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Targeted Service Coordination Instructions for Program Coordination

To: Developmental Disability (DD) Service Coordination Providers/Plan Developers

From: Bureau of Developmental Disabilities Services

During the 2011 Legislative session, HB 260, now 56-265 Idaho code, mandated the Department to realize cost savings while maintaining the quality and integrity of the services provided to Idaho Medicaid participants. As a result, a selective contract was developed and awarded to Community Partnerships of Idaho (CPI) in June, 2011 to provide Developmental Disability (DD) program coordination services for Certified Family Home (CFH) providers.

Effective March 15, 2012, the contract with Community Partnerships of Idaho, Inc. (CPI) for *Residential Habilitation Program Coordination for Certified Family Home Providers* will be implemented. The statewide contract is solely for Program Coordination for CFH providers and does not affect the Targeted Service Coordinator (TSC) that is working with the participant(s) in the home.

Residential Habilitation agencies providing affiliation services were notified on March 2, 2012 of this change, and provided the opportunity to receive reimbursement through March 14, 2012, so that they could transition the provision of services by their Agency to that of the Contractor.

Operational Changes

- The contract with CPI will be implemented on March 15, 2012, and claims using procedure code T2025 Residential Care [NOS] Waiver per Diem will not be reimbursed for any date of service after March 14th 2012. Any Individual Service Plan (ISP) submitted for approval should not include the procedure code related to residential habilitation agency—affiliation services (T2025).
 - While T2025 will not be reimbursed for dates of service after March 14, 2012, there will not be any interruption in services provided to assist CFH providers to deliver residential habilitation services. This is because contracted services through CPI will begin the day following the transition of this benefit to an administrative service on March 15, 2012.
- No addendums are necessary to modify an existing ISP that includes residential habilitation agency—affiliation services to reflect residential habilitation program coordination through CPI.

- Residential Habilitation—Affiliate services on an ISP may not be replaced by additional services. Therefore, no Addendums may be approved that discontinue Residential Habilitation—Affiliate and request other services using dollars that had initially been approved for affiliation services.
- Plan Developers will no longer be required to submit a Home Alone Safety Plan when a request for home alone time is indicated on the ISP. Instead, it will be CPI's responsibility to develop a Home Alone Safety Plan if home alone hours are approved by the Department on an ISP.
- ISPs submitted to the Department beginning March 15, 2012, must include the contract service residential habilitation program coordination if the participant is requesting residential habilitation—CFH services. Residential habilitation program coordination is an administrative service and will not be costed against the participant's budget.
- ISPs submitted beginning March 15, 2012, must use updated forms and processes. **Updates to the ISP Manual and ISP templates are available on the Department of Health and Welfare—Adult DD Care Management website.** These documents provide specific guidance on including information related to residential habilitation program coordination on the ISP.
- Service coordinators may release private participant information to CPI as defined by OCR HIPAA Privacy *Uses and Disclosures for Treatment, Payment, and Health Care Operations* [45 CFR 164.506].

The TSC will continue to be contacted with any concerns about case management issues or crisis.

Please be advised that CPI will conduct a face-to-face meeting with a CFH provider **after** the ISP is approved for **initial** service plans only. For **annual** plans, CPI intends to conduct the face-to-face meeting with the CFH provider 60-90 days **prior** to the end date of the participant's existing service plan. This allows CPI the opportunity to discuss with the CFH provider what residential habilitation goals will be worked on with the participant in the coming year. This will also allow the CFH provider to bring this information to the person-centered planning (PCP) meeting.

In March and April CPI will be hosting local meetings with Service Coordinators, CFH providers, participants and family members to introduce Program Coordinators and answer questions about the contract. This will provide you with the opportunity to receive more detailed information regarding our contractor's processes when working with CFHs serving DD waiver participants. Training dates are available at www.cpireshab.com.

Thank you for participating as a Medicaid provider of developmental disability services. Your cooperation with the Department's efforts to comply with Legislative direction is appreciated.