Accreditation reviews) based on the MUI division's assessment of a county board's performance.

MUI Trend and Pattern analyses and remediation is done once a year by providers and county boards. DODD reviews all analyses completed by county boards and samples those completed by providers. County boards are responsible for reviewing the analyses for providers in their county.

The DODD MUI/Registry Unit flags serious or egregious incidents as Director's Alerts. These cases are closely monitored for a thorough investigation and good prevention planning.

DODD holds a quarterly Mortality Review Committee compiled of stakeholders, including the Ohio Department of Medicaid (ODM), to review deaths for the purpose of/or licensing boards. In addition, the committee looks at causes of deaths and what steps might be taken to educate the field on the causes.

A statewide Trend and Pattern Committee, made up of stakeholders, including ODM, meets twice a year to review statewide trends and patterns along with activities and initiatives being taken by DODD in regard to health and safety.

DODD's MUI/Registry Unit conducts annual, in-depth analysis on Abuse, Neglect, and Misappropriation to determine who, what types, root causes, and provides interventions to reduce reoccurrences. This is communicated through Alerts and during annual trainings.

DODD's MUI/Registry Unit notifies the county board of individual trends and requires the county board to identify what action will be implemented to address the trends.

DODD works in conjunction with Office of System Supports and Standards when trends and patterns are noted with a particular provider.

The ODM Clinical Operations Bureau participates in DODD's semi-annual Trends and Patterns Committee and DODD's quarterly Mortality Review Committee as part of their additional oversight responsibilities.

## Appendix G: Participant Safeguards

### Appendix G-2: Safeguards Concerning Restraints and Restrictive Interventions (1 of 3)

**a. Use of Restraints.** (Select one): (For waiver actions submitted before March 2014, responses in Appendix G-2-a will

*display information for both restraints and seclusion. For most waiver actions submitted after March 2014, responses regarding seclusion appear in Appendix G-2-c.)*

**The state does not permit or prohibits the use of restraints**

Specify the state agency (or agencies) responsible for detecting the unauthorized use of restraints and how this oversight is conducted and its frequency:

**The use of restraints is permitted during the course of the delivery of waiver services.** Complete Items G-2-a-i and G-2-a-ii.

**i. Safeguards Concerning the Use of Restraints.** Specify the safeguards that the state has established concerning the use of each type of restraint (i.e., personal restraints, drugs used as restraints, mechanical restraints). State laws, regulations, and policies that are referenced are available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

The State of Ohio has in place a “Behavioral Support Strategies that Include Restrictive Measures” (Ohio Administrative Code (OAC) 5123:2-2-06) (Behavior Support Rule) that regulates the use of all restraints (including manual, mechanical, and chemical). Safeguards and protocols in the rule include:

- Behavior support strategies that include restrictive measures (including restraint) may only be used as a last resort when necessary to keep people safe and with informed consent of the person and prior approval by a human rights committee;
- A list of prohibited measures, including: prone restraint; use of manual or mechanical restraint that causes pain or harm; using any restrictive measure for punishment, retaliation, instruction or teaching, convenience of providers, or substitute for services;
- A comprehensive assessment process that takes into consideration a person’s: interpersonal, environmental, medical, mental health, and emotional needs and other motivational factors;
- Requirements for people who are conducting and developing behavior support strategies that include restrictive measures;
- Behavior support strategies that include restrictive measures shall be designed in a manner that promotes healing, recovery, and emotional well-being; be data-driven; recognize the role of environment; capitalize on strengths; delineate measures to be implemented and those responsible for implementation; specify steps to be taken to ensure the safety of the individual and others;
- Behavior support strategies that include restrictive measures shall be implemented with sufficient safeguards and supervision to ensure the health, welfare and rights of individuals receiving specialized services and anyone serving the individual must be trained on the strategy prior to serving;
- Shall be reviewed at least every 90 days;
- All county boards of developmental disabilities (county boards) must have a human rights committee to safeguard individual’s rights and protect individuals from physical, emotional, and psychological harm – their role and responsibility is clearly defined in the Behavior Support Rule;
- Use of restrictive measures without prior approval by the human rights committee must be reported as an “unapproved behavior support”;
- The Department of Developmental Disabilities (DODD) must be notified after approval of the human rights committee and prior to implementation of all behavior support strategies that include restrictive measures;
- All county boards must collect and analyze data regarding behavior support strategies that include restrictive measures and furnish data to their human rights committee.

**ii. State Oversight Responsibility.** Specify the state agency (or agencies) responsible for overseeing the use of restraints and ensuring that state safeguards concerning their use are followed and how such oversight is conducted and its frequency:

The Department of Developmental Disabilities (DODD) is responsible for overseeing the use of restraints. The following specifies how the oversight is conducted:

- After approval by the human rights committee and prior to implementation, a county board of developmental disabilities (county board) must complete and submit the “Restrictive Measure Notification” form electronically to DODD (Note: DODD does not use the notification system as a means to approve plans, the approval of plans that include restrictive measures occurs at the local level. The notification system is used to collect and monitor data for trends and patterns, provide oversight, and to identify cases where technical assistance may be needed.) The notification must be submitted initially, when revised or renewed, and (optionally) when discontinued.
- DODD may select a sample of behavior support strategies for additional review to ensure that the strategies are developed and implemented and monitored in accordance with this rule.
- DODD shall take immediate action, as necessary, to protect the health and safety of individuals served.
- DODD shall compile and analyze data regarding the use of behavior support strategies throughout the state for the purposes of determining methods for enhancing risk reduction efforts and outcomes, reducing the frequency of restrictive measures, and identifying technical assistance and training needs.
- DODD conducts both Major Unusual Incidents (MUI), and regular regulatory reviews (Accreditation, Licensure, & Provider Compliance Reviews) to ensure consistent and routine reviews of behavior support policies and procedures that are in place for individuals.

The rule addressing MUIs and Unusual Incidents (UIs) to Ensure Health, Welfare and Continuous Quality Improvement, and the Behavior Support Rule requires a MUI to be filed when there is an unapproved behavior support. The system has required fields that must be completed. Additionally, the intake staff at DODD follow-up on any reports that are incomplete. If an unreported incident is identified during the course of the review or as a part of a complaint received, a MUI is filed, a citation is issued, and a plan of correction is required.

When the Ohio Department of Medicaid (ODM) discovers a case of the improper or unauthorized use of restraint(s) and restrictive intervention(s) that have not yet been reported through the DODD Incident Tracking System the case is reported to the proper DODD parties. If the unauthorized use of restraints is identified during the course of a review by ODM clinical staff, that case will be managed through the Unmet Needs process described in Appendix A in order to ensure that the waiver individual's health or welfare is being assured.

## Appendix G: Participant Safeguards

### Appendix G-2: Safeguards Concerning Restraints and Restrictive Interventions (2 of 3)

#### b. Use of Restrictive Interventions. (Select one):

##### **The state does not permit or prohibits the use of restrictive interventions**

Specify the state agency (or agencies) responsible for detecting the unauthorized use of restrictive interventions and how this oversight is conducted and its frequency:

**The use of restrictive interventions is permitted during the course of the delivery of waiver services** Complete Items G-2-b-i and G-2-b-ii.

#### i. Safeguards Concerning the Use of Restrictive Interventions. Specify the safeguards that the state has in

effect concerning the use of interventions that restrict participant movement, participant access to other individuals, locations or activities, restrict participant rights or employ aversive methods (not including restraints or seclusion) to modify behavior. State laws, regulations, and policies referenced in the specification are available to CMS upon request through the Medicaid agency or the operating agency.

The State of Ohio has in place a “Behavioral Support Strategies that Include Restrictive Measures” (Ohio Administrative Code (OAC) 5123:2-2-06) (Behavior Support Rule) that regulates the use of all restrictive measures. Safeguards and protocols in the rule include:

- Behavior support strategies that include restrictive measures may only be used as a last resort when necessary to keep people safe, and in the case of rights restrictions, when an individual’s actions may result in legal sanction. The strategies require informed consent of the person and prior approval by a human rights committee;
- A list of prohibited measures, including: prone restraint; use of manual or mechanical restraint that causes pain or harm; using any restrictive measure for punishment, retaliation, instruction or teaching, convenience of providers, or substitute for services;
- A comprehensive assessment process that takes into consideration a person’s: interpersonal, environmental, medical, mental health, and emotional needs and other motivational factors;
- Requirements for people who are conducting and developing behavior support strategies that include restrictive measures;
- Behavior support strategies that include restrictive measures shall be designed in a manner that promotes healing, recovery, and emotional well-being; be data-driven; recognize the role of environment; capitalize on strengths; delineate measures to be implemented and those responsible for implementation; specify steps to be taken to ensure the safety of the individual and others;
- Behavior support strategies that include restrictive measures shall be implemented with sufficient safeguards and supervision to ensure the health, welfare and rights of individuals receiving specialized services and anyone serving the individual must be trained on the strategy prior to serving;
- Shall be reviewed at least every 90 days;
- All county boards of developmental disabilities (county boards) must have a human rights committee to safeguard individual’s rights and protect individuals from physical, emotional, and psychological harm – their role and responsibility is clearly defined in the Behavior Support Rule;
- Use of restrictive measures without prior approval by the human rights committee must be reported as an “unapproved behavior support”;
- The Department of Developmental Disabilities (DODD) must be notified after approval of the human rights committee and prior to implementation of all behavior support strategies that include restrictive measures;
- All county boards must collect and analyze data regarding behavior support strategies that include restrictive measures and furnish data to their human rights committee.

ii. **State Oversight Responsibility.** Specify the state agency (or agencies) responsible for monitoring and overseeing the use of restrictive interventions and how this oversight is conducted and its frequency:

The Department of Developmental Disabilities (DODD) is responsible for overseeing the use of restraints. The following specifies how the oversight is conducted:

- After approval by the human rights committee and prior to implementation, a county board of developmental disabilities (county board) must complete and submit the “Restrictive Measure Notification” form electronically to DODD (Note: DODD does not use the notification system as a means to approve plans, the approval of plans that include restrictive measures occurs at the local level. The notification system is used to collect and monitor data for trends and patterns, provide oversight, and to identify cases where technical assistance may be needed.) The notification must be submitted initially, when revised or renewed, and (optionally) when discontinued.
- DODD may select a sample of behavior support strategies for additional review to ensure that the strategies are developed and implemented and monitored in accordance with this rule.
- DODD shall take immediate action, as necessary, to protect the health and safety of individuals served.
- DODD shall compile and analyze data regarding the use of behavior support strategies throughout the state for the purposes of determining methods for enhancing risk reduction efforts and outcomes, reducing the frequency of restrictive measures, and identifying technical assistance and training needs.
- DODD conducts both Major Unusual Incidents (MUI), and regular regulatory reviews (Accreditation, Licensure, & Provider Compliance Reviews) to ensure consistent and routine reviews of behavior support policies and procedures that are in place for individuals.

The rule addressing MUIs and Unusual Incidents (UIs) to Ensure Health, Welfare and Continuous Quality Improvement and the Behavior Support Rule requires an MUI to be filed when use of a prohibited measure or restrictive measure results in a risk to the individual’s health and safety. The system has required fields that must be completed plus the intake staff at DODD follow-up on any reports that are incomplete. If an unreported incident is identified during the course of the review or as a part of a complaint received, a MUI is filed, a citation is issued, and a plan of correction is required.

When the Ohio Department of Medicaid (ODM) discovers a case of the improper or unauthorized use of restrictive intervention(s) that have not yet been reported through DODD Incident Tracking System (ITS) the case is reported to the proper DODD parties. If the unauthorized use of restrictive interventions is identified during the course of a review by ODM clinical staff, that case will be managed through the Unmet Needs process described in Appendix A in order to ensure that the waiver individual’s health or welfare is being assured.

## Appendix G: Participant Safeguards

### Appendix G-2: Safeguards Concerning Restraints and Restrictive Interventions (3 of 3)

**c. Use of Seclusion.** (Select one): (This section will be blank for waivers submitted before Appendix G-2-c was added to WMS in March 2014, and responses for seclusion will display in Appendix G-2-a combined with information on restraints.)

#### The state does not permit or prohibits the use of seclusion

Specify the state agency (or agencies) responsible for detecting the unauthorized use of seclusion and how this oversight is conducted and its frequency:

**The use of seclusion is permitted during the course of the delivery of waiver services.** Complete Items G-2-c-i and G-2-c-ii.

**i. Safeguards Concerning the Use of Seclusion.** Specify the safeguards that the state has established concerning the use of each type of seclusion. State laws, regulations, and policies that are referenced are available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

The State of Ohio has in place a “Behavioral Support Strategies that Include Restrictive Measures” (Ohio Administrative Code (OAC) 5123:2-2-06) (Behavior Support Rule) that regulates the use of all restrictive measures, including “Time Out.” Safeguards and protocols in the rule include:

- Behavior support strategies that include restrictive measures (including Time Out) may only be used as a last resort when necessary to keep people safe and with informed consent of the person and prior approval by a human rights committee;
- A list of prohibited measures, including: prone restraint; use of manual or mechanical restraint that causes pain or harm; using any restrictive measure for punishment, retaliation, instruction or teaching, convenience of providers, or substitute for services;
- Time Out may not exceed 30 minutes for any incident or 1 hour in a 24 hour period; may not be key-locked; shall be adequately lighted and ventilated and provide a safe environment for the person;
- An individual in a time-out room or area must be protected from hazardous conditions, shall be under constant visual supervision, and time out shall cease immediately once risk of harm has passed or the individual engages in self-abuse, becomes incontinent, or shows other signs of illness;
- A comprehensive assessment process that takes into consideration a person’s: interpersonal, environmental, medical, mental health, and emotional needs and other motivational factors;
- Requirements for people who are conducting and developing behavior support strategies that include restrictive measures;
- Behavior support strategies that include restrictive measures shall be designed in a manner that promotes healing, recovery, and emotional well-being; be data-driven; recognize the role of environment; capitalize on strengths; delineate measures to be implemented and those responsible for implementation; specify steps to be taken to ensure the safety of the individual and others;
- Behavior support strategies that include restrictive measures shall be implemented with Use of restrictive measures without prior approval by the human rights committee must be reported as an “unapproved behavior support”;
- The Department of Developmental Disabilities (DODD) must be notified after approval of the human rights committee and prior to implementation of all behavior support strategies that include restrictive measures;
- All county boards of developmental disabilities (county boards) must collect and analyze data regarding behavior support strategies that include restrictive measures and furnish data to their human rights committee.
- Sufficient safeguards and supervision to ensure the health, welfare and rights of individuals receiving specialized services and anyone serving the individual must be trained on the strategy prior to serving;
- Shall be reviewed at least every 90 days;
- All county boards must have a human rights committee to safeguard individual’s rights and protect individuals from physical, emotional, and psychological harm – their role and responsibility is clearly defined in the Behavior Support Rule.

**ii. State Oversight Responsibility.** Specify the state agency (or agencies) responsible for overseeing the use of seclusion and ensuring that state safeguards concerning their use are followed and how such oversight is conducted and its frequency:

The Department of Developmental Disabilities (DODD) is responsible for overseeing the use of restrictive interventions, including seclusion (“time out”). The following specifies how the oversight is conducted:

- After approval by the human rights committee and prior to implementation, a county board of developmental disabilities (county board) must complete and submit the “Restrictive Measure Notification” form electronically to DODD (Note: DODD does not use the notification system as a means to approve plans, the approval of plans that include restrictive measures occurs at the local level. The notification system is used to collect and monitor data for trends and patterns, provide oversight, and to identify cases where technical assistance may be needed.) The notification must be submitted initially, when revised or renewed, and (optionally) when discontinued.
- DODD may select a sample of behavior support strategies for additional review to ensure that the strategies are developed and implemented and monitored in accordance with this rule.
- DODD shall take immediate action, as necessary, to protect the health and safety of individuals served.
- DODD shall compile and analyze data regarding the use of behavior support strategies throughout the state for the purposes of determining methods for enhancing risk reduction efforts and outcomes, reducing the frequency of restrictive measures, and identifying technical assistance and training needs.
- DODD conducts both Major Unusual Incidents (MUI), and regular regulatory reviews (Accreditation, Licensure, & Provider Compliance Reviews) to ensure consistent and routine reviews of behavior support policies and procedures that are in place for individuals.

The rule on addressing MUIs and Unusual Incidents (UIs) to Ensure Health, Welfare and Continuous Quality Improvement and the Behavior Support Rule requires an MUI to be filed when there is an unapproved behavioral support that results in a risk to the individual’s health and welfare. The system has required fields that must be completed plus the intake staff at DODD follow-up on any reports that are incomplete. If an unreported incident is identified during the course of the review or as a part of a complaint received, a MUI is filed, a citation is issued, and a plan of correction is required.

When the Ohio Department of Medicaid (ODM) discovers a case of the improper or unauthorized use of seclusion that have not yet been reported through DODD Incident Tracking System the case is reported to the proper DODD parties. If the unauthorized use of seclusion is identified during the course of a review by ODM clinical staff, that case will be managed through the Unmet Needs process described in Appendix A in order to ensure that the waiver individual’s health or welfare is being assured.

## Appendix G: Participant Safeguards

### Appendix G-3: Medication Management and Administration (1 of 2)

*This Appendix must be completed when waiver services are furnished to participants who are served in licensed or unlicensed living arrangements where a provider has round-the-clock responsibility for the health and welfare of residents. The Appendix does not need to be completed when waiver participants are served exclusively in their own personal residences or in the home of a family member.*

#### a. Applicability. Select one:

**No. This Appendix is not applicable** (*do not complete the remaining items*)

**Yes. This Appendix applies** (*complete the remaining items*)

#### b. Medication Management and Follow-Up

##### i. Responsibility. Specify the entity (or entities) that have ongoing responsibility for monitoring participant medication regimens, the methods for conducting monitoring, and the frequency of monitoring.

Individual medication management and follow up is the responsibility of the physician, clinical nurse specialist, psychiatrist or other prescribing authority. These various health care professionals determine the need to monitor and follow up based on the individual's diagnoses, individual's medication regimen and stability of the individual being served. In addition, a quality assessment is completed for each individual receiving administration of prescribed medications, performance of health-related activities, and/or tube feedings at least once every three years or more frequently if needed (see OAC 5123:2-6-07). The quality assessment includes:

- Observation of administering prescribed medication or performing health-related activities;
- Review of documentation of prescribed medication administration and health-related activities for completeness of documentation and for documentation of appropriate actions taken based on parameters provided in prescribed medication administration and health-related activities training;
- Review of all prescribed medication errors from the past twelve months;
- Review of the system used by the employer or provider to monitor and document completeness and correct techniques used during oral and topical prescribed medication administration and performance of health-related activities.

Plans that incorporate medication for behavior control is prohibited unless it is prescribed by and under the supervision of a licensed physician who is involved in the interdisciplinary planning process. The protocols for this are described under Appendix G-2.

Prior documented informed consent is obtained from the individual receiving services from the county board of developmental disabilities (county board) program, or guardian if the individual is eighteen years old or older, or from the parent or guardian if the individual is under eighteen years of age.

The medication administration Quality Assessment (QA) review is conducted by an RN, thus assuring professional evaluation of the systems in place for providing safe, accurate and effective administration of all medications. Only medications prescribed for an individual (by a professional with prescribing authority under Ohio law) may be administered. Only personnel who are relevantly professionally credentialed or who have completed the training and skills validation for the Department of Developmental Disabilities (DODD) Medication Administration Certification may administer medications. The use of the standards of practices established for Medication Administration Certification is evaluated as part of the RN QA review. Any potentially harmful practices identified would be addressed via the Plan of Correction (POC) element of the RN QA. The reviewing RN confirms the plan of correction and submits to QA outcome to the county board.

During all compliance reviews: if an individual in the sample receives medications for behavior, the plan is reviewed to ensure the appropriate process has been followed. Medications prescribed for behavior modification must be approved by the Human Rights Committee and reviewed by the team monthly.

**ii. Methods of State Oversight and Follow-Up.** Describe: (a) the method(s) that the state uses to ensure that participant medications are managed appropriately, including: (a) the identification of potentially harmful practices (e.g., the concurrent use of contraindicated medications); (b) the method(s) for following up on potentially harmful practices; and, (c) the state agency (or agencies) that is responsible for follow-up and oversight.

The Ohio Department of Developmental Disabilities (DODD) monitors medication administration through regularly scheduled reviews. The frequency of these reviews is based upon the terms of a provider's certification, license or accreditation, which range from one to three years. Special reviews (not scheduled) can be conducted by DODD if requested by an individual, parent or guardian or if there is suspicion of abuse, neglect, or non-compliance with laws or rules especially those related to medication administration.

DODD also becomes aware of potentially harmful practices through the review of major unusual incidents. These incidents are initially investigated by local county boards of developmental disabilities (county boards) personnel and the results of the investigation forwarded to the state for review. Medication errors that result in harm or reasonable risk of harm to an individual are classified, reported, and investigated as major unusual incidents.

Personnel who do not safely administer medications are reported to DODD by employers, county boards, Quality Assessment (QA) RNs and delegating nurses by electronic record and uploading of documentation to the unlicensed personnel's Medication Administration Certification record. Unresolved issues identified via the RN QA Reviews are reported to the DODD RN and to the Office of System Support and Standards (OSSAS) for follow through on resolutions. MUI reports require plans of correction to prevent future events; MUI cases are followed by DODD until appropriate plan of correction (POC) is confirmed.

## Appendix G: Participant Safeguards

### Appendix G-3: Medication Management and Administration (2 of 2)

#### c. Medication Administration by Waiver Providers

##### i. Provider Administration of Medications. *Select one:*

**Not applicable. (do not complete the remaining items)**

**Waiver providers are responsible for the administration of medications to waiver participants who cannot self-administer and/or have responsibility to oversee participant self-administration of medications. (complete the remaining items)**

**ii. State Policy.** Summarize the state policies that apply to the administration of medications by waiver providers or waiver provider responsibilities when participants self-administer medications, including (if applicable) policies concerning medication administration by non-medical waiver provider personnel. State laws, regulations, and policies referenced in the specification are available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

A self-medication assessment is done to determine if an individual is capable of self-medicating and specifies how and when it is to be reviewed, revised, and redone. This must be reviewed annually and completely re-done at least every 3 years if an individual does not meet the criteria for self-medication. This can be done more frequently than every 3 years if there is change in the individual's medication condition or if a problem with self-medication is observed. (Ohio Administrative Code (OAC) 5123:2-6-02)

In accordance with Section 5123.47 of the Revised Code, a family member of a person with a developmental disability may authorize an independent provider to administer oral and topical prescribed medications or perform other health care tasks as part of the in-home care the worker provides to the individual, if all of the following apply:

- The family member is the primary supervisor of the care.
- The independent provider has been selected by the family member or the individual receiving care and is under the direct supervision of the family member.
- The independent provider is providing the care through an employment or other arrangement entered into directly with the family member and is not otherwise employed by or under contract with a person or government entity to provide services to individuals with developmental disabilities.
- A family member shall obtain a prescription, if applicable, and written instructions from a health care professional for the care to be provided to the individual. The family member shall authorize the independent provider to provide the care by preparing a written document granting the authority. The family member shall provide the independent provider with appropriate training and written instructions in accordance with the instructions obtained from the health care professional.
- A family member who authorizes an independent provider to administer oral and topical prescribed medications or perform other health care tasks retains full responsibility for the health and safety of the individual receiving the care and for ensuring that the worker provides the care appropriately and safely. No entity that funds or monitors the provision of in-home care may be held liable for the results of the care provided under this section by an independent provider, including such entities as the county board of developmental disabilities and the department of developmental disabilities.
- An independent provider who is authorized under this section by a family member to provide care to an individual may not be held liable for any injury caused in providing the care, unless the worker provides the care in a manner that is not in accordance with the training and instructions received or the worker acts in a manner that constitutes wanton or reckless misconduct.

Per OAC 5123:2-6-03 (A), staff that will be administering medication to individuals that do not self-medicate is required to become certified to administer medications. For general medication administration staff are required to meet specific standard and then must attend a class that is a minimum of 14 hours per OAC 5123:2-6-06 (B)(1)(a), do at least one successful return demonstration, and take a written test that must be passed with at least a score of 80% as described in OAC 5123:2-6-06 (D)(1). This certification must be renewed annually. To do this, the staff must complete at least 2 hours of continuing education and complete a successful return demonstration of skills per 5123: 2-6-06 (E)(1)(a).

To administer medication per gastrostomy or jejunostomy, the staff must take the general medication administration class and become certified. After completing the initial certification they must take an additional four-hour class per 5123:2-6-06 (B)(2)(a), complete a return demonstration of skill and take a written test and pass with at least 80% as described in OAC 5123:2-6-06 (D)(1). This certification is available to them for one year and must be renewed annually. The renewal process is described in OAC 5123 :2-6-06 (E)(1) and includes annual completion of at least one hour of continuing education and a successful return demonstration of skill. In addition initially individual specific training must be completed and a nurse (an RN or an LPN under the direction of an RN) must delegate this to the staff prior to the medication administration beginning as required per OAC 5123:2-6-06(B)(1).

Unlicensed personnel may administer insulin or other injectable treatments for metabolic glycemic disorders after

being certified as in 5123:2-6-06 (E). The staff must take the general medication administration class and then per 5123:2-6-06 (B)(3)(a) they must take an additional minimum four-hour class. OAC 5123:2-6-06 (D)(1) states that during the class the staff must complete a successful return demonstration, take a written test and pass with at least 80%. In addition, prior to doing medication administration each certified staff must be provided individual specific training related to the individuals they will be serving per OAC 5123:2-6-06 (B)(3)(b)(xii) and a nurse (an RN or an LPN under the direction of an RN) must delegate that specific medication administration to the staff per OAC 5123:2-6-06 (B)(3)(b)(xii).

Ohio Revised Code (ORC) 5123.41 through 5123.46 and 5123.65, along with OAC 5123:2-6-01 through 5123:2-6-07 govern administration of medication to be completed by waiver providers. These laws and rules require staff who will be administering medications to individuals that cannot self-medicate to meet certain standards and to become and maintain certification as described above. Specific curriculum has been developed and must be used unless an individual has developed his/her own and had it approved by the Department of Developmental Disabilities (DODD). All tests are developed by the DODD must be administered as the “written test” and no exceptions are granted. Medication administration must be documented on a medication administration record although a specific form is not required. Mandated elements to be included on the form are specified in OAC 5123:2-6-07.

The renewal process for certifications required for medication administration are contingent on continuing education requirements and annual skills verification. Multiple notations on the provider’s Medication Administration Certification record results in DODD review of the specific performance problems and may result in denial of renewed certification.

**iii. Medication Error Reporting. Select one of the following:**

**Providers that are responsible for medication administration are required to both record and report medication errors to a state agency (or agencies).**

*Complete the following three items:*

(a) Specify state agency (or agencies) to which errors are reported:

Per 5123-17-02 (C)(25) “...medication errors without a likely risk to health and welfare;” are unusual incidents unless additional circumstances warrant it to be classified as a Major Unusual Incident (MUI) in accordance with OAC 5123-17-02(C)(16)(a), (b) &(c).

(b) Specify the types of medication errors that providers are required to *record*:

Prescribed “medication/treatment error” means the administration of the wrong prescribed medication/treatment (which includes outdated prescribed medication, contaminated medication, and prescribed medication not stored in accordance with the instructions of the manufacturer or the pharmacist), administration of the wrong dose of prescribed medication, administration of prescribed medication at the wrong time, administration of prescribed medication by the wrong route, or administration of prescribed medication to the wrong person and failure to document that medication/treatment was administered, held or refused. All of these are reported.

(c) Specify the types of medication errors that providers must *report* to the state:

Per 5123-17-02 (C) (25)"medication errors without a likely risk to health and welfare;" is an unusual incident unless additional circumstances warrant it to be classified as a Major Unusual Incident in accordance with OAC 5123:2-17-02(C) (16)(a)(b)(c).

Per 5123:2-6-07 (E)(1) "...if an employer of developmentally disabilities personnel believes or is notified...that developmental disabilities personnel have not or will not safely perform health related activities or administer prescribed medication the employer shall prohibit the action from continuing or commencing."

AND per 5123:2-6-07 (E)(2)(b) "Immediately notify the department..." by making a notation in the personnel's certification record (via MAIS notation system).

**Providers responsible for medication administration are required to record medication errors but make information about medication errors available only when requested by the state.**

Specify the types of medication errors that providers are required to record:

**iv. State Oversight Responsibility.** Specify the state agency (or agencies) responsible for monitoring the performance of waiver providers in the administration of medications to waiver participants and how monitoring is performed and its frequency.

The Department of Developmental Disabilities (DODD) monitors performance of waiver providers through review of various county board of developmental disabilities (county board) reports and county board quality assessment reviews. Incidents or issues that may be questioned can be reported to the county board or the DODD at times other than when a report is filed or a Quality Assessment (QA) review is completed. When reported directly to DODD, DODD will complete an investigation to determine necessary action.

Personnel who do not safely administer medications are reported to DODD by employers, county boards, QA RNs and delegating nurses by electronic record and uploading of documentation to the unlicensed personnel's Medication Administration Certification record. A history of medication in the prior 18 months will electronically trigger a DODD review prior to personnel being eligible for certification renewal. Unresolved issues identified via the RN QA Reviews are reported to the DODD RN and to the Office of System Supports and Standards (OSSAS) for follow through on resolutions. Major Unusual Incidents (MUI) reports require plans of correction to prevent future events; MUI cases are followed by DODD until appropriate POC is confirmed.

RN Trainers, QA RNs, Employers and DODD use the Medicaid Administration Information System (MAIS) to track certifications issued to unlicensed personnel. "Notations" can be entered on a personnel's certification record related to medication administration problems. The medication administration rule (Ohio Administrative Code (OAC) 5123:2-6-07) mandates that if a certified personnel is not administering medication safely the employer or county board or delegating nurse must take them off medication administration duty and report that to DODD (via the MAIS notation system); an additional notation must be added if/when the personnel is able to be adequately reeducated to return to safe practice.

Notations are entered with preselected categories and documentation of the details of each event must be uploaded to DODD along with the notation. Notations are also made if personnel are substantiated in a medication related MUI and if problems are noted during QA reviews.

If personnel have four notations recorded in an eighteen-month period, renewal of MA Certification cannot happen without specific DODD review of the personnel's record. QA RNs and DODD reviewers have the ability to see the event notations as part of the QA review processes. Notation documentation details are only visible to DODD.

The MAIS also mandates significantly more data entry to track where personnel work and who is providing the mandated employer oversight of medication administration safety and performance by MA Certified unlicensed personnel. DODD is working to include all the data fields from the MAIS into the Data Warehouse where it can be queried for data mining of patterns and trends.

When the Ohio Department of Medicaid (ODM) discovers non-compliance with laws or rules governing medication administration without an occurrence or potential of harm which had not been discovered or is not adequately being addressed by DODD that case will be processed through the Unmet Needs process described in Appendix A. When ODM discovers an instance of harm occurring or where there is a reasonable risk of harm to an individual due to medication management or administration issues case it is reported to the proper DODD parties and processed through the Unmet Needs process described in Appendix A.

## Appendix G: Participant Safeguards

### Quality Improvement: Health and Welfare

*As a distinct component of the States quality improvement strategy, provide information in the following fields to detail the States methods for discovery and remediation.*

#### a. Methods for Discovery: Health and Welfare

*The state demonstrates it has designed and implemented an effective system for assuring waiver participant health and welfare. (For waiver actions submitted before June 1, 2014, this assurance read "The State, on an ongoing basis, identifies, addresses, and seeks to prevent the occurrence of abuse, neglect and exploitation.")*

##### i. Sub-Assurances:

**a. Sub-assurance:** *The state demonstrates on an ongoing basis that it identifies, addresses and seeks to prevent instances of abuse, neglect, exploitation and unexplained death. (Performance measures in this sub-assurance include all Appendix G performance measures for waiver actions submitted before June 1, 2014.)*

### Performance Measures

*For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.*

*For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.*

#### Performance Measure:

**(G1) Number and percent of Abuse (physical, verbal, emotional, sexual), Neglect, Exploitation, and Misappropriation Incidents (over \$500) reported into the ODM approved incident management system(s) within the required timeframe.** N= Total number of ANEM incidents/cases reported into the ODM approved incident management system within the required timeframe. D= Total number of ANEM incident/cases.

#### Data Source (Select one):

Other

If 'Other' is selected, specify:

**DODD's Incident Tracking System (ITS)**

Responsible Party for data collection/generation (check each that applies):	Frequency of data collection/generation (check each that applies):	Sampling Approach (check each that applies):
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval =  <input type="text"/>
Other Specify:  <input type="text"/>	Annually	Stratified Describe Group:  <input type="text"/>
	Continuously and Ongoing	Other Specify:

	<b>Other</b> Specify: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	

**Data Aggregation and Analysis:**

<b>Responsible Party for data aggregation and analysis (check each that applies):</b>	<b>Frequency of data aggregation and analysis (check each that applies):</b>
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	Annually
	Continuously and Ongoing
	<b>Other</b> Specify: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>

**Performance Measure:**

**(G2) Number and percent of unexplained or suspicious deaths with a required need for investigation for which an investigation was completed according to Rule requirements. N= Total number of unexplained or suspicious death investigations completed according to the Rule requirements. D= Total number of unexplained or suspicious death investigations.**

**Data Source (Select one):****Other**

If 'Other' is selected, specify:

**DODD's Incident Tracking System (ITS)**

<b>Responsible Party for data collection/generation</b>	<b>Frequency of data collection/generation (check each that applies):</b>	<b>Sampling Approach (check each that applies):</b>
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<i>(check each that applies):</i>		
<b>State Medicaid Agency</b>	<b>Weekly</b>	<b>100% Review</b>
<b>Operating Agency</b>	<b>Monthly</b>	<b>Less than 100% Review</b>
<b>Sub-State Entity</b>	<b>Quarterly</b>	<b>Representative Sample</b> Confidence Interval =  <input type="text"/>
<b>Other</b> Specify:  <input type="text"/>	<b>Annually</b>	<b>Stratified</b> Describe Group:  <input type="text"/>
	<b>Continuously and Ongoing</b>	<b>Other</b> Specify:  <input type="text"/>
	<b>Other</b> Specify:  <input type="text"/>	

**Data Aggregation and Analysis:**

<b>Responsible Party for data aggregation and analysis</b> ( <i>check each that applies</i> ):	<b>Frequency of data aggregation and analysis</b> ( <i>check each that applies</i> ):
<b>State Medicaid Agency</b>	<b>Weekly</b>
<b>Operating Agency</b>	<b>Monthly</b>
<b>Sub-State Entity</b>	<b>Quarterly</b>
<b>Other</b> Specify:  <input type="text"/>	<b>Annually</b>

<b>Responsible Party for data aggregation and analysis (check each that applies):</b>	<b>Frequency of data aggregation and analysis (check each that applies):</b>
	<b>Continuously and Ongoing</b>
	<b>Other</b> Specify:  <div style="border: 1px solid black; height: 40px; width: 100%;"></div>

**b. Sub-assurance:** *The state demonstrates that an incident management system is in place that effectively resolves those incidents and prevents further similar incidents to the extent possible.*

#### Performance Measures

*For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.*

*For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.*

#### Performance Measure:

**(G3) Number and percent of Abuse (physical, verbal, emotional, sexual), Neglect, Exploitation, and Misappropriation Incidents (over \$500) incident investigations that were completed according to the Rule requirements. N= Total number of ANEM investigations completed according to the Rule requirements. D= Total number of ANEM investigations.**

#### Data Source (Select one):

**Other**

If 'Other' is selected, specify:

**DODD's Incident Tracking System**

<b>Responsible Party for data collection/generation (check each that applies):</b>	<b>Frequency of data collection/generation (check each that applies):</b>	<b>Sampling Approach (check each that applies):</b>
<b>State Medicaid Agency</b>	<b>Weekly</b>	<b>100% Review</b>
<b>Operating Agency</b>	<b>Monthly</b>	<b>Less than 100% Review</b>
<b>Sub-State Entity</b>	<b>Quarterly</b>	<b>Representative Sample</b> Confidence Interval =

Other Specify:  <input type="text"/>	Annually	Stratified Describe Group:  <input type="text"/>
	Continuously and Ongoing	Other Specify:  <input type="text"/>
	Other Specify:  <input type="text"/>	

**Data Aggregation and Analysis:**

<b>Responsible Party for data aggregation and analysis (check each that applies):</b>	<b>Frequency of data aggregation and analysis (check each that applies):</b>
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify:  <input type="text"/>	Annually
	Continuously and Ongoing
	Other Specify:  <input type="text"/>

**Performance Measure:**

(G4) Number and percent of substantiated Abuse (physical, verbal, emotional, sexual), Neglect, Exploitation, and Misappropriation Incidents (over \$500) with a prevention plan developed as a result of the incident. N= Total number of ANEM

prevention plans completed. D= Total number of ANEM incidents needing a prevention plan.

**Data Source (Select one):**

Other

If 'Other' is selected, specify:

DODD's Incident Tracking System

<b>Responsible Party for data collection/generation (check each that applies):</b>	<b>Frequency of data collection/generation (check each that applies):</b>	<b>Sampling Approach (check each that applies):</b>
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval =  _____
Other Specify:  _____	Annually	Stratified Describe Group:  _____
	Continuously and Ongoing	Other Specify:  _____
	Other Specify:  _____	

**Data Aggregation and Analysis:**

<b>Responsible Party for data aggregation and analysis (check each that applies):</b>	<b>Frequency of data aggregation and analysis (check each that applies):</b>
State Medicaid Agency	Weekly

Responsible Party for data aggregation and analysis (check each that applies):	Frequency of data aggregation and analysis (check each that applies):
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify:  [Redacted]	Annually
	Continuously and Ongoing
	Other Specify:  [Redacted]

**c. Sub-assurance:** *The state policies and procedures for the use or prohibition of restrictive interventions (including restraints and seclusion) are followed.*

#### Performance Measures

*For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.*

*For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.*

#### Performance Measure:

(G5) Number and percent of substantiated unauthorized (or unapproved) restraint, seclusion or other restrictive intervention incidents with a prevention plan developed as a result of the incident. N= Total number of unauthorized (or unapproved) restraint prevention plans completed. D= Total number of unauthorized (or unapproved) restraint incidents needing a prevention plan.

#### Data Source (Select one):

Other

If 'Other' is selected, specify:

DODD's Incident Tracking System (ITS)

Responsible Party for data collection/generation (check each that applies):	Frequency of data collection/generation (check each that applies):	Sampling Approach (check each that applies):
State Medicaid	Weekly	100% Review

Agency		
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval =  _____
Other Specify:  _____	Annually	Stratified Describe Group:  _____
	Continuously and Ongoing	Other Specify:  _____
	Other Specify:  _____	

**Data Aggregation and Analysis:**

Responsible Party for data aggregation and analysis (check each that applies):	Frequency of data aggregation and analysis (check each that applies):
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify:  _____	Annually
	Continuously and Ongoing
	Other

<b>Responsible Party for data aggregation and analysis (check each that applies):</b>	<b>Frequency of data aggregation and analysis (check each that applies):</b>
	Specify:  <div style="border: 1px solid black; height: 40px; width: 100%;"></div>

**d. Sub-assurance:** *The state establishes overall health care standards and monitors those standards based on the responsibility of the service provider as stated in the approved waiver.*

#### Performance Measures

For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.

For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.

#### Performance Measure:

(G6) Number and percent of incidents investigated for Abuse (physical, verbal, emotional, sexual), Neglect, Exploitation, and all Misappropriation (over \$500) incidents investigated that involved paid caregivers. N= Total number of ANEM incidents investigated that involved a paid caregiver. D= Total number of ANEM incidents that involved a paid caregiver.

#### Data Source (Select one):

Other

If 'Other' is selected, specify:

**DODD's Incident Tracking System (ITS)**

<b>Responsible Party for data collection/generation (check each that applies):</b>	<b>Frequency of data collection/generation (check each that applies):</b>	<b>Sampling Approach (check each that applies):</b>
State Medicaid Agency	Weekly	100% Review
Operating Agency	Monthly	Less than 100% Review
Sub-State Entity	Quarterly	Representative Sample Confidence Interval = <div style="border: 1px solid black; height: 40px; width: 100%;"></div>

<b>Other</b> Specify:  <input type="text"/>	<b>Annually</b>	<b>Stratified</b> Describe Group:  <input type="text"/>
	<b>Continuously and Ongoing</b>	<b>Other</b> Specify:  <input type="text"/>
	<b>Other</b> Specify:  <input type="text"/>	

**Data Aggregation and Analysis:**

<b>Responsible Party for data aggregation and analysis (check each that applies):</b>	<b>Frequency of data aggregation and analysis (check each that applies):</b>
State Medicaid Agency	Weekly
Operating Agency	Monthly
Sub-State Entity	Quarterly
Other Specify:  <input type="text"/>	Annually
	Continuously and Ongoing
	Other Specify:  <input type="text"/>

ii. If applicable, in the textbox below provide any necessary additional information on the strategies employed by the State to discover/identify problems/issues within the waiver program, including frequency and parties responsible.

**b. Methods for Remediation/Fixing Individual Problems**

**i. Describe the State's method for addressing individual problems as they are discovered. Include information regarding responsible parties and GENERAL methods for problem correction. In addition, provide information on the methods used by the state to document these items.**

For critical incidents, the Ohio Department of Medicaid (ODM) monitors both prevention and outcome activities performed by the Department of Developmental Disabilities (DODD) and the county boards of developmental disabilities (county boards) to assure that all prevention, investigation and resolution protocols are followed through and to completion. ODM meets regularly with DODD and works collaboratively to identify and observe trends, propose changes to rules and protocols, and support ongoing improvement to systems intended to assure prevention and adequate response to incidents of abuse.

DODD becomes aware of problems through a variety of mechanisms including, but not limited to, formal & informal complaints, technical assistance requests, and routine and special regulatory review processes (accreditation, licensure, provider compliance, etc.). As problems are discovered, the individual county board is notified and technical assistance is provided using email, phone contact and/or letters to the county board Superintendent. During the DODD regulatory review process citations may be issued and plans of correction required as needed and appropriate. When issues are noted that are systemic, DODD will provide statewide training and additional technical assistance and monitor for improvement during subsequent monitoring cycles.

This aggregate data tracks each major unusual incident (MUI) category for increases or decreases over time through the Incident Tracking System (ITS). The data is tracked by the DODD MUI / Registry Unit. The outcomes of the data are reviewed by the MUI Registry Unit and referred to the Statewide Pattern / Trend Committee. Prevention planning occurs based on the issue/s identified. Prevention may involve the county board or the MUI Registry Unit based on the data review.

This aggregate data tracks mortality rates by cause of death over time through the Incident tracking System (ITS). The data is tracked by the DODD MUI Registry Unit and referred to the Mortality Review Committee (MRC) quarterly, semi-annually and annually. Prevention planning occurs via Regional Manager incident review / follow up and Mortality Review Committee recommendations.

This percentage rate is reviewed semi annually and annually and compared over time. The data is tracked by the MUI Registry Unit and referred to the Statewide Pattern / Trend Committee. The information is reviewed to assure that reporting and investigation timelines are continually met. Regional Managers follow up with counties that are not meeting statewide averages as required.

This aggregate data tracks Unapproved Behavior Support (UBS) MUIs to note increases and decreases over time. The information is reviewed by the MUI / Registry Unit and the outcomes referred to the Statewide Pattern / Trend Committee semi-annually and annually. Issues that are identified through MUI Registry Unit review are often referred to the office of Provider Standards and Review (OPSR) for additional follow up.

**ii. Remediation Data Aggregation**

**Remediation-related Data Aggregation and Analysis (including trend identification)**

<b>Responsible Party</b> <i>(check each that applies):</i>	<b>Frequency of data aggregation and analysis</b> <i>(check each that applies):</i>
<b>State Medicaid Agency</b>	<b>Weekly</b>
<b>Operating Agency</b>	<b>Monthly</b>
<b>Sub-State Entity</b>	<b>Quarterly</b>
<b>Other</b> Specify:  <input type="text"/>	<b>Annually</b>

Responsible Party( <i>check each that applies</i> ):	Frequency of data aggregation and analysis( <i>check each that applies</i> ):
	<b>Continuously and Ongoing</b>
	<b>Other</b> Specify: <div style="border: 1px solid black; padding: 5px; width: fit-content;">Semi-annually</div>

### c. Timelines

When the State does not have all elements of the Quality Improvement Strategy in place, provide timelines to design methods for discovery and remediation related to the assurance of Health and Welfare that are currently non-operational.

**No**

**Yes**

Please provide a detailed strategy for assuring Health and Welfare, the specific timeline for implementing identified strategies, and the parties responsible for its operation.

## Appendix H: Quality Improvement Strategy (1 of 3)

Under §1915(c) of the Social Security Act and 42 CFR §441.302, the approval of an HCBS waiver requires that CMS determine that the state has made satisfactory assurances concerning the protection of participant health and welfare, financial accountability and other elements of waiver operations. Renewal of an existing waiver is contingent upon review by CMS and a finding by CMS that the assurances have been met. By completing the HCBS waiver application, the state specifies how it has designed the waiver's critical processes, structures and operational features in order to meet these assurances.

- Quality Improvement is a critical operational feature that an organization employs to continually determine whether it operates in accordance with the approved design of its program, meets statutory and regulatory assurances and requirements, achieves desired outcomes, and identifies opportunities for improvement.

CMS recognizes that a state's waiver Quality Improvement Strategy may vary depending on the nature of the waiver target population, the services offered, and the waiver's relationship to other public programs, and will extend beyond regulatory requirements. However, for the purpose of this application, the state is expected to have, at the minimum, systems in place to measure and improve its own performance in meeting six specific waiver assurances and requirements.

It may be more efficient and effective for a Quality Improvement Strategy to span multiple waivers and other long-term care services. CMS recognizes the value of this approach and will ask the state to identify other waiver programs and long-term care services that are addressed in the Quality Improvement Strategy.

### Quality Improvement Strategy: Minimum Components

The Quality Improvement Strategy that will be in effect during the period of the approved waiver is described throughout the waiver in the appendices corresponding to the statutory assurances and sub-assurances. Other documents cited must be available to CMS upon request through the Medicaid agency or the operating agency (if appropriate).

In the QIS discovery and remediation sections throughout the application (located in Appendices A, B, C, D, G, and I), a state spells out:

- The evidence based discovery activities that will be conducted for each of the six major waiver assurances; and
- The *remediation* activities followed to correct individual problems identified in the implementation of each of the assurances.

In Appendix H of the application, a state describes (1) the *system improvement* activities followed in response to aggregated, analyzed discovery and remediation information collected on each of the assurances; (2) the correspondent *roles/responsibilities*

of those conducting assessing and prioritizing improving system corrections and improvements; and (3) the processes the state will follow to continuously *assess the effectiveness of the OIS* and revise it as necessary and appropriate.

If the state's Quality Improvement Strategy is not fully developed at the time the waiver application is submitted, the state may provide a work plan to fully develop its Quality Improvement Strategy, including the specific tasks the state plans to undertake during the period the waiver is in effect, the major milestones associated with these tasks, and the entity (or entities) responsible for the completion of these tasks.

When the Quality Improvement Strategy spans more than one waiver and/or other types of long-term care services under the Medicaid state plan, specify the control numbers for the other waiver programs and/or identify the other long-term services that are addressed in the Quality Improvement Strategy. In instances when the QIS spans more than one waiver, the state must be able to stratify information that is related to each approved waiver program. Unless the state has requested and received approval from CMS for the consolidation of multiple waivers for the purpose of reporting, then the state must stratify information that is related to each approved waiver program, i.e., employ a representative sample for each waiver.

## **Appendix H: Quality Improvement Strategy (2 of 3)**

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### **H-1: Systems Improvement**

#### **a. System Improvements**

- i.** Describe the process(es) for trending, prioritizing, and implementing system improvements (i.e., design changes) prompted as a result of an analysis of discovery and remediation information.

The State's quality oversight strategy for this waiver relies on the collaborative efforts of staff at the Ohio Department of Medicaid (ODM) and the Department of Developmental Disabilities (DODD) to generate and analyze both data and other performance related information to measure compliance with federal waiver assurances and to assure participant health and welfare.

#### Role of the State Medicaid Agency (ODM)

ODM oversees the operation and performance of DODD to ensure the waiver program is operated in accordance with the approved waiver, and to assess the effectiveness of DODD's oversight of the County Boards operating the waiver locally. Operation of the waiver is delegated by ODM to DODD through an interagency agreement between ODM and DODD. This agreement includes language authorizing ODM to perform oversight activities to establish the program's compliance with federal and state laws and regulations as well as auditing and fiscal compliance. ODM will employ a multifaceted monitoring and oversight process that includes the following activities:

**Continuous Review of DODD Performance Data-** Under the Continuous Review process, ODM will regularly review, monitor, and dialogue with DODD about data generated quarterly through the approved waiver's performance measures to gauge performance and compliance with federal waiver assurances including service planning, care management, free choice of provider, level of care, health and welfare, and validation of service delivery. Through its review of this data, ODM may request additional information as well as remediation and/or quality improvement strategy as appropriate.

**Quality Briefings** - Twice per year, ODM and DODD will meet to dialogue about data generated through the departments' quality processes. In these meetings, the departments' will review performance data generated and discuss remediation and/or quality improvement strategy. These Quality Briefings will also be informed by data presented by DODD on the oversight activities conducted by that department including but not limited to problems detected, corrective measures taken, and how the operating agency verified, or intends to verify, that the actions were effective.

**Quality Improvement Plan-** Whenever a performance measure is not fully met, and falls below a threshold of 86%, a systemic remediation (Quality Improvement Plan (QIP)) would be conducted to determine the cause. A QIP must be implemented once the cause is found unless the state provides justification accepted by CMS that a QIP is not necessary. A QIP may take any of several forms. It may be training, revised policies/procedures, additional waiver services, etc. Each QIP must measure the impact to determine whether it was effective.

**Quality Steering Committee-** The Quality Steering Committee provides administrative oversight for Ohio's Medicaid HCBS Waiver Quality Strategy. Using a collaborative process, the QSC reviews and analyzes data across waivers to identify promising practices and opportunities for quality improvement. It uses these discussions to assess and compare performance and innovative data analytics across Ohio's HCBS waivers to support collaborative efforts, improve waiver systems, and help move Ohio toward more unified quality management.

**Unmet Needs-** An Unmet Need is defined as any health and safety risk for the individual, grievance, and/or concerns with case management performance identified during a field review/survey. When staff encounter a situation in which a waiver recipient's health or welfare may be at risk, or when Service and Support Administrator (SSA) deficiencies are identified, staff follow a protocol to report unmet needs. The unmet needs are tracked for response and resolution. Depending on the severity of the situation, staff will take immediate action, coordinate intervention with providers or SSAs, or identify other interventions to assure health and welfare. ODM communicates findings for further review and appropriate intervention, and with explicit variable timeframes within which a report back to ODM is expected. ODM logs and tracks all findings and referrals to assure appropriate case-specific resolution.

**Health, safety and Welfare Oversight Committee-** ODM convenes an internal Health, Safety and Welfare committee to review and aggregate data compiled from a variety of sources to identify trends and systemic issues in waiver program operations and participant outcomes.

**Case Specific Resolution-** ODM assures case-specific resolution through multiple interventions including the Health, Safety, and Welfare committee oversight process and interdisciplinary case review meetings conducted

with internal staff of varying disciplines.

ODM Director Incidents Alert Monitoring-The ODM Clinical Operations Bureau section monitors both prevention and outcome activities performed by DODD to protect Medicaid individuals on HCBS waivers from significant incidents impacting their health and safety. ODM staff review incident alerts, track and monitor them until resolution has been reached, the individual is healthy and safe, the cause has been identified and remedied, and preventive measures have been taken.

The discovery of potential Incident Alerts may occur through the following means: ODM may be notified by DODD via Director's Alert email or other means; by the ODM health and welfare review committee; through ODM monitoring of DODD Incident Tracking System (ITS); through other service delivery systems; media; or complaints received directly by ODM.

Fiscal Reviews – ODM staff perform regular desk reviews of administrative costs, with A-133 Audits being performed every one to three years based on risk. On a biennial basis, ODM staff conduct audits of CBDD prepared cost reports. Additional detail about Ohio's practice for maintaining fiscal oversight of the waiver can be found in Appendix I.

Open Lines of Communication - ODM and DODD schedule mid-level managers meetings in which the departments discuss issues related to program operations including but not limited to: participant health and safety, program administration, budgeting, enrollment, providers and provider enrollment, provider reimbursement, issues pertaining to Medicaid state plan services, pending legislation, statute and rule changes etc.

#### Role of the Operating Agency (DODD)

Through an interagency agreement, ODM delegates to DODD responsibility for the administration of the waiver program. These responsibilities include managing and monitoring the waiver program to assure compliance and quality improvement.

Monitoring by DODD is primarily focused on: 1) assuring compliant and effective case management for applicants and waiver participants by County Boards; 2) managing a system to assure prevention and effective response to incidents of participant abuse and neglect; 3) assuring the qualifications and compliance of particular waiver service providers; 4) assuring that paid claims are for services authorized in individual service plans; 5) setting program standards/expectations; 6) compliance and performance of County Boards which administer the program locally; 7) providing technical assistance; 8) facilitating continuous quality improvement in the waiver's local administration; and more generally, 9) ensuring that all waiver assurances are addressed and met for all waiver participants.

DODD's Office of System Supports and Standards (OSAS), conducts compliance reviews in licensed waiver funded settings, unlicensed waiver funded settings, and County Board settings. In order to ensure consistency, the review process and tools used are the same in all settings to determine compliance with administrative rules and waiver assurances. A standardized review tool is used to determine if health, safety and individual satisfaction criteria are met.

DODD uses an individual interview process when interviewing individuals/families as part of the department's regulatory review processes.

Compliance Review – regularly scheduled reviews of a provider are conducted prior to the end of the provider's term license, accreditation term or at least once every 3 years for non-licensed waiver settings. The review is conducted utilizing a single review tool. A report is issued to the county board and/or provider identifying areas of deficiencies and requiring a plan of compliance (POC). The POC is reviewed and approved by the Office of System Supports and Standards and follow-up visits are conducted to verify that the appropriate corrections have been made. In cases where an immediate risk to health or safety is identified, the reviewer remains onsite until corrective action is taken.

Special Compliance Review – an unscheduled review, which occurs due to identified concerns such as complaints, Major Unusual Incidents, reports of fraud, or adverse outcomes identified by other entities such as the Ohio Department of Health or the ODM. A report is issued to the county board and/or provider identifying areas

of deficiencies and requiring a plan of compliance (POC). The findings are reported to appropriate State agency.

## ii. System Improvement Activities

Responsible Party( <i>check each that applies</i> ):	Frequency of Monitoring and Analysis( <i>check each that applies</i> ):
<b>State Medicaid Agency</b>	<b>Weekly</b>
<b>Operating Agency</b>	<b>Monthly</b>
<b>Sub-State Entity</b>	<b>Quarterly</b>
<b>Quality Improvement Committee</b>	<b>Annually</b>
<b>Other</b> Specify:  County Boards of Developmental Disabilities & SELF Waiver Providers	<b>Other</b> Specify:  Semi-annually

## b. System Design Changes

**i.** Describe the process for monitoring and analyzing the effectiveness of system design changes. Include a description of the various roles and responsibilities involved in the processes for monitoring & assessing system design changes. If applicable, include the state's targeted standards for systems improvement.

Ohio Department of Medicaid (ODM) monitoring and oversight responsibilities include ensuring that the Department of Developmental Disabilities (DODD) is exercising its authority for the day-to-day operation of the waiver in accordance with federal Medicaid requirements. ODM supports and facilitates qualitative improvements in the systems, procedures, and protocols DODD employs to ensure conformity of providers, recipients, and other entities with federal Medicaid requirements. ODM will work with DODD to assess the root cause and develop and implement an appropriate course of action to remedy the program.

DODD monitoring and oversight responsibilities include ensuring that the local county boards of developmental disabilities (county boards) are establishing and implementing systems, procedures and protocols to ensure conformity of providers, recipients, staff, or other entities with federal Medicaid requirements. The DODD supports and facilitates qualitative improvements in the systems, procedures, and protocols at the county board level. When a program component is determined to be out of compliance with federal Medicaid requirements, ODM will work with DODD to assess the root cause and develop and implement an appropriate course of action to remedy the program.

ODM is responsible for ensuring DODD and county boards are in compliance with federal regulations, including the amount, duration and scope of services, free choice of providers, timeliness of delivery of services to waiver eligible participant and the availability of services statewide and conducts A-133 audits at least once every three years based on risk.

**ii.** Describe the process to periodically evaluate, as appropriate, the Quality Improvement Strategy.

The Ohio Department of Medicaid (ODM) in conjunction with the Department of Developmental Disabilities (DODD) will review the effectiveness of the State's Quality Oversight Strategy including DODD performance data, fiscal reviews results, case-specific resolutions data, quality improvement plans, and technical assistance provided. These discussions will occur through quality briefings outlined in this appendix.

## Appendix H: Quality Improvement Strategy (3 of 3)

## H-2: Use of a Patient Experience of Care/Quality of Life Survey

a. Specify whether the state has deployed a patient experience of care or quality of life survey for its HCBS population in the last 12 months (Select one):

No

Yes (Complete item H.2b)

b. Specify the type of survey tool the state uses:

HCBS CAHPS Survey :

NCI Survey :

NCI AD Survey :

Other (Please provide a description of the survey tool used):

## Appendix I: Financial Accountability

### *I-1: Financial Integrity and Accountability*

**Financial Integrity.** Describe the methods that are employed to ensure the integrity of payments that have been made for waiver services, including: (a) requirements concerning the independent audit of provider agencies; (b) the financial audit program that the state conducts to ensure the integrity of provider billings for Medicaid payment of waiver services, including the methods, scope and frequency of audits; and, (c) the agency (or agencies) responsible for conducting the financial audit program. State laws, regulations, and policies referenced in the description are available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

The Ohio Department of Developmental Disabilities (DODD), Division of Fiscal Administration -Audit Office performs waiver reviews of SELF waiver claims paid utilizing a risk-based approach. The risk-based approach covers a wide range of providers, individuals, and claims paid. A risk analysis is performed for each waiver cycle to identify riskier providers. Risk factors used in the analysis include, but are not limited to: dollar amount of claims paid; number of individuals served; complexity of services provided; prior noncompliance issues; prior findings; referrals from Office of System Supports and Standards; and changes in compliance requirements to services provided. Once the selection of higher risk providers is determined, selected claims paid are reviewed for each provider for the respective individuals selected for review, depending on the number of individuals served, types of services provided, and/or the number of and dollar amount of claims paid.

The claims paid to Medicaid providers are not considered federal awards, therefore they are not considered sub-recipients and do not meet the criteria for a Single Audit. Additionally, since the providers are not sub-recipients, they are not required to submit or have a financial statement audit.

The Financial Management Services (FMS) entity will also be reviewed by the DODD Audit Office or by a contract with an audit agency. We will obtain an understanding procedures and processes utilized by the FMS for processing SELF waiver claims. A selection of claims paid will be reviewed for allowability under the waiver and the Ohio Administrative Code, and whether claims paid are accurately and appropriately reported. The FMS bills in MBS like the other SELF providers. The same process as documented in I-1 is followed for the selection of claims and individuals served under the FMS entity.

The Auditor of the State of Ohio conducts an annual Single State Audit of the Ohio Department of Medicaid (ODM) in accordance with the requirements of the Single Audit Act (31 U.S.C. 7501-7507) as amended by the Single Audit Act Amendments of 1996 (P.L. 104- 146).

In accordance with Ohio Administrative Code rule 5160-1-29, ODM is required to have in effect a program to prevent and detect fraud, waste, and abuse in the Medicaid program. The definition of fraud, waste, and abuse incorporates the concept of payment integrity. ODM, the Ohio State Auditor, and/or the Ohio Office of Attorney General may recoup any amount in excess of that legitimately due to the provider based on review or audit.

The Department of Medicaid's Surveillance Utilization Review Section (SURS) primary function is to conduct audit and review activities to assure the allowability of claims paid to Medicaid providers. The scope of providers subjected to audit and review activities includes claims paid through sister state agencies which administer Medicaid programs on behalf of ODM. ODM conducts post payments reviews based on data mining initiatives or referrals from appropriate parties. The reviews can be conducting by analyzing paid claims data and / or medical records review. These reviews are conducted on an as needed basis. The scope of the reviews is defined in ORC 5164.57 and OAC 5160-1-27.

DODD recovers any overpayments pursuant to Section 5164.58 of the Ohio Revised Code. DODD notifies the provider of the overpayment and requests voluntary repayment. If DODD is unable to obtain voluntary repayment, it shall give the provider notice of an opportunity for a hearing in accordance with Chapter 119 of the Ohio Revised Code. DODD shall conduct the hearing to determine the legal and factual validity of the overpayment. DODD shall submit the hearing officer's report and recommendation and a complete record of the proceedings, including all transcripts to the Director of Ohio Department of Medicaid. The Director of ODM may issue a final adjudication order in accordance with Chapter 119 of the Ohio Revised Code.

## Appendix I: Financial Accountability

### Quality Improvement: Financial Accountability

As a distinct component of the States quality improvement strategy, provide information in the following fields to detail the States methods for discovery and remediation.

#### a. Methods for Discovery: Financial Accountability Assurance:

**The State must demonstrate that it has designed and implemented an adequate system for ensuring financial accountability of the waiver program.** (For waiver actions submitted before June 1, 2014, this assurance read "State financial oversight exists to assure that claims are coded and paid for in accordance with the reimbursement methodology specified in the approved waiver.")

#### i. Sub-Assurances:

*a. Sub-assurance: The State provides evidence that claims are coded and paid for in accordance with the reimbursement methodology specified in the approved waiver and only for services rendered. (Performance measures in this sub-assurance include all Appendix I performance measures for waiver actions submitted before June 1, 2014.)*

### **Performance Measures**

*For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.*

*For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.*

#### **Performance Measure:**

**PM I2: Number and percent of waiver claims paid for individuals who were enrolled on the waiver on the date of services. Numerator: Total number of waiver claims paid for individuals who were enrolled on the waiver on the date of services. Denominator: Total number of submitted waiver claims.**

#### **Data Source (Select one):**

**Other**

If 'Other' is selected, specify:

**DODD's Division of Medicaid Development and Administration (MDA)/Claims Services/ Medicaid Information Technology System (MITS)**

<b>Responsible Party for data collection/generation (check each that applies):</b>	<b>Frequency of data collection/generation (check each that applies):</b>	<b>Sampling Approach (check each that applies):</b>
<i>State Medicaid Agency</i>	<i>Weekly</i>	<i>100% Review</i>
<i>Operating Agency</i>	<i>Monthly</i>	<i>Less than 100% Review</i>
<i>Sub-State Entity</i>	<i>Quarterly</i>	<i>Representative Sample</i> <i>Confidence Interval =</i> <input type="text"/>
<i>Other</i> <i>Specify:</i> <input type="text"/>	<i>Annually</i>	<i>Stratified</i> <i>Describe Group:</i> <input type="text"/>
	<i>Continuously and Ongoing</i>	<i>Other</i> <i>Specify:</i>

	<p><i>Other</i> Specify:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	

***Data Aggregation and Analysis:***

<i>Responsible Party for data aggregation and analysis (check each that applies):</i>	<i>Frequency of data aggregation and analysis (check each that applies):</i>
<i>State Medicaid Agency</i>	<i>Weekly</i>
<i>Operating Agency</i>	<i>Monthly</i>
<i>Sub-State Entity</i>	<i>Quarterly</i>
<i>Other</i> Specify: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<i>Annually</i>
	<i>Continuously and Ongoing</i>
	<p><i>Other</i> Specify: <div style="border: 1px solid black; height: 40px; width: 100%;"></div></p>

***Performance Measure:***

**PM II: Number and percent of paid waiver claims submitted that were authorized.**

**Numerator: Total number of paid waiver claims submitted that were authorized.**

**Denominator: Total number of submitted waiver claims.**

***Data Source (Select one):***

*Other*

If 'Other' is selected, specify:

**DODD's Division of Medicaid Development and Administration (MDA)/Claims Services/ Medicaid Information Technology System (MITS)**

<i>Responsible Party for data collection/generation (check each that applies):</i>	<i>Frequency of data collection/generation (check each that applies):</i>	<i>Sampling Approach (check each that applies):</i>
<i>State Medicaid Agency</i>	<i>Weekly</i>	<i>100% Review</i>

<i>Operating Agency</i>	<i>Monthly</i>	<i>Less than 100% Review</i>
<i>Sub-State Entity</i>	<i>Quarterly</i>	<i>Representative Sample</i> <i>Confidence Interval =</i> <input type="text"/>
<i>Other Specify:</i> <input type="text"/>	<i>Annually</i>	<i>Stratified</i> <i>Describe Group:</i> <input type="text"/>
	<i>Continuously and Ongoing</i>	<i>Other</i> <i>Specify:</i> <input type="text"/>
	<i>Other</i> <i>Specify:</i> <input type="text"/>	

***Data Aggregation and Analysis:***

<i>Responsible Party for data aggregation and analysis (check each that applies):</i>	<i>Frequency of data aggregation and analysis (check each that applies):</i>
<i>State Medicaid Agency</i>	<i>Weekly</i>
<i>Operating Agency</i>	<i>Monthly</i>
<i>Sub-State Entity</i>	<i>Quarterly</i>
<i>Other</i> <i>Specify:</i> <input type="text"/>	<i>Annually</i>
	<i>Continuously and Ongoing</i>
	<i>Other</i> <i>Specify:</i>

<i>Responsible Party for data aggregation and analysis (check each that applies):</i>	<i>Frequency of data aggregation and analysis (check each that applies):</i>

*b. Sub-assurance: The state provides evidence that rates remain consistent with the approved rate methodology throughout the five year waiver cycle.*

**Performance Measures**

For each performance measure the State will use to assess compliance with the statutory assurance (or sub-assurance), complete the following. Where possible, include numerator/denominator.

*For each performance measure, provide information on the aggregated data that will enable the State to analyze and assess progress toward the performance measure. In this section provide information on the method by which each source of data is analyzed statistically/deductively or inductively, how themes are identified or conclusions drawn, and how recommendations are formulated, where appropriate.*

**Performance Measure:**

**PM I3: Number and percent of waiver claims that were paid using the correct rate as specified in Chapters 5123:2-9 of the Ohio Administrative Code. Numerator: Total number of paid claims that were paid using the correct rate. Denominator: Total number of approved waiver claims.**

**Data Source (Select one):**

**Other**

If 'Other' is selected, specify:

**DODD's Division of Medicaid Development and Administration (MDA)/Claims Services/ Medicaid Information Technology System (MITS)**

<i>Responsible Party for data collection/generation (check each that applies):</i>	<i>Frequency of data collection/generation (check each that applies):</i>	<i>Sampling Approach (check each that applies):</i>
<i>State Medicaid Agency</i>	<i>Weekly</i>	<i>100% Review</i>
<i>Operating Agency</i>	<i>Monthly</i>	<i>Less than 100% Review</i>
<i>Sub-State Entity</i>	<i>Quarterly</i>	<i>Representative Sample</i> <i>Confidence Interval =</i>  <input type="text"/>
<i>Other</i> <i>Specify:</i>	<i>Annually</i>	<i>Stratified</i> <i>Describe Group:</i>

	<i>Continuously and Ongoing</i>	<i>Other Specify:</i>  <input type="text"/>
	<i>Other Specify:</i>  <input type="text"/>	

***Data Aggregation and Analysis:***

<i>Responsible Party for data aggregation and analysis (check each that applies):</i>	<i>Frequency of data aggregation and analysis (check each that applies):</i>
<i>State Medicaid Agency</i>	<i>Weekly</i>
<i>Operating Agency</i>	<i>Monthly</i>
<i>Sub-State Entity</i>	<i>Quarterly</i>
<i>Other Specify:</i>  <input type="text"/>	<i>Annually</i>
	<i>Continuously and Ongoing</i>
	<i>Other Specify:</i>  <input type="text"/>

**ii.** If applicable, in the textbox below provide any necessary additional information on the strategies employed by the State to discover/identify problems/issues within the waiver program, including frequency and parties responsible.

***b. Methods for Remediation/Fixing Individual Problems***

**i.** Describe the States method for addressing individual problems as they are discovered. Include information regarding responsible parties and GENERAL methods for problem correction. In addition, provide information on the methods used by the state to document these items.

*Findings included in the State of Ohio Single State Audit are reviewed by the Ohio Department of Medicaid (ODM). Findings related to the Department of Developmental Disabilities (DODD) and Medicaid are communicated to DODD through the single audit. ODM reviews DODD related findings and determines whether a Plan of Correction (POC) proposed by DODD will correct the finding(s). ODM may issue a Management Decision Letter (MDL) to DODD as a means to approve the POC. Compliance with the MDL is reviewed as part of monitoring conducted by ODM.*

*DODD monitors claim rejections and denials on a weekly basis by rejection/denial reason code. If there is a large negative change for a county board of developmental disability (county board) or provider or if a county board or provider continuously has a large number of claims rejected or denied, DODD staff will contact the county board or provider and offer technical assistance. Similarly, claims staff research concerning trends in rejection or denial reason codes, and make recommendations or improvements to resolve widespread issues. Claims staff may receive questions on rejected or denied claims from county boards or providers, and research those inquiries within two business days. The length of time required to resolve a claim depends on the nature of the claim and the complexities around the issue.*

**ii. Remediation Data Aggregation**

**Remediation-related Data Aggregation and Analysis (including trend identification)**

<b>Responsible Party</b> (check each that applies):	<b>Frequency of data aggregation and analysis</b> (check each that applies):
<b>State Medicaid Agency</b>	<b>Weekly</b>
<b>Operating Agency</b>	<b>Monthly</b>
<b>Sub-State Entity</b>	<b>Quarterly</b>
<b>Other</b> Specify:  <input type="text"/>	<b>Annually</b>
	<b>Continuously and Ongoing</b>
	<b>Other</b> Specify:  <input data-bbox="853 1410 1334 1484" type="text" value="As required in relation to any audit finding."/>

**c. Timelines**

*When the State does not have all elements of the Quality Improvement Strategy in place, provide timelines to design methods for discovery and remediation related to the assurance of Financial Accountability that are currently non-operational.*

**No**

**Yes**

*Please provide a detailed strategy for assuring Financial Accountability, the specific timeline for implementing identified strategies, and the parties responsible for its operation.*

**Appendix I: Financial Accountability**

**I-2: Rates, Billing and Claims (1 of 3)**

**a. Rate Determination Methods.** *In two pages or less, describe the methods that are employed to establish provider payment rates for waiver services and the entity or entities that are responsible for rate determination. Indicate any opportunity for public comment in the process. If different methods are employed for various types of services, the description may group services for which the same method is employed. State laws, regulations, and policies referenced in the description are available upon request to CMS through the Medicaid agency or the operating agency (if applicable).*

**Methods Used to Establish Provider Payment Rates**

Legislative actions, primarily resulting from biennial budget plans have been the primary driver for establishing service rates. The Department of Developmental Disabilities frequently engages individuals, providers, advocates, and other stakeholders in discussions regarding rate setting, in routine forums, most notably the monthly Waiver Workgroup. Analysis of appropriate rates for services occurs throughout the life of the waiver, through these forums, and are frequently updated prior to a renewal application. DODD maintains fee schedules, which are codified in Ohio Administrative Code (OAC), and are accessible in Chapters 5123:2-09/5123-09 at <http://dodd.ohio.gov/RulesLaws/Pages/RulesInEffect.aspx>.

Fee schedules include geographic and acuity factors, depending on the service. OAC 51239-40 documents the use of these factors in relationship to the Self-Empowered Life Funding waiver services. When necessary to comply with Fair Labor Standards Act, the reimbursement to independent providers will be adjusted for overtime compensation. Overtime payments are calculated based on the wage component of the service rate.

**Entities that are Responsible for Rate Determinations**

DODD is responsible for the development of statewide rates for waiver services, which they oversee, through an Interagency Agreement with the Ohio Department of Medicaid. The rate development process includes input from stakeholders. Once developed by DODD, ODM is responsible for the final review and approval of all rates.

**Options for Public Comments**

Once approved by ODM, all reimbursement rates are add to OAC, which includes a period for public comment as well as a public hearing process allowing for public testimony before Ohio's Joint Commission on Agency Rule Review, a body of representatives from the Ohio Senate and the Ohio House of Representatives. Public comments are solicited at the public hearing phase for any new/amended rules to be rescinded or added. Information about payment rates is posted on DODD's website. Also, proposals on payment rate restructuring are made public via the Federal Rate change process whereby the State posts a notice of a payment rate restructuring to the Ohio Registrar's website. Payment rates are made available to the individual during the Individual Service Planning (ISP) and waiver service planning processes.

**Groupings of Services Using the Same Rate Setting Methodology**

The State broadly categorizes services into three different groups:

**The Independent Rate Model-** The services that use an independent model (or based on other services that used the independent model) are as follows: Adult Day Support, Assistive Technology Consultation/Supports, Community and Residential Respite, Group Employment, Non-Medical Transportation (per mile), Participant-Directed HPC, Remote Supports, Support Brokerage, and Vocational Habilitation

**Equipment Rate Model-** The services that use an Equipment Rate Model are as follows: Assistive Technology Equipment, Functional Behavioral Assessment, Participant-Directed Goods and Services, and Participant/Family Stability Assistance

**Service-Specific models-** The following services are paid using their own, individually customized, rate models: Career Planning, Clinical/Therapeutic Intervention, Individual Employment Supports, Nursing Delegation, and Transportation

**Rate Setting for Waiver Services: Independent Rate Model**

Services using the independent model (or are based on other services that use an independent model) are as follows: Adult Day Support, Assistive Technology Consultation/Supports, Community and Residential Respite, Group Employment, Non-Medical Transportation (per mile), Participant-Directed HPC, Remote Supports, Support Brokerage, and Vocational Habilitation. The independent rate model was originally developed by third party consultants for the HPC service and has since served as the basis for the above services.

The base wage rate used in the independent rate model was set using the average of the BLS job categories of Home Health Aides (31-1011) and Nursing Aides, Orderlies and Attendants (31-1012). Inflation was adjusted by .98% in 2013 and an additional 6% in 2016. ERE was projected at 30% of the base wage for agencies and 32% for independent providers. Productivity adjustments of 1.02 and 1.10 for agencies and independents, respectively, were used. Overhead was estimated at 18% for agencies and 7% for independents. With the exception of the Support Brokerage service, this results in a statewide ceiling for each service. Rates for PD-HPC can then be negotiated by the participant and Support Brokerage but cannot exceed the rate ceiling. For the Support Brokerage service, the rate is a fixed statewide rate because the Support Brokerage is the only person allowed to negotiate rates on the participant's behalf.

*For all independent rates, there is no adjustment for administrative overhead or non-billable work time. Administrative overhead is assumed to be incurred by the Financial Management Service, which will be paid separately (contract) for their services. Independent providers are assumed to be 100% productive, thus all time spent with the participant is assumed to be billable work time.*

*As with the independent provider model, the agency provider rate model begins with Bureau of Labor Statistics information specific to Ohio's job market and incorporates factors for employee-related expenses, administrative overhead, and non-billable work time. The model's assumptions for employee-related expenses, non-billable work time, and administrative overhead are similar to previously approved rate models. For all agency providers, the rate is a fixed statewide rate with no cost of doing business adjustment or negotiation.*

*The rates may be adjusted using "add-ons" for services rendered to individuals who meet certain medical, behavioral, and/or complex care criteria, for routine PD-HPC services rendered by direct support professionals. Medical and behavioral add-on's are applicable to the Adult Day Service for dates of service on and after April 1, 2017. A community integration add-on was made available when Adult Day Support and Vocational Habilitation was provisioned in integrated settings in groups of four or fewer individuals. Staff providing the service must demonstrate successful completion of a DODD approved program instruction in community integration to be eligible for the add-on. Ohio assumed that 70% of all employment services are for retention and 30% for placement. The agency and independent rates are adjusted by the cost of doing business factors. This service will be replaced with Individual Employment Supports and Career Planning services and will use a similar rate structure.*

*Participant Direction: PD-HPC rates are based on the independent rate model discussed above. The Appendix to OAC 5123-9-32 details information concerning common law employee and agency with choice rates. For both common law and agency with choice on-site/on-call PD-HPC, these rates are synchronous with minimum wage in Ohio. These rates adjust based on changes to Ohio's minimum wage, with an addition of 13% to cover employer-related expenses. For further information regarding PD-HPC, see Appendix E.*

*In July 2019, the Ohio General Assembly passed a total 20% increase, and a 40% increase to direct service providers of routine Homemaker/Personal Care (HPC) and Onsite/Oncall HPC, respectively. The rates for these affected services are set to take effect on January 1, 2020 and January 1, 2021 (for routine HPC only).*

*See Main B Option for additional information.*

*2023*

*As a result of Ohio's House Bill 33, the Ohio Department of Medicaid (ODM) biennial budget incorporates billing maximum rate increases Ohio's HCBS waiver programs. The increase in funding allotted results in an increase to anticipated expenditures for the SELF program. The purpose of this amendment is to incorporate the appropriated service reimbursement increase, impacting adult day support, career planning, group employment support, home delivered meals, individual employment support, participant-directed homemaker/personal care, remote supports, respite (residential and community), transportation, vocational habilitation, and waiver nursing delegation. Information related to this change is also included in Appendix J-2.*

*\*\*August 2023\*\**

*Actual rate range increases are contained in Chapter 5123-9 of the Administrative Code*

*The following service categories will receive an estimated average (rounded to the nearest whole number) rate increase of 31% above current rates, effective 1/1/2024 through 6/30/24 and an additional rate increase of 38% above current rates, effective 7/1/2024*

*\*Add-Ons (Behavior, Competency, Complex Care, & Medical)*

*\*Adult Day Services (Adult Day Support, Voc Hab, Group, Career Planning, & Individual)*

*\*Competency-Based Homemaker/Personal Care*

*\*Homemaker/Personal Care (Including On-Site, On-Call)*

*\*Participant Directed Homemaker/Personal Care*

*\*Participant Directed Transportation - HPC*

*\*Remote Support*

*\*Respite*

*\*Self Directed Transportation*

*\*Transportation - HPC*

*\*Transportation - NMT*

*\*Home Delivered Meals will receive an estimated average (rounded to the nearest whole number) rate increase of 22% above current rates current rates, effective 7/1/2024*

*\*Delegated Nursing will receive an estimated average (rounded to the nearest whole number) rate increase of 24% above current rates current rates, effective 7/1/2024*

*\*Money Management Services will receive an estimated average (rounded to the nearest whole number) rate increase of 62% above current rates, effective 1/1/2024 through 6/30/24 and an additional rate increase of 71% above current rates, effective 7/1/2024*

**b. Flow of Billings.** *Describe the flow of billings for waiver services, specifying whether provider billings flow directly from providers to the state's claims payment system or whether billings are routed through other intermediary entities. If billings flow through other intermediary entities, specify the entities:*

*Claims are submitted electronically from all types and classes of SELF service providers to the Department of Developmental Disabilities (DODD), who have voluntarily reassigned DODD to submit claims to the Ohio Department of Medicaid (ODM) on their behalf. Claims for services over which a participant has chosen to exercise employer authority through either the Common Law Employer option or through Co-employer option using the Financial Management Services (FMS) as the co-employer are submitted directly to the FMS. On a weekly basis, DODD compiles all claims received from providers and from the FMS during that week into one billing file which is submitted to ODM for processing and adjudication through the state's Medicaid claims payment system.*

*Claims collection will comply with the requirements of the federal 21st Century Cures Act as passed by Congress and signed into law on December 3, 2016 and any related applicable electronic visit verification regulations. Participant-directed homemaker/personal care (HPC) under the SELF waiver will be included in the EVV program beginning on January 1, 2021.*

## Appendix I: Financial Accountability

### I-2: Rates, Billing and Claims (2 of 3)

**c. Certifying Public Expenditures (select one):**

***No. state or local government agencies do not certify expenditures for waiver services.***

***Yes. state or local government agencies directly expend funds for part or all of the cost of waiver services and certify their state government expenditures (CPE) in lieu of billing that amount to Medicaid.***

***Select at least one:***

***Certified Public Expenditures (CPE) of State Public Agencies.***

***Specify: (a) the state government agency or agencies that certify public expenditures for waiver services; (b) how it is assured that the CPE is based on the total computable costs for waiver services; and, (c) how the state verifies that the certified public expenditures are eligible for Federal financial participation in accordance with 42 CFR §433.51(b). (Indicate source of revenue for CPEs in Item I-4-a.)***

***Certified Public Expenditures (CPE) of Local Government Agencies.***

Specify: (a) the local government agencies that incur certified public expenditures for waiver services; (b) how it is assured that the CPE is based on total computable costs for waiver services; and, (c) how the state verifies that the certified public expenditures are eligible for Federal financial participation in accordance with 42 CFR §433.51(b). (Indicate source of revenue for CPEs in Item I-4-b.)

*Certified public expenditures are incurred by County Boards when the waiver services are delivered by the boards. The claims for these services are accompanied by an attestation that the services delivered were fully paid for with public funds and are eligible expenditures for FFP. Claims delivered by County Boards are reimbursed at the lower of the County Board's usual and customary charge for the service or the statewide rates established for those services as described in Section I-2-a of this Appendix.*

*It is the State of Ohio's responsibility to monitor and audit its subrecipients as Federally required. Ohio Department of Developmental Disabilities (DODD) monitors and audits the cost reports that are prepared as a result of the cost based activity. It is the responsibility of DODD to ensure timely reviews and audits of its subrecipients in order to settle the associated costs for the period under review.*

*Adult Day Services Reconciliation:*

*The total annual cost of providing services to the Medicaid consumers will be derived from the cost report. The annual revenue will be derived by taking reimbursement received for the units of services delivered multiplied by unit rates approved by CMS. The total annual cost of providing services will be reconciled to reimbursement received.*

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## **Appendix I: Financial Accountability**

### **I-2: Rates, Billing and Claims (3 of 3)**

**d. Billing Validation Process.** Describe the process for validating provider billings to produce the claim for federal financial participation, including the mechanism(s) to assure that all claims for payment are made only: (a) when the individual was eligible for Medicaid waiver payment on the date of service; (b) when the service was included in the participant's approved service plan; and, (c) the services were provided:

*The Fiscal Management Services (FMS) is required to verify that the service a provider is billing for was included in the individual's approved service plan. DODD uses its Medicaid Services System Payment Authorization for Waiver Services (MSS/PAWS) system to validate that the individual was enrolled on the SELF Waiver on the date the service was delivered. The MSS/PAWS system is electronically linked with DODD's Waiver Management System (WMS), which indicates that the individual has a current level of care determination. In addition to the validation by the FMS and DODD, Ohio Department of Medicaid's, Medicaid Information Technology System adjudicates all claims for reimbursement and makes the determination that both the individual receiving the service and the provider delivering the service were eligible for Medicaid waiver payment on the date the service was delivered. Further validation is accomplished through various post reviews that track backward from paid claims to actual service delivery documentation.*

*As part of the monthly billing, the FMS invoices based on a monthly fee per participant served. As part of the reviews DODD will select a sample of those individuals served and ensure what FMS billed DODD for was accurate, supported, in compliance with our Administrative Rules and statute. As part of the review, DODD will ensure what they are billing for is supported by documentation. That documentation would be for the services they billed the providers on behalf of the individuals and would be supported by service documentation. The service documentation which supports the payments to the providers would be reviewed as part of the review to ensure FMS is billing DODD appropriately.*

**e. Billing and Claims Record Maintenance Requirement.** Records documenting the audit trail of adjudicated claims (including supporting documentation) are maintained by the Medicaid agency, the operating agency (if applicable), and providers of waiver services for a minimum period of 3 years as required in 45 CFR §92.42.

**Appendix I: Financial Accountability****I-3: Payment (1 of 7)****a. Method of payments -- MMIS (select one):**

*Payments for all waiver services are made through an approved Medicaid Management Information System (MMIS).*

*Payments for some, but not all, waiver services are made through an approved MMIS.*

*Specify: (a) the waiver services that are not paid through an approved MMIS; (b) the process for making such payments and the entity that processes payments; (c) and how an audit trail is maintained for all state and federal funds expended outside the MMIS; and, (d) the basis for the draw of federal funds and claiming of these expenditures on the CMS-64:*

***Payments for waiver services are not made through an approved MMIS.***

*Specify: (a) the process by which payments are made and the entity that processes payments; (b) how and through which system(s) the payments are processed; (c) how an audit trail is maintained for all state and federal funds expended outside the MMIS; and, (d) the basis for the draw of federal funds and claiming of these expenditures on the CMS-64:*

***Payments for waiver services are made by a managed care entity or entities. The managed care entity is paid a monthly capitated payment per eligible enrollee through an approved MMIS.***

*Describe how payments are made to the managed care entity or entities:*

**Appendix I: Financial Accountability****I-3: Payment (2 of 7)****b. Direct payment.** *In addition to providing that the Medicaid agency makes payments directly to providers of waiver services, payments for waiver services are made utilizing one or more of the following arrangements (select at least one):*

***The Medicaid agency makes payments directly and does not use a fiscal agent (comprehensive or limited) or a managed care entity or entities.***

***The Medicaid agency pays providers through the same fiscal agent used for the rest of the Medicaid program.***

***The Medicaid agency pays providers of some or all waiver services through the use of a limited fiscal agent.***

*Specify the limited fiscal agent, the waiver services for which the limited fiscal agent makes payment, the functions that the limited fiscal agent performs in paying waiver claims, and the methods by which the Medicaid agency oversees the operations of the limited fiscal agent:*

*The Ohio Department of Developmental Disabilities (DODD) is available as the limited fiscal agent for this waiver program. DODD is responsible for paying provider claims as authorized in an Interagency Agreement with the Ohio Department of Medicaid (ODM). The ODM will adjudicate the claims and maintain regular, on-going meetings with the Fiscal and Information Systems sections of DODD to assure that claims are paid efficiently and that systems concerns are addressed timely.*

*Providers may be paid by a Financial Management Service (FMS) as authorized through a contract that is recognized in the Interagency Agreement between DODD and ODM. The contract includes specific information pertinent to reporting responsibilities of the FMS that enable DODD and ODM to effectively oversee the terms of the contract with the FMS.*

*DODD providers of waiver nursing delegation directly bill Medicaid through the Medicaid Information Technology System (MITS). Many of these providers are already billing state plan Medicaid and are familiar with the billing process through MITS.*

***Providers are paid by a managed care entity or entities for services that are included in the state's contract with the entity.***

*Specify how providers are paid for the services (if any) not included in the state's contract with managed care entities.*

## **Appendix I: Financial Accountability**

### ***I-3: Payment (3 of 7)***

***c. Supplemental or Enhanced Payments.*** Section 1902(a)(30) requires that payments for services be consistent with efficiency, economy, and quality of care. Section 1903(a)(1) provides for Federal financial participation to states for expenditures for services under an approved state plan/waiver. Specify whether supplemental or enhanced payments are made. Select one:

***No. The state does not make supplemental or enhanced payments for waiver services.***

***Yes. The state makes supplemental or enhanced payments for waiver services.***

*Describe: (a) the nature of the supplemental or enhanced payments that are made and the waiver services for which these payments are made; (b) the types of providers to which such payments are made; (c) the source of the non-Federal share of the supplemental or enhanced payment; and, (d) whether providers eligible to receive the supplemental or enhanced payment retain 100% of the total computable expenditure claimed by the state to CMS. Upon request, the state will furnish CMS with detailed information about the total amount of supplemental or enhanced payments to each provider type in the waiver.*

## **Appendix I: Financial Accountability**

### ***I-3: Payment (4 of 7)***

***d. Payments to state or Local Government Providers.*** Specify whether state or local government providers receive payment for the provision of waiver services.

***No. State or local government providers do not receive payment for waiver services. Do not complete Item I-3-e.***

***Yes. State or local government providers receive payment for waiver services. Complete Item I-3-e.***

Specify the types of state or local government providers that receive payment for waiver services and the services that the state or local government providers furnish:

County Boards of Developmental Disabilities (CBDD) receive payment for waiver services provided.

## Appendix I: Financial Accountability

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### I-3: Payment (5 of 7)

#### e. Amount of Payment to State or Local Government Providers.

Specify whether any state or local government provider receives payments (including regular and any supplemental payments) that in the aggregate exceed its reasonable costs of providing waiver services and, if so, whether and how the state recoups the excess and returns the Federal share of the excess to CMS on the quarterly expenditure report. Select one:

**The amount paid to state or local government providers is the same as the amount paid to private providers of the same service.**

**The amount paid to state or local government providers differs from the amount paid to private providers of the same service. No public provider receives payments that in the aggregate exceed its reasonable costs of providing waiver services.**

**The amount paid to state or local government providers differs from the amount paid to private providers of the same service. When a state or local government provider receives payments (including regular and any supplemental payments) that in the aggregate exceed the cost of waiver services, the state recoups the excess and returns the federal share of the excess to CMS on the quarterly expenditure report.**

Describe the recoupment process:

## Appendix I: Financial Accountability

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### I-3: Payment (6 of 7)

#### f. Provider Retention of Payments. Section 1903(a)(1) provides that Federal matching funds are only available for expenditures made by states for services under the approved waiver. Select one:

**Providers receive and retain 100 percent of the amount claimed to CMS for waiver services.**

**Providers are paid by a managed care entity (or entities) that is paid a monthly capitated payment.**

Specify whether the monthly capitated payment to managed care entities is reduced or returned in part to the state.

## Appendix I: Financial Accountability

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### I-3: Payment (7 of 7)

#### g. Additional Payment Arrangements

##### i. Voluntary Reassignment of Payments to a Governmental Agency. Select one:

*No. The state does not provide that providers may voluntarily reassign their right to direct payments to a governmental agency.*

*Yes. Providers may voluntarily reassign their right to direct payments to a governmental agency as provided in 42 CFR §447.10(e).*

Specify the governmental agency (or agencies) to which reassignment may be made.

*The Ohio Department of Developmental Disabilities*

*ii. Organized Health Care Delivery System. Select one:*

*No. The state does not employ Organized Health Care Delivery System (OHCDS) arrangements under the provisions of 42 CFR §447.10.*

*Yes. The waiver provides for the use of Organized Health Care Delivery System arrangements under the provisions of 42 CFR §447.10.*

Specify the following: (a) the entities that are designated as an OHCDS and how these entities qualify for designation as an OHCDS; (b) the procedures for direct provider enrollment when a provider does not voluntarily agree to contract with a designated OHCDS; (c) the method(s) for assuring that participants have free choice of qualified providers when an OHCDS arrangement is employed, including the selection of providers not affiliated with the OHCDS; (d) the method(s) for assuring that providers that furnish services under contract with an OHCDS meet applicable provider qualifications under the waiver; (e) how it is assured that OHCDS contracts with providers meet applicable requirements; and, (f) how financial accountability is assured when an OHCDS arrangement is used:

[Redacted]

*iii. Contracts with MCOs, PIHPs or PAHPs.*

*The state does not contract with MCOs, PIHPs or PAHPs for the provision of waiver services.*

*The state contracts with a Managed Care Organization(s) (MCOs) and/or prepaid inpatient health plan(s) (PIHP) or prepaid ambulatory health plan(s) (PAHP) under the provisions of §1915(a)(1) of the Act for the delivery of waiver and other services. Participants may voluntarily elect to receive waiver and other services through such MCOs or prepaid health plans. Contracts with these health plans are on file at the state Medicaid agency.*

Describe: (a) the MCOs and/or health plans that furnish services under the provisions of §1915(a)(1); (b) the geographic areas served by these plans; (c) the waiver and other services furnished by these plans; and, (d) how payments are made to the health plans.

[Redacted]

*This waiver is a part of a concurrent §1915(b)/§1915(c) waiver. Participants are required to obtain waiver and other services through a MCO and/or prepaid inpatient health plan (PIHP) or a prepaid ambulatory health plan (PAHP). The §1915(b) waiver specifies the types of health plans that are used and how payments to these plans are made.*

*This waiver is a part of a concurrent ?1115/?1915(c) waiver. Participants are required to obtain waiver and other services through a MCO and/or prepaid inpatient health plan (PIHP) or a prepaid ambulatory health plan (PAHP). The ?1115 waiver specifies the types of health plans that are used and how payments to these plans are made.*

*If the state uses more than one of the above contract authorities for the delivery of waiver services, please select this option.*

*In the textbox below, indicate the contract authorities. In addition, if the state contracts with MCOs, PIHPs, or PAHPs under the provisions of §1915(a)(1) of the Act to furnish waiver services: Participants may voluntarily elect to receive waiver and other services through such MCOs or prepaid health plans. Contracts with these health plans are on file at the state Medicaid agency. Describe: (a) the MCOs and/or health plans that furnish services under the provisions of §1915(a)(1); (b) the geographic areas served by these plans; (c) the waiver and other services furnished by these plans; and, (d) how payments are made to the health plans.*

## Appendix I: Financial Accountability

### I-4: Non-Federal Matching Funds (1 of 3)

**a. State Level Source(s) of the Non-Federal Share of Computable Waiver Costs.** Specify the state source or sources of the non-federal share of computable waiver costs. Select at least one:

**Appropriation of State Tax Revenues to the State Medicaid agency**

**Appropriation of State Tax Revenues to a State Agency other than the Medicaid Agency.**

*If the source of the non-federal share is appropriations to another state agency (or agencies), specify: (a) the state entity or agency receiving appropriated funds and (b) the mechanism that is used to transfer the funds to the Medicaid Agency or Fiscal Agent, such as an Intergovernmental Transfer (IGT), including any matching arrangement, and/or, indicate if the funds are directly expended by state agencies as CPEs, as indicated in Item I-2-c:*

*The Department of Developmental Disabilities (DODD) provides a portion of the non-federal share of computable waiver costs through funds appropriated in its budget. These funds are not transferred to the State Medicaid Agency (Ohio Department of Medicaid), as DODD makes the requests for provider payment to the Auditor and Treasurer of State.*

*DODD attests to ODM that expenditures included in Intra-State Transfer Vouchers (ISTVs) are based on the state's accounting of actual recorded expenditures.*

**Other State Level Source(s) of Funds.**

*Specify: (a) the source and nature of funds; (b) the entity or agency that receives the funds; and, (c) the mechanism that is used to transfer the funds to the Medicaid Agency or Fiscal Agent, such as an Intergovernmental Transfer (IGT), including any matching arrangement, and/or, indicate if funds are directly expended by state agencies as CPEs, as indicated in Item I-2-c:*

## Appendix I: Financial Accountability

### I-4: Non-Federal Matching Funds (2 of 3)

**b. Local Government or Other Source(s) of the Non-Federal Share of Computable Waiver Costs.** Specify the source or sources of the non-federal share of computable waiver costs that are not from state sources. Select One:

**Not Applicable.** There are no local government level sources of funds utilized as the non-federal share.

**Applicable**

Check each that applies:

**Appropriation of Local Government Revenues.**

Specify: (a) the local government entity or entities that have the authority to levy taxes or other revenues; (b) the source(s) of revenue; and, (c) the mechanism that is used to transfer the funds to the Medicaid Agency or Fiscal Agent, such as an Intergovernmental Transfer (IGT), including any matching arrangement (indicate any intervening entities in the transfer process), and/or, indicate if funds are directly expended by local government agencies as CPEs, as specified in Item I-2-c:

County Boards provide a portion of the non-federal share of computable waiver costs. The Department of Developmental Disabilities (DODD) operates as the Fiscal Agent and will maintain the administrative control of the non-federal share. The non-federal share will be comprised of various funds appropriated through the state legislation and funds generated through local levies. Ohio utilizes a Certified Public Expenditure (CPE) arrangement for the non-federal share when County Boards of DD are the providers.

**Other Local Government Level Source(s) of Funds.**

Specify: (a) the source of funds; (b) the local government entity or agency receiving funds; and, (c) the mechanism that is used to transfer the funds to the state Medicaid agency or fiscal agent, such as an Intergovernmental Transfer (IGT), including any matching arrangement, and/or, indicate if funds are directly expended by local government agencies as CPEs, as specified in Item I-2-c:

County Boards provide a portion of the non-federal share of computable waiver costs. DODD operates as the Fiscal Agent and will maintain the administrative control of the non-federal share. The non-federal share will be comprised of various funds appropriated through the state legislation and funds generated through local levies. Ohio utilizes a Certified Public Expenditure (CPE) arrangement for the non-federal share when County Boards are the providers.

## **Appendix I: Financial Accountability**

### **I-4: Non-Federal Matching Funds (3 of 3)**

**c. Information Concerning Certain Sources of Funds.** Indicate whether any of the funds listed in Items I-4-a or I-4-b that make up the non-federal share of computable waiver costs come from the following sources: (a) health care-related taxes or fees; (b) provider-related donations; and/or, (c) federal funds. Select one:

**None of the specified sources of funds contribute to the non-federal share of computable waiver costs**

**The following source(s) are used**

Check each that applies:

**Health care-related taxes or fees**

**Provider-related donations**

**Federal funds**

For each source of funds indicated above, describe the source of the funds in detail:

## **Appendix I: Financial Accountability**

### **I-5: Exclusion of Medicaid Payment for Room and Board**

**a. Services Furnished in Residential Settings.** Select one:

*No services under this waiver are furnished in residential settings other than the private residence of the individual.*

*As specified in Appendix C, the state furnishes waiver services in residential settings other than the personal home of the individual.*

**b. Method for Excluding the Cost of Room and Board Furnished in Residential Settings.** The following describes the methodology that the state uses to exclude Medicaid payment for room and board in residential settings:

*The rate setting methodology does not include any factors that represent costs associated with room and board.*

## **Appendix I: Financial Accountability**

### **I-6: Payment for Rent and Food Expenses of an Unrelated Live-In Caregiver**

**Reimbursement for the Rent and Food Expenses of an Unrelated Live-In Personal Caregiver.** Select one:

**No.** *The state does not reimburse for the rent and food expenses of an unrelated live-in personal caregiver who resides in the same household as the participant.*

**Yes.** *Per 42 CFR §441.310(a)(2)(ii), the state will claim FFP for the additional costs of rent and food that can be reasonably attributed to an unrelated live-in personal caregiver who resides in the same household as the waiver participant. The state describes its coverage of live-in caregiver in Appendix C-3 and the costs attributable to rent and food for the live-in caregiver are reflected separately in the computation of factor D (cost of waiver services) in Appendix J. FFP for rent and food for a live-in caregiver will not be claimed when the participant lives in the caregiver's home or in a residence that is owned or leased by the provider of Medicaid services.*

*The following is an explanation of: (a) the method used to apportion the additional costs of rent and food attributable to the unrelated live-in personal caregiver that are incurred by the individual served on the waiver and (b) the method used to reimburse these costs:*

## **Appendix I: Financial Accountability**

### **I-7: Participant Co-Payments for Waiver Services and Other Cost Sharing (1 of 5)**

**a. Co-Payment Requirements.** Specify whether the state imposes a co-payment or similar charge upon waiver participants for waiver services. These charges are calculated per service and have the effect of reducing the total computable claim for federal financial participation. Select one:

**No.** *The state does not impose a co-payment or similar charge upon participants for waiver services.*

**Yes.** *The state imposes a co-payment or similar charge upon participants for one or more waiver services.*

#### *i. Co-Pay Arrangement.*

*Specify the types of co-pay arrangements that are imposed on waiver participants (check each that applies):*

**Charges Associated with the Provision of Waiver Services** (if any are checked, complete Items I-7-a-ii through I-7-a-iv):

*Nominal deductible*

*Coinsurance*

*Co-Payment*

*Other charge*

Specify:

## Appendix I: Financial Accountability

### I-7: Participant Co-Payments for Waiver Services and Other Cost Sharing (2 of 5)

#### a. Co-Payment Requirements.

##### ii. Participants Subject to Co-pay Charges for Waiver Services.

Answers provided in Appendix I-7-a indicate that you do not need to complete this section.

## Appendix I: Financial Accountability

### I-7: Participant Co-Payments for Waiver Services and Other Cost Sharing (3 of 5)

#### a. Co-Payment Requirements.

##### iii. Amount of Co-Pay Charges for Waiver Services.

Answers provided in Appendix I-7-a indicate that you do not need to complete this section.

## Appendix I: Financial Accountability

### I-7: Participant Co-Payments for Waiver Services and Other Cost Sharing (4 of 5)

#### a. Co-Payment Requirements.

##### iv. Cumulative Maximum Charges.

Answers provided in Appendix I-7-a indicate that you do not need to complete this section.

## Appendix I: Financial Accountability

### I-7: Participant Co-Payments for Waiver Services and Other Cost Sharing (5 of 5)

#### b. Other State Requirement for Cost Sharing. Specify whether the state imposes a premium, enrollment fee or similar cost sharing on waiver participants. Select one:

**No. The state does not impose a premium, enrollment fee, or similar cost-sharing arrangement on waiver participants.**

**Yes. The state imposes a premium, enrollment fee or similar cost-sharing arrangement.**

Describe in detail the cost sharing arrangement, including: (a) the type of cost sharing (e.g., premium, enrollment fee); (b) the amount of charge and how the amount of the charge is related to total gross family income; (c) the groups of participants subject to cost-sharing and the groups who are excluded; and, (d) the mechanisms for the collection of cost-sharing and reporting the amount collected on the CMS 64:

## Appendix J: Cost Neutrality Demonstration

### J-1: Composite Overview and Demonstration of Cost-Neutrality Formula

**Composite Overview.** Complete the fields in Cols. 3, 5 and 6 in the following table for each waiver year. The fields in Cols. 4, 7 and 8 are auto-calculated based on entries in Cols 3, 5, and 6. The fields in Col. 2 are auto-calculated using the Factor D data from the J-2-d Estimate of Factor D tables. Col. 2 fields will be populated ONLY when the Estimate of Factor D tables in J-2-d have been completed.

#### Level(s) of Care: ICF/IID

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8
Year	Factor D	Factor D'	Total: D+D'	Factor G	Factor G'	Total: G+G'	Difference (Col 7 less Column4)
1	17325.04	8485.52	25810.56	124544.29	15392.39	139936.68	114126.12
2	17563.61	8769.78	26333.39	129999.33	15908.03	145907.36	119573.97
3	16575.22	9063.57	25638.79	135693.30	16440.95	152134.25	126495.46
4	21836.96	9367.20	31204.16	141636.66	16991.72	158628.38	127424.22
5	26674.83	9681.00	36355.83	147840.35	17560.95	165401.30	129045.47

### Appendix J: Cost Neutrality Demonstration

#### J-2: Derivation of Estimates (1 of 9)

**a. Number Of Unduplicated Participants Served.** Enter the total number of unduplicated participants from Item B-3-a who will be served each year that the waiver is in operation. When the waiver serves individuals under more than one level of care, specify the number of unduplicated participants for each level of care:

Table: J-2-a: Unduplicated Participants

Waiver Year	Total Unduplicated Number of Participants (from Item B-3-a)	Distribution of Unduplicated Participants by Level of Care (if applicable)	
		Level of Care:	
		ICF/IID	
Year 1	2900		2900
Year 2	3600		3600
Year 3	4300		4300
Year 4	5000		5000
Year 5	5700		5700

### Appendix J: Cost Neutrality Demonstration

#### J-2: Derivation of Estimates (2 of 9)

**b. Average Length of Stay.** Describe the basis of the estimate of the average length of stay on the waiver by participants in item J-2-a.

*Ohio assumed a 5% disenrollment rate per year for Waiver Years 1-5.*

*Ohio will accrue total person-days of service:*

*Waiver Year 1: 737,000*

*Waiver Year 2: 837,500*

*Waiver Year 3: 938,000*

*Waiver Year 4: 1,038,500*

*Waiver Year 5: 1,139,000*

*The average number of days each person is served:*

*Waiver Year 1: 335*

*Waiver Year 2: 335*

*Waiver Year 3: 335*

*Waiver Year 4: 335*

*Waiver Year 5: 335*

*Ohio estimates the average number of days based on reported information on the SFY18 372 report. The State anticipates waiver enrollment days to remain constant over this five-year waiver cycle.*

## **Appendix J: Cost Neutrality Demonstration**

### **J-2: Derivation of Estimates (3 of 9)**

**c. Derivation of Estimates for Each Factor.** Provide a narrative description for the derivation of the estimates of the following factors.

**i. Factor D Derivation.** The estimates of Factor D for each waiver year are located in Item J-2-d. The basis and methodology for these estimates is as follows:

*Ohio assumes all SELF waiver services will be utilized by differing percentages of the total waiver population based on past service utilization patterns and the individual's choice of the new services. The renewal service estimates are based on state fiscal years 2018 and 2019 data from the Department of Developmental Disabilities and consider trends as evidenced in the last two years of submitted 372 data.*

*The Factor D estimates are based on actual service utilization data. An annual inflation factor of 0% was used to project future waiver year costs. Estimates are based on the Department of Developmental Disabilities-Medicaid Billing System (MBS). The renewal service estimates are based on state fiscal years 2018 and 2019 data from the Department of Developmental Disabilities and consider trends as evidenced in the last two years of submitted 372 data.*

*The State has considered current policy when formulating the estimates for each waiver service. Service rates will not increase unless noted by submission of a waiver amendment.*

*\*Added as part of January 2022 Amendment\**

*In July 2021, the Ohio General Assembly passed House Bill (HB) 110, which is the State's biennium budget for State Fiscal Years 2022 and 2023. A 4% increase to both residential and non-residential services approved under the SELF waiver was included in HB 110. WYs 2-5 were updated to reflect the projected increase in expenditures as a result of Ohio's approved budget.*

*Ohio adjusted the following services as a result of the July 2021 budget increases:*

- *Adult Day Support;*
- *Participant-Directed Homemaker/Personal Care;*
- *Career Planning;*
- *Group Employment Support;*
- *Vocational Habilitation;*
- *Residential Respite; and*
- *Transportation*

*The above services were determined to require adjustments based on the budget increase approved by the Ohio Legislature when applied to actual claims experience in 2019 and 2020. Other services impacted by the biennium budget increases as noted in I-2-a were determined to not require changes to their specific cost projections.*

*\*Added as part of July 2022 Amendment\**

*As part of the Waiver Simplification efforts proposed for an effective date of July 1, 2022, the following line items were adjusted in WYs 3-5 of the SELF waiver.*

- *Home Delivered Meals;*
- *Transportation;*
- *Waiver Nursing Delegation;*
- *Clinical/Therapeutic Intervention;*

*The above services were determined to require adjustments in the J-tables for WYs 4-5 because of the proposed rate increases for each of these services. Percentages specific to each of the service increases were applied to SFY19-21 actual claims data available at the time of this submission to recalculate appropriate average costs per unit in WYs 4-5. No adjustments to projected users or average units per user were determined needed at this time. The Transportation line items were adjusted to reflect the addition of self-direction as a service model available under this service. The Clinical/Therapeutic Intervention service received rate increases as part of the Waiver Simplification work with the July amendment in J.2.c.i.*

*\*\*August 2023\*\**

*Actual rate range increases are contained in Chapter 5123-9 of the Administrative Code*

*The following service categories will receive an estimated average (rounded to the nearest whole number) rate increase of 31% above current rates, effective 1/1/2024 through 6/30/24 and an additional rate increase of 38% above current rates, effective 7/1/2024*

*\*Add-Ons (Behavior, Competency, Complex Care, & Medical)*

\**Adult Day Services (Adult Day Support, Voc Hab, Group, Career Planning, & Individual)*

\**Competency-Based Homemaker/Personal Care*

\**Homemaker/Personal Care (Including On-Site, On-Call)*

\**Participant Directed Homemaker/Personal Care*

\**Participant Directed Transportation - HPC*

\**Remote Support*

\**Respite*

\**Self Directed Transportation*

\**Transportation - HPC*

\**Transportation - NMT*

\**Home Delivered Meals will receive an estimated average (rounded to the nearest whole number) rate increase of 22% above current rates current rates, effective 7/1/2024*

\**Delegated Nursing will receive an estimated average (rounded to the nearest whole number) rate increase of 24% above current rates current rates, effective 7/1/2024*

\**Money Management Services will receive an estimated average (rounded to the nearest whole number) rate increase of 62% above current rates, effective 1/1/2024 through 6/30/24 and an additional rate increase of 71% above current rates, effective 7/1/2024*

**ii. Factor D' Derivation.** The estimates of Factor D' for each waiver year are included in Item J-1. The basis of these estimates is as follows:

Estimates for Factor D' Derivation for WY1 are based on actual claims data from state fiscal years 2016 through 2019 for state plan services. Based on the paid claims from SFY's 16-19, the state assumed WY1 average costs to equal approximately \$8,485. This accounts for a 1.0335 inflation factor the Joint Medicaid Oversight Committee has limited for growth per year during the state's biennium. Pharmacy expenditures for dual eligibles are excluded from D'.

Waiver Renewal Year 1: 1.0335

Waiver Renewal Year 2: 1.0335

Waiver Renewal Year 3: 1.0335

Waiver Renewal Year 4: 1.0335

Waiver Renewal Year 5: 1.0335

As part of the process for developing factor D', the State referenced the reported expenditures for D' as documented on recent years' 372 reports. In comparing actual paid claims data and the 372 data, the State understood its previous D' estimates to not match claims experience. The State adjusted the D' estimates, as part of this renewal submission, to more closely reflect claims data today. The WY1 estimate included in this submission is a reflection of this correction.

**iii. Factor G Derivation.** The estimates of Factor G for each waiver year are included in Item J-1. The basis of these estimates is as follows:

Ohio used the inflation factor submitted in the State's annual state plan submission for the calculation of direct care per diem for all peer groups served in ICF/IID facilities. The State estimates the inflation factor as 1.0438.

Waiver Renewal Year 1: 1.0438

Waiver Renewal Year 2: 1.0438

Waiver Renewal Year 3: 1.0438

Waiver Renewal Year 4: 1.0438

Waiver Renewal Year 5: 1.0438

The State derived a Factor G estimate of \$124,544 for WY1 (SFY21) using actual claims data for residents of ICFs-IID in SFY19 and applying the inflation factor for a two-year period to the total net pay of claims for only institutional costs of this control group.

**iv. Factor G' Derivation.** The estimates of Factor G' for each waiver year are included in Item J-1. The basis of these estimates is as follows:

Estimates for Factor G' Derivation for WY1 are based on actual claims data from state fiscal years 2016 through 2019 for state plan services. Based on the paid claims from SFY's 16-19, the state assumed WY1 average costs to equal approximately \$15,392. This accounts for a 1.0335 inflation factor the Joint Medicaid Oversight Committee has limited for growth per year during the state's biennium. Pharmacy expenditures for dual eligibles are excluded from G'.

Waiver Renewal Year 1: 1.0335  
 Waiver Renewal Year 2: 1.0335  
 Waiver Renewal Year 3: 1.0335  
 Waiver Renewal Year 4: 1.0335  
 Waiver Renewal Year 5: 1.0335

## Appendix J: Cost Neutrality Demonstration

### J-2: Derivation of Estimates (4 of 9)

**Component management for waiver services.** If the service(s) below includes two or more discrete services that are reimbursed separately, or is a bundled service, each component of the service must be listed. Select “manage components” to add these components.

Waiver Services	
<i>Participant-Directed Homemaker/Personal Care</i>	
<i>Residential Respite</i>	
<i>Participant-Directed Goods and Services</i>	
<i>Participant/Family Stability Assistance</i>	
<i>Support Brokerage</i>	
<i>Assistive Technology</i>	
<i>Career Planning</i>	
<i>Clinical/Therapeutic Intervention</i>	
<i>Community Respite</i>	
<i>Functional Behavioral Assessment</i>	
<i>Group Employment Support</i>	
<i>Habilitation - Adult Day Support</i>	
<i>Habilitation - Vocational Habilitation</i>	
<i>Home Delivered Meals</i>	
<i>Individual Employment Support</i>	
<i>Non-Medical Transportation</i>	
<i>Remote Supports</i>	
<i>Transportation</i>	
<i>Waiver Nursing Delegation</i>	

## Appendix J: Cost Neutrality Demonstration

### J-2: Derivation of Estimates (5 of 9)

#### d. Estimate of Factor D.

**i. Non-Concurrent Waiver.** Complete the following table for each waiver year. Enter data into the Unit, # Users, Avg. Units Per User, and Avg. Cost/Unit fields for all the Waiver Service/Component items. Select Save and Calculate to automatically calculate and populate the Component Costs and Total Costs fields. All fields in this table must be completed in order to populate the Factor D fields in the J-1 Composite Overview table.

## Waiver Year: Year 1

Waiver Service/ Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
<b>Participant-Directed Homemaker/Personal Care Total:</b>						<b>34209000.00</b>
Participant-Directed Homemaker/Personal Care	Hour	2100	905.00	18.00	34209000.00	
<b>Residential Respite Total:</b>						<b>261660.00</b>
Residential Respite	Day	50	35.00	149.52	261660.00	
<b>Participant-Directed Goods and Services Total:</b>						<b>2182500.00</b>
Participant-Directed Goods and Services	Item	750	6.00	485.00	2182500.00	
<b>Participant/Family Stability Assistance Total:</b>						<b>1440.00</b>
Participant/Family Stability Assistance	Hour	1	12.00	120.00	1440.00	
<b>Support Brokerage Total:</b>						<b>103360.00</b>
Support Brokerage	Hour	40	85.00	30.40	103360.00	
<b>Assistive Technology Total:</b>						<b>97814.20</b>
Assistive Technology Support	Hour	30	2.00	5.45	327.00	
Assistive Technology Equipment	Item	100	2.00	484.00	96800.00	
Assistive Technology Consultation	Item	5	1.00	137.44	687.20	
<b>Career Planning Total:</b>						<b>55232.00</b>
Worksite Accessibility	Hour	5	6.00	54.20	1626.00	
Career Discovery	Item	7	1.00	1161.64	8131.48	
Situational Observation and Assessment	Item	5	1.00	813.15	4065.75	
Career Exploration	Hour	3	59.67	40.56	7260.65	
Benefits Education and Analysis	Item	8	1.00	285.00	2280.00	
Employment/Self-Employment Plan	Item	1	1.00	813.15	813.15	
Job Development	Hour		39.27	54.20	23412.77	
<b>GRAND TOTAL:</b>						<b>50242610.08</b>
Total Estimated Unduplicated Participants:						2900
Factor D (Divide total by number of participants):						17325.04
Average Length of Stay on the Waiver:						335

Waiver Service/ Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
		11				
<i>Self-Employment Launch</i>	Hour	2	70.50	54.20	7642.20	
<i>Clinical/Therapeutic Intervention Total:</i>						481250.00
<i>Clinical/Therapeutic Intervention</i>	Hour	50	350.00	27.50	481250.00	
<i>Community Respite Total:</i>						188790.00
<i>Community Respite</i>	Hour	150	58.00	21.70	188790.00	
<i>Functional Behavioral Assessment Total:</i>						6760.00
<i>Functional Behavioral Assessment</i>	Item	5	1.00	1352.00	6760.00	
<i>Group Employment Support Total:</i>						634770.00
<i>Group Employment Support</i>	Day	75	74.00	33.40	185370.00	
<i>Group Employment Support</i>	Hour	75	1070.00	5.60	449400.00	
<i>Habilitation - Adult Day Support Total:</i>						3764416.00
<i>Habilitation-Adult Day Support</i>	Hour	430	460.00	7.72	1527016.00	
<i>Habilitation-Adult Day Support</i>	Day	440	100.00	50.85	2237400.00	
<i>Habilitation - Vocational Habilitation Total:</i>						2049760.00
<i>Habilitation- Vocational Habilitation</i>	Day	320	100.00	41.48	1327360.00	
<i>Habilitation- Vocational Habilitation</i>	Hour	300	350.00	6.88	722400.00	
<i>Home Delivered Meals Total:</i>						0.00
<i>Home Delivered Meals</i>	Meal	0	0.00	0.01	0.00	
<i>Individual Employment Support Total:</i>						1033000.00
<i>Individual Employment Support</i>	Hour	250	100.00	41.32	1033000.00	
<i>Non-Medical Transportation Total:</i>						3745962.00
<i>Non-Medical Transportation</i>	Trip	750	250.00	19.06	3573750.00	
<i>Non-Medical Transportation</i>						172212.00
<b>GRAND TOTAL:</b>						50242610.08
<i>Total Estimated Unduplicated Participants:</i>						2900
<i>Factor D (Divide total by number of participants):</i>						17325.04
<i>Average Length of Stay on the Waiver:</i>						335

Waiver Service/ Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
	Mile	100	1524.00	1.13		
<b>Remote Supports Total:</b>						<b>120627.00</b>
Remote Supports	Hour	20	1031.00	5.85	120627.00	
<b>Transportation Total:</b>						<b>1305000.00</b>
Transportation	Mile	1500	1500.00	0.58	1305000.00	
<b>Waiver Nursing Delegation Total:</b>						<b>1268.88</b>
Waiver Nursing Delegation-Assessment	Per assessment	1	6.00	37.08	222.48	
Waiver Nursing Delegation-Consultation	Hour	1	120.00	8.72	1046.40	
<b>GRAND TOTAL:</b>						<b>50242610.08</b>
<i>Total Estimated Unduplicated Participants:</i>						<b>2900</b>
<i>Factor D (Divide total by number of participants):</i>						<b>17325.04</b>
<i>Average Length of Stay on the Waiver:</i>						<b>335</b>

## Appendix J: Cost Neutrality Demonstration

### J-2: Derivation of Estimates (6 of 9)

#### d. Estimate of Factor D.

**i. Non-Concurrent Waiver.** Complete the following table for each waiver year. Enter data into the Unit, # Users, Avg. Units Per User, and Avg. Cost/Unit fields for all the Waiver Service/Component items. Select Save and Calculate to automatically calculate and populate the Component Costs and Total Costs fields. All fields in this table must be completed in order to populate the Factor D fields in the J-1 Composite Overview table.

#### Waiver Year: Year 2

Waiver Service/ Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
<b>Participant-Directed Homemaker/Personal Care Total:</b>						<b>40714140.00</b>
Participant-Directed Homemaker/Personal Care	Hour	2300	905.00	19.56	40714140.00	
<b>Residential Respite Total:</b>						<b>420551.25</b>
Residential Respite	Day	75	35.00	160.21	420551.25	
<b>Participant-Directed Goods and Services Total:</b>						<b>2328000.00</b>
Participant-Directed Goods and Services	Item	800	6.00	485.00	2328000.00	
<b>GRAND TOTAL:</b>						<b>63229004.40</b>
<i>Total Estimated Unduplicated Participants:</i>						<b>3600</b>
<i>Factor D (Divide total by number of participants):</i>						<b>17563.61</b>
<i>Average Length of Stay on the Waiver:</i>						<b>335</b>

Waiver Service/ Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
<b>Participant/Family Stability Assistance Total:</b>						<b>1440.00</b>
Participant/Family Stability Assistance	Hour	1	12.00	120.00	1440.00	
<b>Support Brokerage Total:</b>						<b>180880.00</b>
Support Brokerage	Hour	70	85.00	30.40	180880.00	
<b>Assistive Technology Total:</b>						<b>146977.20</b>
Assistive Technology Support	Hour	100	2.00	5.45	1090.00	
Assistive Technology Equipment	Item	150	2.00	484.00	145200.00	
Assistive Technology Consultation	Item	5	1.00	137.44	687.20	
<b>Career Planning Total:</b>						<b>165623.57</b>
Worksite Accessibility	Hour	10	6.00	56.36	3381.60	
Career Discovery	Item	17	1.00	1550.41	26356.97	
Situational Observation and Assessment	Item	10	1.00	845.68	8456.80	
Career Exploration	Hour	13	59.67	56.36	43719.02	
Benefits Education and Analysis	Hour	13	1.00	334.08	4343.04	
Employment/Self-Employment Plan	Hour	6	1.00	845.68	5074.08	
Job Development	Hour	21	39.27	56.36	46478.40	
Self-Employment Launch	Hour	7	70.50	56.36	27813.66	
<b>Clinical/Therapeutic Intervention Total:</b>						<b>481250.00</b>
Clinical/Therapeutic Intervention	Hour	50	350.00	27.50	481250.00	
<b>Community Respite Total:</b>						<b>251720.00</b>
Community Respite	Hour	200	58.00	21.70	251720.00	
<b>Functional Behavioral Assessment Total:</b>						<b>6760.00</b>
Functional Behavioral Assessment	Item	5	1.00	1352.00	6760.00	
<b>GRAND TOTAL:</b>						<b>63229004.40</b>
Total Estimated Unduplicated Participants:						<b>3600</b>
Factor D (Divide total by number of participants):						<b>17563.61</b>
Average Length of Stay on the Waiver:						<b>335</b>

Waiver Service/ Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
<b>Group Employment Support Total:</b>						<b>1024975.00</b>
Group Employment Support	Hour	125	1070.00	5.74	767725.00	
Group Employment Support	Day	100	75.00	34.30	257250.00	
<b>Habilitation - Adult Day Support Total:</b>						<b>5899850.00</b>
Habilitation-Adult Day Support	Hour	500	460.00	10.60	2438000.00	
Habilitation-Adult Day Support	Day	490	100.00	70.65	3461850.00	
<b>Habilitation - Vocational Habilitation Total:</b>						<b>3397080.00</b>
Habilitation- Vocational Habilitation	Hour	360	100.00	62.63	2254680.00	
Habilitation- Vocational Habilitation	Day	340	350.00	9.60	1142400.00	
<b>Home Delivered Meals Total:</b>						<b>0.00</b>
Home Delivered Meals	Meal	0	0.00	0.01	0.00	
<b>Individual Employment Support Total:</b>						<b>1177620.00</b>
Individual Employment Support	Hour	285	100.00	41.32	1177620.00	
<b>Non-Medical Transportation Total:</b>						<b>4394674.00</b>
Non-Medical Transportation	Trip	850	250.00	19.06	4050250.00	
Non-Medical Transportation	Mile	200	1524.00	1.13	344424.00	
<b>Remote Supports Total:</b>						<b>422194.50</b>
Remote Supports	Hour	70	1031.00	5.85	422194.50	
<b>Transportation Total:</b>						<b>2214000.00</b>
Transportation	Mile	1800	1500.00	0.82	2214000.00	
<b>Waiver Nursing Delegation Total:</b>						<b>1268.88</b>
Waiver Nursing Delegation- Assessment	Per assessment	1	6.00	37.08	222.48	
Waiver Nursing Delegation- Consultation	Hour	1	120.00	8.72	1046.40	
<b>GRAND TOTAL:</b>						<b>63229004.40</b>
<i>Total Estimated Unduplicated Participants:</i>						<i>3600</i>
<i>Factor D (Divide total by number of participants):</i>						<i>17563.61</i>
<i>Average Length of Stay on the Waiver:</i>						<i>335</i>

**Appendix J: Cost Neutrality Demonstration****J-2: Derivation of Estimates (7 of 9)****d. Estimate of Factor D.**

**i. Non-Concurrent Waiver.** Complete the following table for each waiver year. Enter data into the Unit, # Users, Avg. Units Per User, and Avg. Cost/Unit fields for all the Waiver Service/Component items. Select Save and Calculate to automatically calculate and populate the Component Costs and Total Costs fields. All fields in this table must be completed in order to populate the Factor D fields in the J-1 Composite Overview table.

**Waiver Year: Year 3**

Waiver Service/Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
<b>Participant-Directed Homemaker/Personal Care Total:</b>						<b>42484320.00</b>
Participant-Directed Homemaker/Personal Care	Hour	2400	905.00	19.56	42484320.00	
<b>Residential Respite Total:</b>						<b>560735.00</b>
Residential Respite	Day	100	35.00	160.21	560735.00	
<b>Participant-Directed Goods and Services Total:</b>						<b>2473500.00</b>
Participant-Directed Goods and Services	Item	850	6.00	485.00	2473500.00	
<b>Participant/Family Stability Assistance Total:</b>						<b>1440.00</b>
Participant/Family Stability Assistance	Hour	1	12.00	120.00	1440.00	
<b>Support Brokerage Total:</b>						<b>258400.00</b>
Support Brokerage	Hour	100	85.00	30.40	258400.00	
<b>Assistive Technology Total:</b>						<b>196609.40</b>
Assistive Technology Support	Hour	150	2.00	5.45	1635.00	
Assistive Technology Equipment	Item	200	2.00	484.00	193600.00	
Assistive Technology Consultation	Item	10	1.00	137.44	1374.40	
<b>Career Planning Total:</b>						<b>268575.15</b>
Worksite Accessibility	Hour	15	6.00	56.36	5072.40	
Career Discovery	Item	27	1.00	1550.41	41861.07	
Situational					12685.20	
<b>GRAND TOTAL:</b>						<b>71273466.67</b>
<i>Total Estimated Unduplicated Participants:</i>						<i>4300</i>
<i>Factor D (Divide total by number of participants):</i>						<i>16575.22</i>
<i>Average Length of Stay on the Waiver:</i>						<i>335</i>

Waiver Service/ Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
Observation and Assessment	Item	15	1.00	845.68		
Career Exploration	Hour	23	59.67	56.36	77349.03	
Benefits Education and Analysis	Item	18	1.00	334.08	6013.44	
Employment/Self-Employment Plan	Item	11	1.00	845.68	9302.48	
Job Development	Hour	31	39.27	56.36	68610.97	
Self-Employment Launch	Hour	12	70.50	56.36	47680.56	
<b>Clinical/Therapeutic Intervention Total:</b>						<b>897487.50</b>
Clinical/Therapeutic Intervention	Hour	75	350.00	34.19	897487.50	
<b>Community Respite Total:</b>						<b>283185.00</b>
Community Respite	Hour	225	58.00	21.70	283185.00	
<b>Functional Behavioral Assessment Total:</b>						<b>6760.00</b>
Functional Behavioral Assessment	Item	5	1.00	1352.00	6760.00	
<b>Group Employment Support Total:</b>						<b>1396377.50</b>
Group Employment Support	Day	125	75.00	34.30	321562.50	
Group Employment Support	Hour	175	1070.00	5.74	1074815.00	
<b>Habilitation - Adult Day Support Total:</b>						<b>6545660.00</b>
Habilitation-Adult Day Support	Hour	560	460.00	10.60	2730560.00	
Habilitation-Adult Day Support	Day	540	100.00	70.65	3815100.00	
<b>Habilitation - Vocational Habilitation Total:</b>						<b>3782000.00</b>
Habilitation-Vocational Habilitation	Day	400	100.00	62.63	2505200.00	
Habilitation-Vocational Habilitation	Hour	380	350.00	9.60	1276800.00	
<b>Home Delivered Meals Total:</b>						<b>174124.20</b>
Home Delivered Meals	Per Meal	85	258.00	7.94	174124.20	
<b>GRAND TOTAL:</b>						<b>71273466.67</b>
<i>Total Estimated Unduplicated Participants:</i>						<i>4300</i>
<i>Factor D (Divide total by number of participants):</i>						<i>16575.22</i>
<i>Average Length of Stay on the Waiver:</i>						<i>335</i>

Waiver Service/ Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
<b>Individual Employment Support Total:</b>						<b>1322240.00</b>
Individual Employment Support	Hour	320	100.00	41.32	1322240.00	
<b>Non-Medical Transportation Total:</b>						<b>5043386.00</b>
Non-Medical Transportation	Trip	950	250.00	19.06	4526750.00	
Non-Medical Transportation	Mile	300	1524.00	1.13	516636.00	
<b>Remote Supports Total:</b>						<b>723762.00</b>
Remote Supports	Hour	120	1031.00	5.85	723762.00	
<b>Transportation Total:</b>						<b>4851000.00</b>
Transportation	Mile	2100	1500.00	1.54	4851000.00	
<b>Waiver Nursing Delegation Total:</b>						<b>3904.92</b>
Waiver Nursing Delegation-Assessment	Per assessment	1	6.00	36.42	218.52	
Waiver Nursing Delegation-Consultation	Hour	1	120.00	30.72	3686.40	
<b>GRAND TOTAL:</b>						<b>71273466.67</b>
<i>Total Estimated Unduplicated Participants:</i>						<b>4300</b>
<i>Factor D (Divide total by number of participants):</i>						<b>16575.22</b>
<i>Average Length of Stay on the Waiver:</i>						<b>335</b>

## Appendix J: Cost Neutrality Demonstration

### J-2: Derivation of Estimates (8 of 9)

#### d. Estimate of Factor D.

**i. Non-Concurrent Waiver.** Complete the following table for each waiver year. Enter data into the Unit, # Users, Avg. Units Per User, and Avg. Cost/Unit fields for all the Waiver Service/Component items. Select Save and Calculate to automatically calculate and populate the Component Costs and Total Costs fields. All fields in this table must be completed in order to populate the Factor D fields in the J-1 Composite Overview table.

#### Waiver Year: Year 4

Waiver Service/ Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
<b>Participant-Directed Homemaker/Personal Care Total:</b>						<b>66291250.00</b>
Participant-Directed Homemaker/Personal Care	Hour	2500	905.00	29.30	66291250.00	
<b>Residential Respite</b>						<b>1432812.50</b>
<b>GRAND TOTAL:</b>						<b>109184791.63</b>
<i>Total Estimated Unduplicated Participants:</i>						<b>5000</b>
<i>Factor D (Divide total by number of participants):</i>						<b>21836.96</b>
<i>Average Length of Stay on the Waiver:</i>						<b>335</b>

Waiver Service/ Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
<b>Total:</b>						
Residential Respite	Day	125	35.00	327.50	1432812.50	
<b>Participant-Directed Goods and Services Total:</b>						2619000.00
Participant-Directed Goods and Services	Item	900	6.00	485.00	2619000.00	
<b>Participant/Family Stability Assistance Total:</b>						1440.00
Participant/Family Stability Assistance	Hour	1	12.00	120.00	1440.00	
<b>Support Brokerage Total:</b>						335920.00
Support Brokerage	Hour	130	85.00	30.40	335920.00	
<b>Assistive Technology Total:</b>						246241.60
Assistive Technology Support	Hour	200	2.00	5.45	2180.00	
Assistive Technology Equipment	Item	250	2.00	484.00	242000.00	
Assistive Technology Consultation	Item	15	1.00	137.44	2061.60	
<b>Career Planning Total:</b>						428385.61
Worksite Accessibility	Hour	20	6.00	64.81	7777.20	
Career Discovery	Item	37	1.00	1782.96	65969.52	
Situational Observation and Assessment	Item	20	1.00	972.53	19450.60	
Career Exploration	Hour	33	59.67	64.81	127618.02	
Benefits Education and Analysis	Item	23	1.00	434.19	9986.37	
Employment/Self-Employment Plan	Item	16	1.00	972.53	15560.48	
Job Development	Hour	41	39.27	64.81	104348.64	
Self-Employment Launch	Hour	17	70.50	64.81	77674.78	
<b>Clinical/Therapeutic Intervention Total:</b>						897487.50
Clinical/Therapeutic Intervention	Hour	75	350.00	34.19	897487.50	
<b>GRAND TOTAL:</b>						109184791.63
Total Estimated Unduplicated Participants:						5000
Factor D (Divide total by number of participants):						21836.96
Average Length of Stay on the Waiver:						335

Waiver Service/ Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
<b>Community Respite Total:</b>						<b>613480.00</b>
Community Respite	Hour	250	98.00	25.04	613480.00	
<b>Functional Behavioral Assessment Total:</b>						<b>6760.00</b>
Functional Behavioral Assessment	Item	5	1.00	1352.00	6760.00	
<b>Group Employment Support Total:</b>						<b>1684870.00</b>
Group Employment Support	Day	150	75.00	39.58	445275.00	
Group Employment Support	Hour	175	1070.00	6.62	1239595.00	
<b>Habilitation - Adult Day Support Total:</b>						<b>15489750.00</b>
Habilitation-Adult Day Support	Hour	550	500.00	16.09	4424750.00	
Habilitation-Adult Day Support	Day	500	250.00	88.52	11065000.00	
<b>Habilitation - Vocational Habilitation Total:</b>						<b>6858950.00</b>
Habilitation-Vocational Habilitation	Day	440	100.00	100.66	4429040.00	
Habilitation-Vocational Habilitation	Hour	420	350.00	16.53	2429910.00	
<b>Home Delivered Meals Total:</b>						<b>220228.80</b>
Home Delivered Meals	Per Meal	88	258.00	9.70	220228.80	
<b>Individual Employment Support Total:</b>						<b>1692640.00</b>
Individual Employment Support	Hour	355	100.00	47.68	1692640.00	
<b>Non-Medical Transportation Total:</b>						<b>4394674.00</b>
Non-Medical Transportation	Trip	850	250.00	19.06	4050250.00	
Non-Medical Transportation	Mile	200	1524.00	1.13	344424.00	
<b>Remote Supports Total:</b>						<b>422194.50</b>
Remote Supports	Hour	70	1031.00	5.85	422194.50	
<b>Transportation Total:</b>						<b>5544000.00</b>
Transportation	Mile				5544000.00	
<b>GRAND TOTAL:</b>						<b>109184791.63</b>
Total Estimated Unduplicated Participants:						5000
Factor D (Divide total by number of participants):						21836.96
Average Length of Stay on the Waiver:						335

Waiver Service/ Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
		2400	1500.00	1.54		
<b>Waiver Nursing Delegation Total:</b>						<b>4707.12</b>
Waiver Nursing Delegation- Assessment	Per assessment	1	6.00	47.72	286.32	
Waiver Nursing Delegation- Consultation	Hour	1	120.00	36.84	4420.80	
<b>GRAND TOTAL:</b>						<b>109184791.63</b>
Total Estimated Unduplicated Participants:						<b>5000</b>
Factor D (Divide total by number of participants):						<b>21836.96</b>
Average Length of Stay on the Waiver:						<b>335</b>

## Appendix J: Cost Neutrality Demonstration

### J-2: Derivation of Estimates (9 of 9)

#### d. Estimate of Factor D.

**i. Non-Concurrent Waiver.** Complete the following table for each waiver year. Enter data into the Unit, # Users, Avg. Units Per User, and Avg. Cost/Unit fields for all the Waiver Service/Component items. Select Save and Calculate to automatically calculate and populate the Component Costs and Total Costs fields. All fields in this table must be completed in order to populate the Factor D fields in the J-1 Composite Overview table.

#### Waiver Year: Year 5

Waiver Service/ Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
<b>Participant-Directed Homemaker/Personal Care Total:</b>						<b>95202380.00</b>
Participant-Directed Homemaker/Personal Care	Hour	2600	905.00	40.46	95202380.00	
<b>Residential Respite Total:</b>						<b>1863067.50</b>
Residential Respite	Day	150	35.00	354.87	1863067.50	
<b>Participant-Directed Goods and Services Total:</b>						<b>2764500.00</b>
Participant-Directed Goods and Services	Item	950	6.00	485.00	2764500.00	
<b>Participant/Family Stability Assistance Total:</b>						<b>1440.00</b>
Participant/Family Stability Assistance	Hour	1	12.00	120.00	1440.00	
<b>Support Brokerage Total:</b>						<b>413440.00</b>
Support Brokerage	Hour	160	85.00	30.40	413440.00	
<b>GRAND TOTAL:</b>						<b>152046513.57</b>
Total Estimated Unduplicated Participants:						<b>5700</b>
Factor D (Divide total by number of participants):						<b>26674.83</b>
Average Length of Stay on the Waiver:						<b>335</b>

Waiver Service/ Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
<b>Assistive Technology Total:</b>						<b>295873.80</b>
Assistive Technology Support	Hour	250	2.00	5.45	2725.00	
Assistive Technology Equipment	Item	300	2.00	484.00	290400.00	
Assistive Technology Consultation	Item	20	1.00	137.44	2748.80	
<b>Career Planning Total:</b>						<b>655146.91</b>
Worksite Accessibility	Hour	25	6.00	77.82	11673.00	
Career Discovery	Item	47	1.00	2140.79	100617.13	
Situational Observation and Assessment	Item	25	1.00	1167.71	29192.75	
Career Exploration	Hour	43	59.67	77.82	199671.33	
Benefits Education and Analysis	Item	28	1.00	461.30	12916.40	
Employment/Self-Employment Plan	item	21	1.00	1167.71	24521.91	
Job Development	Hour	51	39.27	77.82	155855.56	
Self-Employment Launch	Hour	22	70.50	77.82	120698.82	
<b>Clinical/Therapeutic Intervention Total:</b>						<b>897487.50</b>
Clinical/Therapeutic Intervention	Hour	75	350.00	34.19	897487.50	
<b>Community Respite Total:</b>						<b>804727.00</b>
Community Respite	Hour	275	98.00	29.86	804727.00	
<b>Functional Behavioral Assessment Total:</b>						<b>6760.00</b>
Functional Behavioral Assessment	Item	5	1.00	1352.00	6760.00	
<b>Group Employment Support Total:</b>						<b>2106492.50</b>
Group Employment Support	Day	175	75.00	47.36	621600.00	
Group Employment Support	Hour	175	1070.00	7.93	1484892.50	
<b>Habilitation - Adult Day Support Total:</b>						<b>18533750.00</b>
Habilitation-Adult						<b>13240000.00</b>
<b>GRAND TOTAL:</b>						<b>152046513.57</b>
<i>Total Estimated Unduplicated Participants:</i>						<b>5700</b>
<i>Factor D (Divide total by number of participants):</i>						<b>26674.83</b>
<i>Average Length of Stay on the Waiver:</i>						<b>335</b>

Waiver Service/ Component	Unit	# Users	Avg. Units Per User	Avg. Cost/ Unit	Component Cost	Total Cost
Day Support	Day	500	250.00	105.92		
Habilitation-Adult Day Support	Hour	550	500.00	19.25	5293750.00	
<b>Habilitation - Vocational Habilitation Total:</b>						<b>8205990.00</b>
Habilitation- Vocational Habilitation	Hour	420	350.00	19.77	2906190.00	
Habilitation- Vocational Habilitation	Day	440	100.00	120.45	5299800.00	
<b>Home Delivered Meals Total:</b>						<b>227736.60</b>
Home Delivered Meals	Per Meal	91	258.00	9.70	227736.60	
<b>Individual Employment Support Total:</b>						<b>2224950.00</b>
Individual Employment Support	Hour	390	100.00	57.05	2224950.00	
<b>Non-Medical Transportation Total:</b>						<b>8563185.00</b>
Non-Medical Transportation	Trip	1150	250.00	26.79	7702125.00	
Non-Medical Transportation	Mile	500	1524.00	1.13	861060.00	
<b>Remote Supports Total:</b>						<b>3037119.80</b>
Remote Supports	Hour	220	1031.00	13.39	3037119.80	
<b>Transportation Total:</b>						<b>6237000.00</b>
Transportation	Mile	2700	1500.00	1.54	6237000.00	
<b>Waiver Nursing Delegation Total:</b>						<b>5466.96</b>
Waiver Nursing Delegation- Assessment	Per assessment	1	6.00	51.76	310.56	
Waiver Nursing Delegation- Consultation	Hour	1	120.00	42.97	5156.40	
<b>GRAND TOTAL:</b>						<b>152046513.57</b>
<i>Total Estimated Unduplicated Participants:</i>						<i>5700</i>
<i>Factor D (Divide total by number of participants):</i>						<i>26674.83</i>
<i>Average Length of Stay on the Waiver:</i>						<i>335</i>