

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES



To: Developmental Disabilities Service Providers

From: Laura L. Nuss, Director, Department on Disability Services
Cathy R. Anderson, Deputy Director, Department on Disability Services, Developmental Disabilities Administration

Date: September 12, 2013

RE: Invitation to submit application for pre-qualification to provide **Individualized Day Supports** under the DDA Medicaid Home and Community-Based Services (HCBS) Waiver for Persons with Intellectual and Developmental Disabilities.

DDS/DDA invites experienced providers of services for people with intellectual and developmental disabilities to submit an application to pre-qualify as providers of Individualized Day Supports. The application package materials for pre-qualification can be found at: <http://dds.dc.gov/>

There you will find links to:

- (a) the HCBS Waiver Application to become a Waiver Provider,
- (b) the application to add a Waiver service for current providers,
- (c) the Individualized Day Supports Rules issued by the Department of Health Care Finance, and
- (d) the Individualized Day Supports Pre-Qualification Application Addendum.

Please submit your pre-qualification application by the close of business on October 4, 2013. The completed application with original signatures and all required documentation must be mailed or delivered to the following address:

Medicaid Waiver Provider Application Processing
The Department on Disability Services
Developmental Disabilities Administration
1125 15th Street, NW, 8th Floor
Washington, DC, 20005

DDS/DDA is particularly encouraging experienced providers of integrated, community-based services to apply. Integrated community-based services are those that do not involve the use of a fixed site, facility or segregated setting for service delivery. Providers serving people with intellectual and developmental disabilities in areas outside the District of Columbia that are interested in providing Individualized Day Supports to people with intellectual and developmental disabilities who reside in the District of Columbia are also encouraged to apply.

Background

Individualized Day Supports is a new service offered under the Home and Community-Based Waiver for Persons with Intellectual and Developmental Disabilities. This service has been added to the waiver in order to increase options so that people with intellectual and developmental disabilities receive individualized supports to participate in their neighborhoods and communities in ways that reflect personal preferences and advance meaningful social and community inclusion.

This new service category offers an opportunity for providers to put person-centered thinking, planning and service delivery into action. Opportunities and supports offered through this service can be individually built around each person. Unlike most other service models, Individualized Day Supports can be used to help a person *explore* the opportunities available in his/her local community for involvement, relationships, employment, and the pursuit of

personal interests and hobbies. This exploration can contribute to their making informed choices about how they want to spend their time, and the service model can ensure necessary supports are provided as each person pursues his/her chosen activities and routines. The staffing ratios allow supports to be flexibly provided, enabling people to make changes in their activities and routines over time, as new opportunities are identified and/or new interests/preferences emerge. Instead of offering a pre-set menu of activities, Individualized Day Supports can offer the provision of person-centered and person-directed supports that are as unique as each person who is receiving the service. Providers applying for pre-qualification to provide Individualized Day Supports are strongly encouraged to adopt a highly responsive, flexible, individualized and customized approach to delivering this service, which allows the individual service plan to take shape in response to individual preferences and needs, as well as unique community opportunities and resources, which are identified for each service recipient.

The service is expected to provide an alternative to fixed site, facility-based day habilitation and pre-vocational services, enabling people to receive day supports in integrated settings, and allowing them to bypass or transition out of fixed site, facility-based day habilitation services. The service can also be used to provide integrated, community-based wrap-around support to someone participating in part-time supported employment.

For people of working age not yet involved in supported employment, the service is also expected to include vocational and career exploration. For people of retirement age, the service is expected to include a range of activities and opportunities typical of a healthy retirement. The service may also be used by people with progressive or degenerative conditions for whom early retirement is appropriate.

Individualized Day Supports must be provided in integrated, community settings and therefore may not be provided in segregated facilities. Individualized Day Supports are not residential services and therefore may not be provided in the person's place of residence.

To ensure Individualized Day Supports can be sufficiently individualized to each person, the service can only be provided using a staff-to-participant ratio of 1:1 or 1:2. The required staffing ratio for each person will be documented in the person's ISP and Plan of Care and established to ensure the service meet the person's needs and is provided appropriately and safely.

Individualized Day Supports are designed and delivered based on the individualized goals of each person, which are included in the ISP and Plan of Care. The services enable the person to learn, improve and keep key skills and aptitudes for successful participation in the life of the community.

People receiving Individualized Day Supports are expected to have a rich and meaningful schedule of activities, based upon personal preferences, interests and goals – and ensuring that the individual takes full advantage of what the immediate neighborhood and wider community have to offer. Each person's schedule is expected to be well planned and adequately structured to ensure high quality experiences. In order to deliver a high quality service, providers of Individualized Day Supports also will need to have or develop deep knowledge of, and good connections to, the neighborhoods and communities where people live or that are of interest to them.

Activities should maximize the person's independence and support the opportunity to choose and identify his or her own areas of interest and preferences. Activities should provide opportunities for socialization, both maintaining existing relationships important to the person and offering opportunities to develop new relationships. Activities should include leisure activities that enhance practical skill development and support full community inclusion. The service should also include training and support in the safe and effective use of one or more modes of accessible public transportation.

An approved provider of IDS is expected to develop and submit an **Individualized Activity Plan** and **Staffing Plan** for each person at the commencement of service. These plans shall be updated whenever new opportunities are developed. The **Individualized Activity Plan** should be resubmitted to the Service Coordinator whenever the service is reauthorized. An **Individualized Activity Plan** is a plan that includes structured activities and practical experiences to advance specific goals that reflect the person's interests, needs and learning styles and that can be implemented within a flexible time period.

The **Staffing Plan** must provide a written explanation detailing who will provide services to the person, including who shall provide back-up services, as well as a plan for when back-up staff is unavailable, if the lack of immediate staff support poses a serious threat to the person's health and welfare.

Individualized Day Supports providers also are expected to coordinate and, if necessary, provide transportation so that people can participate in community activities consistent with the goals of this service. The service may originate from but may not occur in a facility-based day habilitation or pre-vocational setting. For example, a facility-based day habilitation setting may be used as a meeting place for people receiving Individualized Day Supports and staff. However, no Individualized Day Supports services can be provided at the facility. On-site attendance at the facility-based day habilitation setting is not required in order for a person to receive Individualized Day Support services that originate from that setting, nor do people have to start their day at any facility-based setting.

Provider Eligibility for Pre-Qualification

In order to be eligible for pre-qualification, a provider shall document the following:

- (a) Compliance with section 1904 (Provider Qualifications) and section 1905 (Provider Enrollment Process) of Chapter 19 of Title 29 of the DCMR;
- (b) A minimum of five (5) years of experience providing day services to people with Intellectual and/or Developmental (ID/DD) disabilities;
- (c) Verification of passing the DDS provider certification review (PCR) for at least three (3) years if the provider is currently a DDS provider and has been a provider for at least three (3) years;
- (d) Description of how they will provide oversight, supervision and training of all Direct Service Personnel (DSP) implementing Individualized Day Supports in the community; and
- (e) Systems for maintaining a staff-to-person ratio as indicated in the ISP and Plan of Care for each service recipient, up to a maximum ratio of one staff to two service recipients (1:2), ensuring that services meet the person's needs, and are provided appropriately and safely.

Reimbursement

Individualized Day Supports shall be billed at the unit rate. The reimbursement rate shall be six dollars and eleven cents (\$6.11) per billable unit or twenty-four dollars and forty-four cents (\$24.44) per hour. This service shall not exceed 1,560 hours per year or 6,250 units annually. A standard unit of service is fifteen (15) minutes and the provider shall provide at least eight (8) continuous minutes of services to bill for one (1) unit of service.

Service Limitations

Individualized Day Support services shall only be provided for six (6) hours a day up to five days (5) a week. Time spent in transportation to and from the program shall not be included in the total amount of services provided per day.

The Individualized Day Services shall not include activities that are the responsibility of the Supported Living, Residential Supports, Host Home or In Home Supports provider, such as, cooking or laundry activities.

Family and people who reside with the person receiving Individualized Day Supports services shall not provide this service.

Questions about Submitting an Application for Pre-Qualification to Provide Individualized Day Supports

Questions concerning this opportunity may be directed to Belinda Wiley at Belinda.Wiley@dc.gov.