



**I/DD Waiver Policy Clarifications—  
(Policy Effective 12/1/15—8/2/18)**

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## Approved Medication Assistive Personnel (AMAP)

Q9: Can the RN code be billed for supervision and training of AMAP staff?

A9: [12/3/15] AMAPs have been used for many years by many agencies. The RN code has not been allowed to be billed for supervision or training of AMAP staff. I/DD Waiver reimburses for specific services to be provided to an individual recipient. Supervision of AMAP/LPN staff is not a member-specific service, rather it is an agency responsibility to ensure that personnel providing services are properly monitored.

Q10: Is there an administrative billing code for AMAP services? The manual is unclear.

A10: [12/3/15] There is no code for AMAP, rather Person-Centered Support staff are trained to function as AMAPs also.

Q103: What is the deadline for AMAP background checks via WV CARES? The original date for compliance of all other submissions was May 31, 2016, however, there were issues with AMAP submissions that were not resolved by that time.

A103: [11/03/2016] According to WV CARES, background checks for AMAPs will be processed when a staff person is reprinted for their regular cycle. Those for prospective new staff will be processed upon initial submission.

Q138: Where are AMAPs allowed to pass medications and provide health maintenance tasks?

A138: [3/1/18] AMAPs are permitted by state code and rule to administer medications and carry out health maintenance tasks in any location wherever a person is receiving services. Day program, work, gym, mall, etc.

Q139: If an AMAP changes employment, do they have to go through the entire 40 hour training again with the new agency?

A139: [3/1/18] Not necessarily. The AMAP or provider agency can request a copy of their certificate for \$20.00 from the OHFLAC vendor and the RN at the new agency can administer the recertification test and based on the results, may deem the AMAP approved. The AMAP will, of course, need individualized training on member-specific needs.

## Behavior Support Professional

Q8: How does a BSP become board certified and can current BSPs be grandfathered in as BSP II?

A8: [Updated 12/17/15] A process has been in place for three months (dated 12/3/15) that allows individuals to submit their applications to have a PBS endorsement by a recognized APBS Network for PBS Board of Review. The WV APBS Network is meeting next week and have an expedited process, but have very few applications to review. Additional information can be found at: <http://wvapbs.blogspot.com/>.

Some provider agencies and staff have received PBS endorsements from other states; information on PBS endorsement in other states was previously provided. Since the opportunity to become PBS endorsed has been available, BMS will not grandfather BSP staff.

Current TC/BSP staff can bill BSP I if this service is authorized for individuals who have transitioned to “new” services. BMS will allow staff who are not currently credentialed as BSP I a Period of one year to become credentialed, during which time BSP I can be billed. In addition, BSP I can be provided by staff with a non-human services degree if they were hired prior to 12/1/15.

If a BSP I qualifies for a PBS endorsement and meets all other requirements for BSP II and the budget allows, the team can request to replace BSP I with BSP II services.

BSP II cannot be provided until the clinician meets the requirements to bill that service as described in the policy manual.

Q20: According to the Quarterly Provider Training in May 2015 and the document on the BMS website, labeled “2015 Draft I/DD Waiver Comments and Responses,” a transition period of one year was documented to allow current TCs and BSPs to obtain BSP I and BSP II certification. The Policy Manual, however, indicates that the time-period is six months. Please clarify.

A20: [Updated 2/18/16] BMS will allow a transition period of one year for a Therapeutic Consultant to become certified as a Behavior Support Professional, as communicated in May 2015 and in the comments and responses document. During this time, the Therapeutic Consultant can bill BSP I, as there is no other code available. Note that this does not apply to BSP II—in order to bill BSP II, the clinician must meet the requirements as described in the policy manual.

Q28: The current policy manual says that, in order to be approved to train on a curriculum, the trainer must 1—be a BCBA, 2—be the developer of the approved course, or 3—have documentation that certifies completion of an approved training course (though not necessarily the course for which they are the trainer). What is considered an “approved training course” in option 3?

A28: [1/7/16] An “approved training course” is any curriculum that was approved by the WV APBS Network.

Q40: Are professional staff (TCs, RNs, SCs, and BSPs) required to receive person-specific training?

A40: [1/7/16] No. These professionals can familiarize themselves by reviewing clinical documentation for the individual as appropriate.

Q52: Can video-conferencing such as Omnijoin or Go To Meeting be used for BSPs and RNs to attend IDT meetings?

A52: [2/4/16] These professionals can attend IDT meetings using such services; however RN IPP Planning and/or BSP IPP Planning can only be billed by the professional when he/she is physically present.

Q53: Can BSPs bill to develop the tentative schedule? This task is not identified in the policy manual as something that the BSP can do.

A53: [2/4/16] Yes, it is the responsibility of the BSP to develop the tentative schedule, therefore this is a billable activity.

Q56: Section 513.3 of the policy manual states: “all staff must be trained to provide IDDW services in a culturally and linguistically appropriate manner.” Since this section is separate from the training requirements in Section 513.2, please clarify who is required to receive this training.

A56: [1/7/16] All staff who provide Medicaid services to persons who receive I/DD Waiver services must receive this training.

Q70: For purposes of the definition of Human Services degree in the policy manual, what constitutes a Liberal Arts degree?

A70: [4/7/16] At least 15 credit hours in Human Services classes are required for a degree to be considered Liberal Arts.

Q84: Can Service Coordination and/or Behavior Support Professional be billed while an individual is in the hospital, for purposes of discharge planning?

A84: [8/4/16] These services cannot be billed while a person is in the hospital, or at any time when services are on hold. When a member is hospitalized, it is the responsibility of the hospital social worker to arrange for discharge planning. Note, this does not apply to when a person is in a Crisis PCS site and their status is Member Hold-Extension in CareConnection®.

Q113: We have a BSP who was unable to get certified and will not be able to do so by the deadline of November 30, 2016. Can an extension be granted?

A113: [12/1/16] BMS will not be able to grant extensions for anyone unable to complete the course by November 30, 2016.

[Updated 1/5/17] BMS will not be able to grant extensions for anyone unable to successfully complete an approved curriculum by November 30, 2016. Those who have not successfully completed an approved curriculum will be unable to provide Behavior Support Professional Services of any kind to any I/DD Waiver member. This does not apply to new hires—all new hires have 6 months from the date of hire to receive the certification. Providers are welcome to contact KEPRO to obtain a list of curriculums that are approved.

Q119: The policy manual indicates that “new hires of individual agencies that have not completed an approved WVAPBS curriculum must successfully do so within the first six months of employment and be under ongoing clinical supervision by a Behavior Support Professional”. Does this policy extend to someone who has been working for an agency in a different capacity, such as service coordination, and therefore is considered a “new hire” to the position but not the agency?

A119: [2/2/17] No. Only someone newly hired by the agency and under a BSP’s supervision can bill BSP I for six months while getting certified. Those already employed by the agency wishing to provide BSP services in a new role, must be fully certified before they can bill. The “6-months provision” does not apply to staff already employed by the agency.

[Updated 2/9/17] BMS has clarified and will allow all current agency staff the same “6-months provision” to complete a WVAPBS approved curriculum under the condition that the BSP providing services is supervised by someone who is already a credentialed BSP.

Q147: Can a BSP bill to provide person centered training for an LPN on Behavior Support Plans and/or behavioral guidelines?

A147: [7/5/18] If an LPN is providing direct care services for any shift 3 hours or longer (in excess of 2,920 units of direct care nursing services per service year) and the person has a PBSP and/or behavioral guidelines then this is acceptable. This should only be done on an as-needed basis rather than completed as a matter of routine.

Q152: Can a professional serve as a person’s SC and BSP simultaneously?

A152: [8/2/18] No, this is not allowed at any time.

## CareConnection©

Q25: What sections of the I/DD-5 are required to be uploaded to CareConnection©?

A25: [1/7/16] The entire IPP (I/DD-5) must be uploaded to CareConnection© before requesting prior authorization for services. APS and BMS must have access to the entire document in order to review when considering requests.

Q72: A request for prior authorization for a person new to the program was recently submitted by our agency using the “initial” option in CareConnection©. We were advised that this function should not be used and that initial requests should actually be made using the “annual” option. Is this correct?

A72: [5/5/16] Yes, this is correct. The initial feature only provides an authorization for a period of 30 days. If an authorization is needed for a 30-day period, this can be received using the “annual” option, which can later be modified to reflect the units needed for the entire service year.

Q126: Is it necessary for the specific DHHR guardian listed in CareConnection© to sign the I/DD-5 or can any DHHR guardian sign the document in order to obtain prior authorization for services?

A126: [6/1/17] Any DHHR guardian can sign in place of the one listed in CareConnection©; however the circumstances surrounding the alternate attendee should be noted in the meeting minutes for the sake of clarity.

Q130: Is it necessary for the person’s IPP to address all maladaptive behaviors listed on the ICAP in order for service requests to be approved by KEPRO?

A130: [8/3/17] Registration Coordinators at KEPRO will review the necessary documentation to ensure that health and safety needs are sufficiently addressed in a person’s IPP. If it is unclear in the documentation submitted, then the Registration Coordinators will request additional information in order to make a clinical determination.

Q133: Pertaining to I/DDW Discharges due to death – If the SC enters an Effective Discharge Date into CareConnection© *after* an actual date of death, can the provider still bill for services until the Effective Discharge Date? For example, a SC may need to acquire the death certificate.

A133: Services cannot be billed after a date of death. Molina will reject any claims submitted for services provided after the date of death.

## Direct Care Service (Day Services, Person-Centered Support)

Q2: Given that 1:3 and 1:4 ratios are not available for Home-Based Person-Centered Support, what ratios should be billed when an individual is receiving services in the community while attending Facility-Based Day Habilitation?

A2: [12/3/15] The provider should bill the appropriate Facility-Based Day Habilitation code.

Q3: If an individual turns 18 during his/her service year, will they be eligible at that time to receive authorization for direct support services at the limits specified in the policy manual for those age 18 and older?

A3: [12/3/15] Yes, if the request is supported by the individualized budget and is clinically necessary.

Q6: If, at the Facility-Based Day Habilitation/Pre-vocational site, one staff person is working with four individuals and two of those are focused on day hab related tasks and two are focused on pre-voc related tasks, what code and what ratio does the staff person bill?

A6: [12/3/15] Under the circumstance described, the staff person would bill the 1:3-4 Facility-Based Day Habilitation code for the individuals focused on day hab tasks and 1:3-4 Pre-vocational code for individuals focused on pre-voc tasks. [Updated 5/5/16]

Q10: Is there an administrative billing code for AMAP services? The manual is unclear.

A10: [12/3/15] There is no code for AMAP, rather Person-Centered Support staff are trained to function as AMAPs also.

Q23: If an agency does not wish to integrate a Facility-Based Day Program into the community, can Person-Centered Support services be billed while individuals attend the program?

A23: [12/17/15] The allowable sites for any type of Person-Centered Support are: the residence of the individual or the local public community. The definition of local public community in the glossary section of the Policy Manual is: "Any community setting open to the general public, such as libraries, banks, stores, post offices, etc. Facility-Based Day Programs and Pre-vocational sites are not considered public community locations." As such, Person-Centered Support services cannot be provided at the former site of a Facility-Based Day Habilitation program or within the offices of an IDW provider.

Q24: Our agency wants to set up an additional company to pay individuals who will work in our office and we will bill Supported Employment. Is this acceptable?

A24: [12/17/15] The allowable sites for Job Development and Supported Employment are local public community settings and integrated employment settings. The definition of an integrated employment setting in the glossary section of the Policy Manual is: “A site where an individual receiving IDDW Job Development or Supported Employment services is employed where not more than 75% of the people with the same job description are diagnosed with an intellectual or developmental disability.” The provider will be required to apply this standard to the individuals employed; if 75% or more individuals with the same job description are diagnosed with an intellectual or developmental disability, it will not be considered an integrated setting and neither Job Development nor Supported Employment may be billed under this circumstance.

Q30: The ISP section of the new I/DD-5 requires that the name of the staff person be indicated in the section for provider. Is it permissible to indicate the agency in this space instead of the staff person’s name for those who live in ISS and for those who attend agency day services? Frequent turnover in these particular settings would require very frequent updates to the IPP document.

A30: [1/7/16] For Licensed Group Home PCS, Unlicensed Residential PCS, Facility-Based Day Habilitation, Pre-vocational Training, Job Development, and Supported Employment, it is acceptable to indicate the name of the agency that will supply the staff. For all other services, the name of the staff person must be indicated.

[Updated 7/6/16] This is also acceptable if Out-of-Home Respite is provided through a licensed facility-based day habilitation site.

Q35: BMS has indicated that the annual service limit for direct care services has been changed to 35,280 to accommodate “indirect” LPN activities. Should this number be changed to 35,376 due to leap year?

A35: [1/7/16] Yes, this limit has been changed to 35,376.

Q36: When are agencies required to stop billing for LPN travel time?

A36: [1/7/16] LPN travel may be billed for each individual until they transition to new services. Once the transition occurs, travel for LPN services can no longer be billed.

Q38: The policy manual says that providers cannot have any other responsibilities when providing 1:1 PCS services. With parent providers, does this apply to other children living in the home, caring for another family member, grandchild etc?

A38: [1/7/16] Yes. When a person is receiving 1:1 PCS services, he/she must be the only person receiving care. In the event that the person who receives I/DD Waiver services has siblings who require care at the same time, the parent may elect to have



someone else provide care to the siblings while PCS Family services are provided, or can choose to have another provider deliver PCS services.

Q49: Can I/DD Waiver mileage/trips be used for transport to Facility-Based Day Habilitation facilities and/or Supported Employment sites, or must NEMT be used?

A49: [1/21/16] I/DD Waiver mileage/trips can be used for this type of transport. Individuals can access NEMT for transportation to these types of facilities if the I/DD Waiver mileage/trips authorizations are exhausted.

Q50: There have been several issues when calling the number provided to verify financial eligibility. Either the operator will not provide the requested information because they require the guardian to call, or there is no answer. The same information can be obtained via Molina's website. Can a printed confirmation that eligibility is verified via the website be maintained in the member file instead of calling?

A50: [1/21/16] Yes, or the Service Coordinator may verify the month's eligibility during the monthly home visit by viewing the actual Medicaid card.

Q57: Can a person who attends Facility-Based Day Habilitation or Pre-vocational be paid to perform services while FBDH or Pre-vocational is being billed?

A57: [3/3/16] It is not permissible for individuals who are receiving Facility-Based Day Habilitation services to receive payment while that service is being billed. For those receiving Pre-vocational or Job Development services, agencies may pay "piece-rate" or sub-minimum wage with Department of Labor approval certificate.

[Updated 7/6/17] If an agency does not have the Department of Labor certificate, they must pay the individual at least minimum wage. Gift cards are not allowable. If the agency sells the product being made then the member must be reimbursed for their services either by using the "piece rate" or minimum wage standard.

Q60: When an individual is receiving job coaching through the Division of Rehabilitation Services (DRS), is it required to also have that IDDW staff person bill Supported Employment, Person-Centered Support, or Respite?

A60: [3/3/16] No. Because DRS is paying an agency to provide job coaching services to the individual, it would be a duplication of services to also bill Medicaid Waiver at the same time and is thus fraudulent.

Q61: Can Occupational, Speech, and Physical Therapy be considered direct care services for individuals who live in natural family settings for the purposes of the rule that requires individuals to receive direct care services at least once every 30 days?

A61: [3/3/16] Yes, BMS has determined that individuals who receive Occupational, Speech, and/or Physical Therapy will not be subject to discharge, even if no other direct care services are provided.

Q69: If a community employer pays an I/DD Waiver member at a rate other than minimum wage (for example, “piece-rate,”), can Supported Employment be billed or must the agency bill Pre-vocational services?

A69: [4/7/16] The agency should bill Pre-vocational services in this case.

Q87: Can individuals access Supported Employment without a referral to the Division of Rehabilitation Services (DRS)?

A87: [9/1/16] In order to access Supported Employment services via an I/DD Waiver provider, the Service Coordinator must make a referral to DRS. As long as documentation showing that the referral has been made is maintained in the file, the agency can bill Supported Employment services for the individual.

Q93: If an individual receives Day Habilitation services at two different locations with two separate agencies, should the SC complete visits at each location every other month?

A93: [9/1/16] No. The SC should alternate. For example, if the individual receives Day Habilitation services at Agency A and Agency B, the SC would conduct a visit at Agency A in August and Agency B in October.

Q94: Please provide some clarification to [old] PC #133 that states “someone who lives in an ISS cannot receive PCS-Agency or PCS-Family on weekends in a Specialized Family Care Home.” With new policy, ISS have been replaced by Licensed Group Home and Unlicensed Residential settings. Can someone who resides in a Licensed Group Home or Unlicensed Residential setting be eligible to receive Home-Based Person Centered Supports as it seems to fit within the description of the service and the site of service outlined in the manual?

A94: [9/1/16] Individuals who live in ISS or GH are not eligible to receive Home-Based Person Centered Support services.

Q102: In order to bill to provide I/DD Waiver services, does the legal representative have to be related to the person who receives services?

A102: [10/6/16] Yes, with the exception of Specialized Family Care Providers, in order to be paid to provide I/DD Waiver services, the legal representative is required to be a family member of the person who receives services.

Q116: If a person lives in an ISS and routinely accesses Unlicensed Residential PCS services at home, can family/friends bill for services if the member visits them for the weekend, holiday, etc.?

A116: [2/2/17] No. If a person accessing Unlicensed Residential PCS services is staying in the home of their family/friends, then the family/friends cannot bill I/DD Waiver services during the visit. The visit would be considered natural support. If staff takes the member for a short visit, as a community outing, the staff would bill the authorized Unlicensed Residential or Licensed Group Home PCS code while support is provided to the member during the visit.

Q122: If an individual attends school or is otherwise away from home for one or more weeks at a time, is it acceptable for the person to receive more than the daily average of PCS and/or Respite units while the person is home in order to utilize units that were not able to be billed due to the member being away from home?

A122: [4/6/17] No, if a person is receiving services in any facility away from home, his/her needs are met during that time by the facility. Only the daily average of PCS and/or Respite units may be billed during the time the member is at home.

Q135: What service should be utilized while transporting a member to/from the person's home, licensed IDD Facility-Based Day Habilitation Program, Pre-Vocational centers, Job Development activities or Supported Employment activities, or to the site of a planned activity or service which is addressed on the IPP and based on assessed need identified on the annual functional assessment?

A135: [3/1/18] Transportation Miles, Transportation Miles-PO, and Transportation Trips can be utilized. Transportation Miles (Traditional Options) services may be billed concurrently with Person-Centered Support Services, Respite, LPN, RN, Supported Employment and all Day Services. Transportation Miles (PO) may be billed concurrently with Person-Centered Support Services: Personal Options or Respite Personal Options. Transportation Trips (Traditional Option) may be billed concurrently with Person-Centered Support Services, Respite and any Day Services. While it is true that transportation services (including non-emergency medical transportation) can be billed concurrently with direct support services, the IDT must agree upon a safe and responsible plan that takes the person's medical and/or behavioral needs into consideration.

Q151: Can both Home-Based Person Centered Support and Respite services be billed by a Specialized Family Care Provider (SFCP) while a person is under the routine care and supervision of the SFCP? For example, would it be appropriate for the SFCP to bill Home-Based Person Centered Support while taking the person(s) out into the local, public community rather than billing Respite services?

A151: [7/5/18] Home-Based PCS may only be provided by staff providing services in the person's home. SFC Providers who are providing services in their own homes may only bill Out of Home Respite for the person who is there for respite.

## Electronic Monitoring

Q12: The Electronic Monitoring service information states that an incident report has to be entered in the IMS every time an emergency response is generated. Is there an exception to this if the response is a false alarm? If there is not an exception, is there a specific code that needs to be used in the IMS for this?

A12: [12/17/15] Even if the response is a false alarm, an incident report must still be completed in the IMS. It should be entered as a "simple" incident.

Q111: For individuals who receive Electronic Monitoring services, how often must the DD-17 be submitted? This is not specified in the policy manual.

A111: [11/03/16] The DD17 is required annually and should be uploaded with the DD-5 when authorization for the service is requested. For those who currently receive the service, the DD-17 can be uploaded the next time the team meets and again at the annual juncture.

## Extended Professional Services

Q37: The manual indicates that all agency staff, except extended professional staff, having direct contact with persons who receives services must meet all of the qualifications in that section. Does this apply to janitorial, clerical, and other staff who do not provide Medicaid services to individuals?

A37: [1/7/16] No. The requirements in Section 513.2 Provider Enrollment and Responsibilities, must be met by those who provide Medicaid services to persons who receive services. WV CARES will further clarify whether staff who do not provide Medicaid services are required to receive a Criminal Background Check.

[Updated 4/7/16] Only those who provide Medicaid services are required to receive the Criminal Background Check.

[Updated 6/2/16] WV CARES has clarified that direct access means physical contact with a resident, member, beneficiary, or client of a covered provider or covered contractor, or access to their property, personally identifiable information, protected health information, or financial information. As the requirement is for all direct access personnel to undergo a background check, agencies must maintain such on all employees who fit the definition. Any employee who has received a fingerprint-based

background check within the last 3 years are covered until the expiration date of those 3 years. Those who have not received a background check in the past 3 years are required to submit an application in the WV CARES system and be fingerprinted.

Q61: Can Occupational, Speech, and Physical Therapy be considered direct care services for individuals who live in natural family settings for the purposes of the rule that requires individuals to receive direct care services at least once every 30 days?

A61: [3/3/16] Yes, BMS has determined that individuals who receive Occupational, Speech, and/or Physical Therapy will not be subject to discharge, even if no other direct care services are provided.

Q89: Is Hippo (Equestrian) Therapy a billable I/DD Waiver service?

A89: [9/1/16] Hippo Therapy can be provided via I/DD Waiver only when an Occupational Therapist utilizes equestrian therapy as the venue through which to deliver occupational therapy. Equestrian therapy alone would not be a billable I/DD Waiver service. Participant-Directed Goods and Services may also be used for this service, as long as medical necessity is met, the individual self-directs, and there is money in the budget to accommodate.

## Financial Eligibility

Q50: There have been several issues when calling the number provided to verify financial eligibility. Either the operator will not provide the requested information because they require the guardian to call, or there is no answer. The same information can be obtained via Molina's website. Can a printed confirmation that eligibility is verified via the website be maintained in the member file instead of calling?

A50: [1/21/16] Yes, or the Service Coordinator may verify the month's eligibility during the monthly home visit by viewing the actual Medicaid card.

Q68: Our local DHHR economic service worker indicated that cases for individuals who "have full coverage SSI related Medicaid with no other benefits require no maintenance" with respect to financial eligibility. For I/DD Waiver members to whom this applies, what needs to be maintained in the file?

A68: [4/7/16] Per the Income Maintenance Manual, both medical and financial eligibility must be determined annually. If county DHHRs indicate that it is not necessary to determine financial eligibility annually, please send their name and county to Pat Nisbet or Taniua Hardy for follow-up.

Q85: Does financial eligibility for I/DD Waiver members who have SSI need to be re-determined annually?

A85: [8/4/16] Yes, they do, per Income Maintenance Manual 17.32: “.....SSI.....must complete the DFA-LTC-5 to evaluate any annuities, trusts, and/or other potential resources or transfers when determined medically eligible for I/DD and at each annual redetermination.”

## Hold/Extension Requests

Q83: Section 513.26 of the I/DD Policy Manual says a person may be discharged from the program if “a person does not access or utilize at least one IDWW Service each month (with the exception of Service Coordination).” So that agencies know when it is appropriate to submit a DD-12, how is the term “month” applied—every 30 days or within the calendar month?

A83: [8/4/16] The term “month” here refers to within the calendar month. For example, if a person does not or will not receive services during the month of July, a DD-12 should be submitted identifying the reason services were not/will not be accessed and requesting an extension.

Q84: Can Service Coordination and/or Behavior Support Professional be billed while an individual is in the hospital, for purposes of discharge planning?

A84: [8/4/16] These services cannot be billed while a person is in the hospital, or at any time when services are on hold. When a member is hospitalized, it is the responsibility of the hospital social worker to arrange for discharge planning. Note, this does not apply to when a person is in a Crisis PCS site and their status is Member Hold-Extension in CareConnection©.

Q98: If a person who receives services passes away, does the SC need to submit a DD-12 if the home visit/day visit was not completed?

A98: [10/6/16] No, this is not required.

Q125: Can Waiver services be provided to persons who are incarcerated?

A125: [6/1/17] No. I/DD Waiver services cannot be provided while someone is incarcerated. In the event that a member is jailed or imprisoned, the SC should submit an I/DD-12 to KEPRO and request an eligibility extension.

[Updated 5/31/17] If a person has gone or will go a calendar month without accessing a direct care service, the SC **must** submit an I/DD-12 to KEPRO as soon as they become aware of the person's circumstances.

## Incident Management System (IMS)

Q12: The Electronic Monitoring service information states that an incident report has to be entered in the IMS every time an emergency response is generated. Is there an exception to this if the response is a false alarm? If there is not an exception, is there a specific code that needs to be used in the IMS for this?

A12: [12/17/15] Even if the response is a false alarm, an incident report must still be completed in the IMS. It should be entered as a "simple" incident.

Q66: If an individual self-directs their services, who is responsible for entering incidents into the IMS?

A66: [4/7/16] The Service Coordinator is responsible for ensuring that incidents are entered into the IMS, as well as for maintaining a written copy of the report in the member file. While PPL Resource Consultants have capability to enter incidents into the IMS and follow-up with families on a monthly basis regarding reportable incidents, they will verify with the SC prior to entering an incident in order to avoid duplication.

Q91: When an incident occurs involving an individual who receives Service Coordination services from one agency and residential and/or day services from another, which agency is responsible to enter the incident into WV IMS?

A91: [9/1/16] The agency whose staff observe or are involved in the incident should report the agency in WV IMS. In the event the individual receives Service Coordination from another agency, the residential/day service agency is responsible for notifying the SC of the incident, as well as for completing follow-up in the IMS. That agency must also provide the SC with copies of all related documentation. If the incident occurs in a residential or day setting where the individual also receives SC services, the observer can notify the SC who can then enter the incident.

## Individual Program Plan (IPP)

Q25: What sections of the I/DD-5 are required to be uploaded to CareConnection©?

A25: [1/7/16] The entire IPP (I/DD-5) must be uploaded to CareConnection© before requesting prior authorization for services. APS and BMS must have access to the entire document in order to review when considering requests.

Q30: The ISP section of the new I/DD-5 requires that the name of the staff person be indicated in the section for provider. Is it permissible to indicate the agency in this space instead of the staff person's name for those who live in ISS and for those who attend agency day services? Frequent turnover in these particular settings would require very frequent updates to the IPP document.

A30: [1/7/16] For Licensed Group Home PCS, Unlicensed Residential PCS, Facility-Based Day Habilitation, Pre-vocational Training, Job Development, and Supported Employment, it is acceptable to indicate the name of the agency that will supply the staff. For all other services, the name of the staff person must be indicated.

Q52: Can video-conferencing such as Omnijoin or Go To Meeting be used for BSPs and RNs to attend IDT meetings?

A52: [2/4/16] These professionals can attend IDT meetings using such services; however RN IPP Planning and/or BSP IPP Planning can only be billed by the professional when he/she is physically present.

Q54: As many agencies and families are using technology more, is it permissible to send an IPP to the family by email instead of printing and mailing a hard copy? If so, how is this best documented?

A54: [2/4/16] If any IDT members prefer to receive the IPP via email, then this is permissible. All email communication that includes Protected Health Information (PHI) must be sent securely. In order to document that the email with the attachment was forwarded, a service note can be done and a copy of the email attached to that service note, which would then go into the record of the person who receives services.

Q63: When a member transitions to new services at a juncture other than the annual, can an addendum be uploaded to CareConnection© or must the entire IPP be provided?

A63: [4/7/16] If the annual IPP is not already in CareConnection©, it must be uploaded before any authorizations will be provided. In the event that the transition occurs at a critical juncture or quarterly, an addendum showing the changes to the annual IPP is sufficient. If the transition occurs at the 6 month juncture, the 6 month IPP showing the changes must be provided.

Q78: Under what circumstances may an IDT member write in "attended" on a signature page instead of agree or disagree? What is billable for the SC when trying to obtain those signatures after the meeting?

A78: [6/2/16] The SC can bill for documenting the IPP. Signatures and attendance, and if possible, agreement and/or disagreement should be obtained during the IDT meeting. In the event that a team member chooses not to provide agreement/disagreement at



the meeting, the SC should send a copy of the signature sheet with the completed IPP for the team member to indicate agreement/disagreement and return. The IPP is not valid until all required signatures and indication of agreement/disagreement are obtained.

Q88: Policy Clarification #30 (under the Individual Program Plan section) mentions that all services other than the direct care services listed in the answer must indicate a name of the staff person who provides the service. For those living in an ISS or group home setting, Transportation Trip and/or Mileage could be provided by a number of staff members who work in the ISS or group home. Could these two transportation services also be indicated as being provided by the name of the agency as opposed to a roster of staff members who work with the individual?

A88: [9/1/16] Yes, this is permissible.

Q104: In situations when the Waiver recipient refuses or is unable to sign the IPP, how should providers proceed?

A104: [11/03/16] In such cases, it should be documented in the meeting minutes and on the signature sheet that the individual cannot or will not sign the IPP. Note that members do have the right to refuse to sign and/or disagree, so it is important that the reason for the refusal be documented.

Q109: Agencies are experiencing a frequent need for addendums regarding ratios of 1:1, 1:2, and 1:3 services. In conducting addendums, I am finding that IDTs are not concerned with the number of units of each ratio provided; rather they are concerned that 24 hours of service overall be provided. As such, is it acceptable for the team to identify in the annual meeting that 24 hours of service will be provided across ratios throughout the year, and then update the ISP as needed, without the requirement to hold an addendum again when simply changing ratios, as long as the budget is not exceeded?

A109: [11/03/16] An addendum is required, but a face-to-face meeting is not. The IPP must specify ratios as agreed upon by the team and be updated when they change.

Q117: Are Medical Powers of Attorney/Healthcare Surrogates required to attend members' IDT meetings?

A117: [2/2/17] A person designated as a Medical Power of Attorney (MPOA) is someone chosen (via advanced directives) in the event the member is not able to make decisions on his or her own behalf. When a member is determined unable to make health care decisions, the MPOA is a required team member. Medical providers identify a healthcare Surrogate in the event the member is unable to make decisions. If a program member has an identified Healthcare Surrogate, that Healthcare Surrogate would be

required to attend all IDT meetings. For additional information regarding advance directives requirements, see WV State Code 16 Article 30 § 6, which can found here: <http://www.legis.state.wv.us/wvcode/Code.cfm?chap=16&art=30>

Q126: Is it necessary for the specific DHHR guardian listed in CareConnection© to sign the I/DD-5 or can any DHHR guardian sign the document in order to obtain prior authorization for services?

A126: [6/1/17] Any DHHR guardian can sign in place of the one listed in CareConnection©; however the circumstances surrounding the alternate attendee should be noted in the meeting minutes for the sake of clarity.

Q128: Section 513.8.1.3 of the IDW Manual states, “when a person transfers from **one residential provider to another** or from one day setting to another, a seven day IDT meeting must occur to outline the services and supports the person needs to successfully access the new setting and services. A thirty day IDT must occur to finalize these services.” Is a seven day and/or a thirty day meeting(s) required if a person chooses to access the traditional and person options service delivery model?

A128: [8/3/17] No. In this instance, a seven day meeting would only be required if there was a change to the person providing the primary caregiver residential services.

Q129: The ISP section of the DD-5 has the SC specify the amounts and frequencies of each service by completing the following: “Services should average \_\_\_ units per month & should not exceed \_\_\_ units per year.” Can this statement be manipulated to better describe services that are not necessarily used on a monthly basis and/or if the billing increments are actually miles, trips, or events?

A129: [8/3/17] Yes. The SC can do this, but should still specify an average amount over the course of the service year, as well as the amount of services that will not be exceeded during the service year.

Q130: Is it necessary for the person’s IPP to address all maladaptive behaviors listed on the ICAP in order for service requests to be approved by KEPRO?

A130: [8/3/17] Registration Coordinators at KEPRO will review the necessary documentation to ensure that health and safety needs are sufficiently addressed in a person’s IPP. If it is unclear in the documentation submitted, then the Registration Coordinators will request additional information in order to make a clinical determination.

Q131: Is it necessary for all IDT members to be present for the entire duration of a team meeting in order for the IPP to be considered valid?

A131: [9/7/17] Policy does not dictate all members must be present for the entire duration of a team meeting in order for an IPP to be considered valid. Per Chapter 513.8, “The IPP must include the signature of all persons who attended and should indicate agreement/disagreement with the IPP, date of the meeting and the total time spent in the meeting for each team member. The person receiving services or their legal representative must agree with the plan for it to be considered a valid IPP.”

Make note that the validity of the IPP has different requirements than those for providers billing for attending/participating in an IDT meeting. See each service description for IDT attendance and documentation requirements.

[6/27/18] Section 513.25.2 of the manual states that the person and/or their legal representative (if applicable) have the responsibility of being present during IDT meeting. In extremely extenuating circumstances, the legal representative or other team persons may participate by teleconferencing if they do not bill for the time spent in the IDT. The person **must** be present and stay for the entire meeting if they do not have a legal representative.

Q145: When a person chooses to transfer services to a different Service Coordination agency should this be documented on an I/DD-4 or on an I/DD-5?

A145: [6/7/18] This should be documented on an I/DD-5. The I/DD-4 is only appropriate to use for new slot releases. Documenting this on an I/DD-5 allows the Registration Coordinators to see the ISP boxes that they will need to have access to in order to make a determination in regards to modifications and/or purchase requests.

Q150: The new budget letters indicate, “If you request an exception, your IDT must fill out two sections of the IPP; one for the services you want, including services in excess of the budget, and one in which services requested are within the budget.” Will the I/DD-5 template be updated to include samples of these required sections in the event the IDT chooses to pursue the Exceptions Process?

A150: [7/5/18] The I/DD-5 will be updated and made available soon. In the meanwhile, if the IDT plans to pursue the Exceptions Process, the SC should ensure that these details are included in the meeting minutes.

## Intellectual/Developmental Disabilities (I/DD) Waiver Forms

Q42: The transportation log portion of the I/DD-7 lists the starting address under the travel column and the ending address under the travel to column. This is different from the previous I/DD-7, so it appears that the actual street address is required on the form. Is this correct? If so, how should it be documented?

A42: [1/21/16] Yes, the street address is required, and should be documented as follows:

Date	Travel From (Starting Location)	Travel To (End Location)	Reason For Travel (Must Correspond To An Objective On The Member's IPP)	Total Miles Or Trips	Provider/ Staff Initials
12/30/15	1234 Main St	100 Nitro Marketplace	Small Purchase	10	CM
	Dunbar	Cross Lanes			

Q62: On the I/DD-5, in the medications section, there is space for both “reason rx/dx” and “rationale for continuation,” which seems repetitive. What is the expectation for these items?

A62: [3/3/16] The “reason rx/dx” item should include the reason the medication is prescribed; to also include a “rationale for continuation” is an OHFLAC Behavioral Health regulation, and should include the reason the medication must continue to be taken at the time of the IPP. The reason the medication may be the member’s diagnosis “dx.”

Q99: If a member passes away, are both the DD-10 and DD-11 required?

A99: [10/6/16] As long as the SC submits the discharge in CareConnection© and attaches the DD-11 with all necessary information, the DD-10 is not required.

Q120: On the I/DD-09, is it necessary to identify the number of units for each ratio if the IDT is requesting to utilize the LPN 1:2 and/or 1:3 code(s) or would the total number of LPN units needed suffice?

A120: [4/6/17] If the IDT plans to utilize the LPN 1:2 and/or 1:3 codes, then it will be necessary to identify the total number of units needed for each ratio of this service.

Q124: On the updated DD-3 that was sent out with the 3/2/17 policy clarification call information, a new section was added for the SC to verify that the individual received a Direct Care Service during the month. Does the SC have to submit a DD-12 if the individual did not receive a DCS during the month or should providers contact KEPRO in order to determine if a DD-12 is necessary?

A124: [5/4/17] According to the memo sent to all I/DD Waiver providers on 3/22/16, effective 4/1/16 if an individual goes longer than 30 days without accessing a DCS, the SC must submit a DD-12 to KEPRO if the person has gone 30 days without services or if it is anticipated that this may occur.

[Updated 4/7/17] It is the expectation that the SC records on the I/DD-3 whether or not the person received a DCS during the previous *calendar month*, as well as if it is anticipated that the person will not receive a DCS during the current and subsequent months. If the person did not or will not receive a DCS in a calendar month, then the SC should submit an I/DD-12 as soon as they become aware that this requirement has not or will not be met.

Q127: What is the process for requesting and receiving approval for Participant-Directed Goods and Services (PDGS)?

A127: [7/6/17] The SC requests authorization for PDGS in CareConnection®, being certain to attach a completed DD-8, applicable estimates, and the portion of the IPP that details the specific item/service and why it is needed, as well as a signature page showing team agreement. If the request is within budget and all necessary supporting documentation has been submitted, KEPRO will provide authorization in CareConnection®.

Once the request is approved in CareConnection®, the SC will notify the member/legal representative, who will then complete a PDGS application packet in full and submit to the PPL Resource Consultant. PPL will review the packet and determine whether the item/service can be approved according to requirements and guidelines in section 513.16 Goods and Services of the IDD Waiver policy manual. When a decision is made, PPL will notify the member/legal representative.

*In order to obtain a PDGS application packet or if there are any questions related to PDGS decisions please contact Tiffany Angel with PPL at 304-988-4221 (work), 304-283-8802 (cell), or by email at [tangel@pcqus.com](mailto:tangel@pcqus.com). PPL requests that, in order to expedite processing of requests, instructions on the PDGS application be read and followed carefully.*

Q134: Is it permissible to modify I/DD forms for specific agency purposes and, if so, would faxed/electronic signatures be considered compliant during an on-site review? Are original documents required to be maintained in files?

A134: Yes. The integrity of the form and all required information must be maintained; however the forms may be modified to meet specific member or provider needs. Faxed and/or electronic signatures are also acceptable.

[Updated 1/29/18] Original documents are to be maintained in the file.

Q141: In regards to the completing the I/DD-2 at the time of the Annual Functional Assessments the revised manual states, "If the person has a legal representative that is not in attendance, the legal representative must sign the Freedom of Choice within 10 days." The manual also states that, "If the person has a legal representative that did not attend the Annual Functional Assessment and complete the Freedom of Choice Form

(WV-BMS-IDD-2), then it is the responsibility of the Service Coordinator to obtain the signature of the legal representative prior to or at the Annual IPP." Considering that the Annual Functional Assessment is completed approximately 90 days prior to the person's Anchor Date, how can both requirements be met if the legal representative does not attend the Annual Functional Assessment?

A141: [5/3/18] The expectation is that the I/DD-2 is to be completed with the legal representative within 10 days of the date that the Annual Functional Assessment was held. If, however, it is not possible to do so it should be completed at or before the person's Annual IPP meeting and the SC should document the circumstance that prohibited completion within 10 days.

Q142: If a Service Coordinator is required to complete the I/DD-2 with the legal representative as a result of the legal representative not attending the Annual Functional Assessment, then how can the Service Coordinator answer questions that the KEPRO Service Support Facilitator would otherwise field while still ensuring that conflict of interest policies are also being followed?

A142: [5/3/18] Service Coordinators are responsible to be familiar with policy and to answer questions regarding services and service options. In the event that a legal representative has questions the SC is unable to answer, they can contact their assigned Provider Educator or refer the legal representative to KEPRO's member/family Liaison for additional assistance.

Q145: When a person chooses to transfer services to a different Service Coordination agency should this be documented on an I/DD-4 or on an I/DD-5?

A145: [6/7/18] This should be documented on an I/DD-5. The I/DD-4 is only appropriate to use for new slot releases. Documenting this on an I/DD-5 allows the Registration Coordinators to see the ISP boxes that they will need to have access to in order to make a determination in regards to modifications and/or purchase requests.

## Intensively Supported Settings (ISS)

Q21: Will there be any over-budget approval for individuals whose lease obligations or inability to find someone to share a home with prevent agencies from being able to provide direct support services in ratios other than 1:1?

A21: [12/17/15] These will be considered on a case-by-case basis. Service Coordinators should submit the Direct Support Living Arrangement assessment, attached, in advance of the annual IDT meeting in preparation. Agencies are encouraged to assist individuals with ensuring their living arrangement needs are met in the most cost-effective manner possible, as, unless clinical/medical necessity is demonstrated, 24-hour per day 1:1

ratios will not be approved. This may require that IDTs proactively identify alternatives to 1:1 ratios PRIOR to the annual IDT meeting.

Q22: What is the final decision on the requirement for requests for more than 12 hours, average, per day of 1:1 direct support? The Policy Manual states “all requests for more than an average of 12 hours per day of 1:1 services require BMS approval,” however, we have been directed that the Direct Support Services Living Arrangement assessment is not required if the request is under budget?

A22: [Updated 3/3/16] The Direct Support Services Living Arrangement assessment (DSS LA) must be submitted under the following circumstances:

- The individual wishes to change the current living arrangement to a setting that will result in an increase over the current cost of annual services
- A change in living arrangement will result in the **current** budget being exceeded (note, approval of a DSS LA is required prior to changing living arrangement in the demographics section in CareConnection©)
- The current living arrangement is ISS, the individual does not wish to change living arrangement, however, the request for services agreed upon will cause the budget to be exceeded
- The individual lives in a setting other than ISS and wishes to receive greater than an average of 12 hours per day of direct support services

[Updated 5/5/16] Note that, as announced at the Quarterly Provider Meeting in March 2015, prior approval is required for individuals to receive a higher level of direct support services than he/she is currently receiving. While BMS does not approve or deny a person’s choice of living setting, medical, behavioral, and/or circumstantial necessity must be demonstrated in order for a higher level of services to be approved and/or for the current assigned budget to be exceeded. **Agencies are advised against providing services prior to receiving authorization as reimbursement cannot be guaranteed.**

[Updated 7/21/16] Per BMS: those who live in an ISS and are requesting a 2<sup>nd</sup> Level Negotiation decision from BMS about services not authorized are required to submit as well.

Q64: On the Direct Support Services Living Arrangement (DSS LA) assessment, what is the difference between “conditionally approved” and “approved as requested?” Specifically, what criteria must be met in order for BMS to “approve as requested?”

A64: [4/7/16] A DSS LA may be conditionally approved, rather than denied, if the request for new or continued requests for 24-hour per day direct support services can be approved, but not exactly as requested. For example, it may be possible for the individual to receive 24 hours of direct support service per day without exceeding the budget by utilizing different ratios than what is initially proposed. Conditionally approved means the request is approved so long as certain conditions are met. Approved as requested means the request is approved, and no additional conditions are

necessary. In order for a request to be approved, medical, behavioral, or circumstantial necessity (such as owning a 1-bedroom home BEFORE March 2015 when this policy went into effect), must be demonstrated.

Q65: If an agency is temporarily unable to staff an ISS, can the individuals who live in that setting be placed in a crisis site?

A65: [4/7/16] This is not allowed. Agencies are expected to staff ISS. The purpose of crisis sites is to assist members who are experiencing behavioral crises or to assist those who live in natural family/SFCH and have lost their natural supports.

[Update 2/2/17] This also applies to individuals who live in an ISS and receive services via the Traditional with Personal Options Service Delivery Model. Individuals cannot be placed into a crisis site due to being unable to staff the home. **Exception: if the individual will transition to the Traditional Service Delivery Model upon discharge from the crisis site, this is allowed.**

Q67: Is a modified diploma required for someone to receive 24 hour residential services as an adult?

A67: [4/7/16] No; individuals over the age of 18 are not required to have any sort of diploma in order to receive residential services.

Q94: Please provide some clarification to [old] PC #133 that states “someone who lives in an ISS cannot receive PCS-Agency or PCS-Family on weekends in a Specialized Family Care Home.” With new policy, ISS have been replaced by Licensed Group Home and Unlicensed Residential settings. Can someone who resides in a Licensed Group Home or Unlicensed Residential setting be eligible to receive Home-Based Person Centered Supports as it seems to fit within the description of the service and the site of service outlined in the manual?

A94: [9/1/16] Individuals who live in ISS or GH are not eligible to receive Home-Based Person Centered Support services.

Q106: Can authorizations for individuals who live in ISS or group homes be modified according to the needs of all individuals who live in the home? For example, an unexpected staff shortage resulted in more 1:2 services being provided than originally planned, requiring adjustment of ratios for all who live in the home.

A106: [11/03/16] This is a staffing issue that the agency is expected to resolve and authorizations will only be considered based on member need.



Q110: If someone who receives I/DD Waiver services lives with a roommate who does not participate in the program but requires care, what ratios of direct care services should be billed?

A110: [11/03/16] If one staff person is working with more than one individual all must be considered when determining which service code to bill. For example, if a staff person works with one person who receives I/DD Waiver services and one who does not, the appropriate ratio to bill is 1:2.

Q136: (Originally submitted 10/6/17) What is the minimum age for an I/DD Waiver member to access an Individualized Support Setting (ISS)?

A136: While OHFLAC does generally adhere to this policy, there are exceptions in which they will consider allowing someone who is under 18 years old to be placed in an ISS. These exceptions are considered on a case by case basis. If such an exception is to be considered, then OHFLAC will require information related to where the person will be admitted, information about the other person(s) in the home, and information about the potential placement including:

- The ISS or group home being considered
- The ages and genders of the current residents
- The IPPs for the current residents
- The Behavior Support Plans for the current residents, if applicable
- The staffing ratios identified by the IPP and BSP for all current residents
- The identified maladaptive behaviors of the potential admission

[Updated 12/18/17] If a member who is under 18 years of age is granted an exception by OHFLAC and placed in an ISS setting the provider will not be reimbursed by the I/DD Waiver program.

## Miscellaneous

Q4: The new policy manual says that if a home visit was not conducted, services cannot be billed during that month. If there is an approved DD-12, can services be billed?

A4: [12/3/15] Yes.

Q16: I understand that the Policy Manual will not be revised at this time. Will discussions and agreements during Policy Clarification calls be considered policy? Will Policy Clarifications be applied during Provider Reviews?

A16: [12/17/15] Yes, Policy Clarifications will be considered policy. It will be the expectation that agencies apply policy as clarified during conference calls. For Provider Reviews, clarifications will also be applied as approved policy.

Q47: The policy manual says “all required documentation must be maintained by the IDDW provider for at least five years in the person’s file subject to review by authorized BMS personnel or contracted agents” and “the provider must retain the member’s medical records for at least five years after the date of service. Any record that is disputed or under investigation must be maintained until the issue is resolved.” What records, exactly, must remain on site for five years?

A47: [1/21/16] All records pertaining to I/DD Waiver eligibility, service provision, and treatment must be maintained per the instructions in the policy manual.

Q59: Are there plans to look at rate increases for services?

A59: [3/3/16] Not at this time, unless there is an increase in legislative appropriations for this program. BMS will conduct their annual rates review in the near future.

Q96: What is the SC’s responsibility for making sure the “Motion for Authorization for Compensation” gets done? How does the absence of getting this done affect PPL?

A96: [12/1/16] WV Legislature House Bill 2885 is a bill to amend and reenact §44A-1-8 of the Code of West Virginia, relating to the eligibility of guardians or conservators to be hired to provide care to a protected person through employment with a behavioral health provider in certain circumstances. Section (g) of this bill allows for guardians/conservators of protected persons to be paid for the provision of services under certain circumstances. (Additional information can be found here: [http://www.legis.state.wv.us/bill\\_status/bills\\_text.cfm?billdoc=hb2885%20intr.htm&yr=2011&sesstype=RS&i=2885](http://www.legis.state.wv.us/bill_status/bills_text.cfm?billdoc=hb2885%20intr.htm&yr=2011&sesstype=RS&i=2885)).

[Updated 2/2/17] Guardians/conservators who wish to be paid for providing services are responsible for ensuring that they are in compliance with this rule, and must provide documentation showing such to the Service Coordination agency. This requirement applies to those who receive services via the Traditional service delivery model as well as those who receive services via the Traditional with Personal Options service delivery model.

If the guardian/conservator is employed by an agency via the Traditional service delivery model, the agency is responsible to maintain proof of the following: “the arrangement is disclosed in writing to the court making the appointment of the guardian or conservator and only if the court finds that this is in the best interest of the protected person that such an arrangement occur.” Thus, the agency should have proof that the court has been notified and proof that the court finds it is in the best interest of the protected person that such an arrangement occur. If the guardian/conservator is employed by the member via the Traditional with Personal Options service delivery model, PPL is responsible for maintaining the same documentation.

[Updated 3/2/17] It is the expectation that the proof provided by court be attached to the person's file in CareConnection© under the file name, "Legal Forms". For all the existing court documents that haven't been attached in CareConnection©, the appropriate provider should attach them at the time of the person's next Annual or Six Month IDT meeting.

[Updated 11/13/17] This requirement only applies to individuals that are 18 years of age or older, who live in their natural family home, and have a direct care staff that bills Family-PCS. This requirement **DOES NOT** apply if the individual is under the age of 18 or to those that are their own legal guardian.

Q105: That day and residential services for individuals can be modified after the end of the service year has been helpful, particularly since the elimination of group auths. Is this something that can be done for other services, such as professional services or direct care services for those who live in settings other than ISS or group homes?

A105: [11/03/16] Modifications to services requested after the end of the service year are considered on an individual basis for those who live in ISS or group homes only. This practice is only allowed for day and residential services.

Q107: Can providers maintain pictures of documentation on staff cell phones? For example, can Service Coordinators take pictures of DD7s on home visits?

A107: [11/03/16] This is not allowed, as it poses a risk of protected health information being inadvertently disclosed.

Q125: Can Waiver services be provided to persons who are incarcerated?

A125: [6/1/17] No. I/DD Waiver services cannot be provided while someone is incarcerated. In the event that a member is jailed or imprisoned, the SC should submit an I/DD-12 to KEPRO and request an eligibility extension.

[Updated 5/31/17] If a person has gone or will go a calendar month without accessing a direct care service, the SC **must** submit an I/DD-12 to KEPRO as soon as they become aware of the person's circumstances.

Q133: Pertaining to I/DDW Discharges due to death – If the SC enters an Effective Discharge Date into CareConnection© *after* an actual date of death, can the provider still bill for services until the Effective Discharge Date? For example, a SC may need to acquire the death certificate.

A133: Services cannot be billed after a date of death. Molina will reject any claims submitted for services provided after the date of death.

Q136: (Originally submitted 10/6/17) What is the minimum age for an I/DD Waiver member to access an Individualized Support Setting (ISS)?

A136: While OHFLAC does generally adhere to this policy, there are exceptions in which they will consider allowing someone who is under 18 years old to be placed in an ISS. These exceptions are considered on a case by case basis. If such an exception is to be considered, then OHFLAC will require information related to where the person will be admitted, information about the other person(s) in the home, and information about the potential placement including:

- The ISS or group home being considered
- The ages and genders of the current residents
- The IPPs for the current residents
- The Behavior Support Plans for the current residents, if applicable
- The staffing ratios identified by the IPP and BSP for all current residents
- The identified maladaptive behaviors of the potential admission

[Updated 12/18/17] If a member who is under 18 years of age is granted an exception by OHFLAC and placed in an ISS setting the provider will not be reimbursed by the I/DD Waiver program.

Q136: How does BMS define a CRP (Community Rehabilitation Program) for the IDD Waiver program/Integrated Services Rule?

A136: [3/1/18] A Community Rehabilitation Program (CRP) with a behavioral health license is considered a specialized facility setting when individuals with disabilities (HCBS recipients/Title XIX Waiver funded) are working and/or receiving training there. This is true for any facility/setting owned or leased by the CRP, even if it is regarded by some as a general workplace. As such, these programs cannot bill for Supported Employment which occurs at the facility/setting.

Q137: How does BMS define a Specialized Facility for the IDD Waiver program/Integrated Services Rule?

A137: [3/1/18] CMS has notified BMS that "...a specialized facility is a setting with characteristics that segregate or separate individuals with disabilities from a general workplace environment. Examples may include enclaves, sheltered workshop type environments, center-based or facility-based employment."

Q144: Is the time to document that a voicemail message was left billable?

A144: [6/7/18] No, this is not a billable activity. If the agency needs to maintain documentation that messages were left, the service notes are non-billable as is the service.

Q148: On the new budget letters it indicates that requests to pursue the Exceptions Process must be submitted to KEPRO within 30 days of the receipt of the letter. The date of the letter is often not the same as when the person or their legal representative actually receives the letter, so how can the IDT accurately determine the due date for this type of a request?

A148: [7/5/18] The language in the letter has been changed to reflect that requests for exception must be submitted no later than 14 days after the annual IPP meeting and initial purchases have been made in CareConnection®. Those who have already received budget letters with the 30-day language will be notified of the new timelines.

[7/17/18] The timeline for submitting such requests has been updated to include 14 **business days** rather than calendar days. For new slot releases, this will mean 14 business days after the date of the Initial IPP meeting. Future budget letters will be updated to include this clarification.

Q149: Since there is a new Exceptions Process, is the DSS-LA still a required document and when should it be used?

A149: [7/5/18] Yes. It is still a required document and providers should continue to submit them as previously instructed.

## Qualified Providers/Training

Q13: The document responding to manual public comments indicates that BMS requires the facilitated APBS Overview of PBS or the WVUCED PBS Direct Care Overview initially, with the hopes that agencies will offer annual refreshers. However, the manual indicates that an Overview is required annually. Please clarify.

A13: [12/17/15] Either the facilitated APBS Overview of PBS or the WVUCED PBS Direct Care Overview is required upon hire. It is not required to be completed annually; however, to ensure that staff are apprised of the latest developments, BMS encourages agencies to offer annual refreshers.

Q18: Is a statement, signed by staff, acceptable verification that state/local laws are adhered to by the staff for auto insurance, inspection, and registration?

A18: [12/17/16] Auto insurance can be verified by requesting a copy of the insurance card required to be maintained in all vehicles and inspection can be verified by checking the inspection sticker on the vehicle.

Q29: For newly hired staff, does the PBS Direct Care Overview have to be completed prior to staff working the person who receives services?

A29: [1/7/16] Before providing any I/DD Waiver service, all staff must meet qualification requirements, with the exception of new policy that was effective 12/1/15. Agencies have until 5/31/16 to ensure that all staff hired before that date meet new requirements. This does apply to the new requirement of either completion of the facilitated WV APBS Overview of Positive Behavior Support or the WVUCED Positive Behavior Support Direct Care Overview.

Q31: Section 513.3.7 Person-Centered Support Agency Staff Qualifications, reads: “In addition to meeting all requirements for IDDW Staff in Sections 513.2-513.2.1. This gives the impression that there is additional information, though none is provided in this section. Is this a typo?

A31: [1/7/16] Yes, the statement should read: “Must meet all requirements for IDDW Staff in Sections 513.2-513.2.1.”

Q37: The manual indicates that all agency staff, except extended professional staff, having direct contact with persons who receives services must meet all of the qualifications in that section. Does this apply to janitorial, clerical, and other staff who do not provide Medicaid services to individuals?

A37: [1/7/16] No. The requirements in Section 513.2 Provider Enrollment and Responsibilities, must be met by those who provide Medicaid services to persons who receive services. WV CARES will further clarify whether staff who do not provide Medicaid services are required to receive a Criminal Background Check.

[Updated 4/7/16] Only those who provide Medicaid services are required to receive the Criminal Background Check.

[Updated 6/2/16] WV CARES has clarified that direct access means physical contact with a resident, member, beneficiary, or client of a covered provider or covered contractor, or access to their property, personally identifiable information, protected health information, or financial information. As the requirement is for all direct access personnel to undergo a background check, agencies must maintain such on all employees who fit the definition. Any employee who has received a fingerprint-based background check within the last 3 years are covered until the expiration date of those 3

years. Those who have not received a background check in the past 3 years are required to submit an application in the WV CARES system and be fingerprinted.

Q39: The manual indicates that Service Coordinators are required to comply with training requirements in sections 513.2 and 513.2.1. Does this include the training in Direct Care Ethics and completion of the facilitated WV APBS Overview or WVUCED PBS Direct Care Overview?

A39: [1/7/16] SCs are required to receive the WV APBS Overview or WVUCED PBS Direct Care Overview; however they are not required to complete the Direct Care Ethics.

Q40: Are professional staff (TCs, RNs, SCs, and BSPs) required to receive person-specific training?

A40: [1/7/16] No. These professionals can familiarize themselves by reviewing clinical documentation for the individual as appropriate.

Q56: Section 513.3 of the policy manual states: “all staff must be trained to provide IDDW services in a culturally and linguistically appropriate manner.” Since this section is separate from the training requirements in Section 513.2, please clarify who is required to receive this training.

A56: [1/7/16] All staff who provide Medicaid services to persons who receive I/DD Waiver services must receive this training.

Q58: Can I/DD Waiver trainings be completed using live interactive video feeds where the presenter and trainee(s) can see each other, interact with each other, and documents can be presented?

A58: [3/3/16] Yes, this is permissible, as long as the training is interactive as described in the question. This does not apply to CPR or First Aid training, which must be conducted face-to-face.

Q70: For purposes of the definition of Human Services degree in the policy manual, what constitutes a Liberal Arts degree?

A70: [4/7/16] At least 15 credit hours in Human Services classes are required for a degree to be considered Liberal Arts.

Q75: Please clarify the difference between the WVUCED Positive Behavior Support Direct Care Overview and the WVAPBS Overview of PBS.

A75: [5/5/16] The WVUCED Positive Behavior Support Direct Care Overview provides a basic yet thorough review of the principles and implementation of PBS and can be

obtained by contacting WVUCED at [cedcontact@hsc.wvu.edu](mailto:cedcontact@hsc.wvu.edu). CED also offers “Train the Trainer”, which is required in order to conduct this overview. The WVAPBS Overview of PBS is a facilitated workshop that provides an introduction to Positive Behavior Support. Providers will be notified when this is offered.

[Update 6/2/16] The WVUCED Positive Behavior Support Direct Care Overview provides a basic yet thorough review of the principles and implementation of PBS and can be obtained by contacting WVUCED at [cedcontact@hsc.wvu.edu](mailto:cedcontact@hsc.wvu.edu). CED also offers “Train the Trainer”, which is required in order to conduct this overview. The WVAPBS Overview of PBS is a facilitated workshop that provides an introduction to Positive Behavior Support. Providers will be notified when this is offered, however, any individual who has already received this training is qualified to train others. The training and workbooks are available to be downloaded on the WVAPBS website and Liz Bragg is the contact person for behavioral health agencies. Please contact Liz at [Lbragg@shsinc.org](mailto:Lbragg@shsinc.org) if you have trouble downloading the material or cannot locate it on the site.

Q77: Several trainings identified in the policy manual are required to be “competency-based.” How is competency expected to be demonstrated?

A77: [6/2/16] A score of 85% or higher is required on a post-test in order to demonstrate competency.

[Updated 7/7/16] Person-specific (i.e. DD-6) training is not required to be competency-based.

[Updated 7/25/16] A score of 80% or higher is required on a post-test in order to demonstrate competency.

Q80: Can DD-6 training be conducted via telephone, as long as no billing occurs for the training?

A80: [8/4/16] It is not appropriate for DD-6 training to occur via telephone, even if it is not billed. Face-to-face training on goals/objectives and member health/safety and behavioral issues is required to ensure that the staff person is adequately prepared to provide services. In emergency circumstances, training may be provided via telephone to ensure health and safety of the person who receives services.

Q97: Can RNs provide health/safety training for I/DD Waiver staff via MDTV? If so, is this billable?

A97: [10/6/16] This training can be done via MDTV; however, is not billable. For additional information regarding Tele-health service provision, see WV Medicaid Chapter 503, Behavioral Health Rehabilitation Services, here:



[http://www.dhhr.wv.gov/bms/Provider/Documents/Manuals/Chapter%20503%20Behavioral%20Health%20Rehab%20Services/Chapter\\_503\\_Behavioral\\_Health\\_Rehabilitation\\_Services.pdf](http://www.dhhr.wv.gov/bms/Provider/Documents/Manuals/Chapter%20503%20Behavioral%20Health%20Rehab%20Services/Chapter_503_Behavioral_Health_Rehabilitation_Services.pdf)

Q118: For natural families, does the IDT decide if health and safety training is needed and what those health and safety needs are? Or will that still be required for all traditional service providers?

A118: [3/2/17] Policy requires that all staff working with I/DD Waiver members be trained on “person specific needs (including health, behavioral health, and other needs),” with one exception: parents providing Family Person-Centered Support services or Family Person-Centered Support Personal Options services may waive only this training. All other staff must meet the requirement. The team is responsible to identify the most appropriate person to conduct the person-specific training. Most often this is a Behavior Support Professional, in the case of habilitation and/or behavioral needs, or a nurse in the case of medical needs. In the absence of one of these professionals on the team, parents may conduct the training. In the absence of a BSP to conduct the training, such as when someone uses the Traditional with Personal Options Service Delivery Model, the SC can conduct the training. The IPP must clearly identify who the team has selected to conduct the training, as well as any trainings that have been waived by parent providers. Please note: training on the crisis plan cannot be waived.

Q140: The manual states that an LPN can, “train persons on individualized medical and health needs, such as wound-care, medically necessary diets, ect.” Does this mean that an LPN can bill for training direct care staff or does this apply to training the individual receiving services?

A140: [4/5/18] This applies to training the individual who receives services and not the direct care staff.

Q143: The policy updates effective 2/1/18 include additional requirements for Direct Care Ethics training for Direct Support Professionals. By when are providers required to implement the new requirement?

A143: [5/3/18] Providers should include all required components immediately for anyone hired 4/1/18 or later. For existing staff, providers should ensure that all are trained with the new requirements no later than 8/31/18.

## Respite

Q55: Please clarify the difference between In-Home and Out-of-Home Respite.

A55: [2/4/16] In-Home Respite services are respite services that are provided in the home/community of the person who receives services or in a Specialized Family Care Home (SFCH) where the person who receives services **resides**. Out-of-Home Respite services are respite services that are provided in SFCHs where the person who receives services **DOES NOT reside**, in licensed facility-based day habilitation/pre-vocational sites, and/or public community locations.

Q73: If a child receives home-based school services due to being medically fragile, can I/DD Waiver respite be billed during the time that the teacher or school speech therapist is in the home?

A73: [5/5/16] This is not permissible, as I/DD Waiver services and school services being provided at the same time would be considered duplicative.

Q122: If an individual attends school or is otherwise away from home for one or more weeks at a time, is it acceptable for the person to receive more than the daily average of PCS and/or Respite units while the person is home in order to utilize units that were not able to be billed due to the member being away from home?

A122: [4/6/17] No, if a person is receiving services in any facility away from home, his/her needs are met during that time by the facility. Only the daily average of PCS and/or Respite units may be billed during the time the member is at home.

Q151: Can both Home-Based Person Centered Support and Respite services be billed by a Specialized Family Care Provider (SFCP) while a person is under the routine care and supervision of the SFCP? For example, would it be appropriate for the SFCP to bill Home-Based Person Centered Support while taking the person(s) out into the local, public community rather than billing Respite services?

A151: [7/5/18] Home-Based PCS may only be provided by staff providing services in the person's home. SFC Providers who are providing services in their own homes may only bill Out of Home Respite for the person who is there for respite.

## Second Level Negotiation

Q92: Are there timeframes in place for how long it should take Kepro and/or BMS to process Direct Support Services Living Arrangement (DSS-LA) assessments and 2<sup>nd</sup> Level Negotiations?

A92: [9/1/16] Upon receipt, DSS-LAs and 2<sup>nd</sup> Level requests are assigned for clinical review. When KEPRO completes the clinical review, recommendations are forwarded to BMS for a final decision. It is difficult to provide a general timeframe, as each DSS-LA and 2<sup>nd</sup> Level is unique, and may require additional follow-up with the team. Clinical

reviewers maintain contact with the submitting SC to ensure timely submission and receipt of any corrections/additional documentation needed. The volume of DSS-LAs and 2<sup>nd</sup> Level Negotiation requests is extremely high, however, so providers should feel free to follow-up with KEPRO for a status update at any time.

Q95: How is it possible that when BMS denies a 2<sup>nd</sup> Level Request, KEPRO automatically makes modifications to service units in CareConnection© without team approval and no treatment plan that matches the recommendations of BMS?

A95: [9/1/16] When BMS issues a Notice of Denial, KEPRO modifies the units in CareConnection© to reflect BMS' decision. The SC is notified when this occurs. Per the "Requesting Prior Authorization for IDDW Services" document (attached) provided in March 2016, teams can either choose to have services provided according to the authorization, or discuss Medicaid Fair Hearing with the team. If the individual who receives services chooses to pursue Medicaid Fair Hearing, he/she may do so by submitting a Hearing Request form to the Board of Review.

## Self-Direction of Services

Q66: If an individual self-directs their services, who is responsible for entering incidents into the IMS?

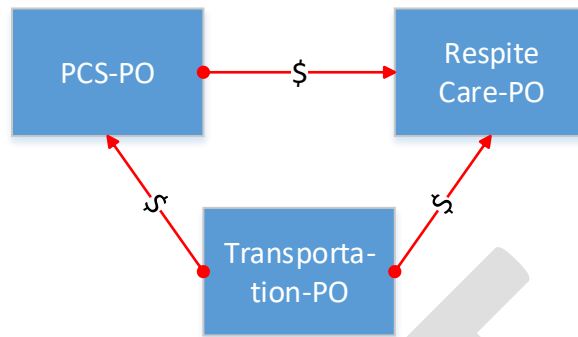
A66: [4/7/16] The Service Coordinator is responsible for ensuring that incidents are entered into the IMS, as well as for maintaining a written copy of the report in the member file. While PPL Resource Consultants have capability to enter incidents into the IMS and follow-up with families on a monthly basis regarding reportable incidents, they will verify with the SC prior to entering an incident in order to avoid duplication.

Q86: Are individuals that self-direct through the Personal Options service delivery model allowed to use authorized Transportation funds in order to receive more respite and/or PCS?

A86: [9/1/16] Yes, this is permissible.

[Updated 10/5/17] The diagram below indicates the allowable exchanges of personal options funds across PCS-PO, Respite-PO, and Transportation-PO:

### I/DDW Allowable Financial Authority Exchanges



Only those \$\$ exchanges indicated with an **arrow** are allowed. All others are prohibited.

Q108: When Transportation Personal Options services are requested and approved, then added into another service as opposed to being used for actual transportation, how should this be documented on the IPP?

A108: [11/03/16] This should be indicated in the meeting minute's section of the IPP; in the ISP section, the provider should also put "see participant-directed spending plan."

## Service Coordination (SC)

Q5: Can the Service Coordinator bill to complete the DD-9?

A5: [12/3/15] No, this should be completed by a Registered Nurse.

Q7: In Section 513.2 *Conflict of Interest*, the policy reads as though an agency that provides both Service Coordination and Residential Services can never refer an individual to their own company. Is this correct?

A7: [12/3/15] The intent of BMS is for the paragraph on conflict of interest at the end of Section 513.2 to be interpreted as in the paragraph below. The policy manual will be modified at the first opportunity to read:

### Conflicts of Interest

Conflicts of interest are prohibited. A conflict of interest is when the Service Coordinator who represents the person who receives services ("person") has competing interests due to affiliation with a provider agency, combined with some other action. "Affiliated" means has either an employment, contractual or other relationship with a provider agency such that the Service Coordinator receives financial gain or potential financial gain or job security when the provider agency receives business serving IDD clients. A Service Coordinator representing the person and being affiliated with a provider agency is not by itself a conflict. However, if a Service Coordinator affiliated with a provider agency: (1)

takes action on behalf of the person they represent to obtain services for the person from the provider agency with which the Service Coordinator is affiliated while knowing of a non-affiliated, reasonable available provider agency clearly being more qualified to provide the services (regardless of whether any preference is expressed by the person or their guardian); or (2) influences the Freedom of Choice of the person by taking action on behalf of the person they represent to obtain services for the person from the company with which the Service Coordinator is affiliated with when the person or their guardian has expressed preferences to the Service Coordinator to use a different provider agency for service, then a conflict of interest occurs. Service Coordinators must always ensure any affiliation with a provider agency does not influence their actions with regard to seeking services for the person they represent. Failure to abide by this Conflict of Interest policy will result in the loss of provider IDDW certification for the provider involved in the conflict of interest for a period of one year and all current people being served by the suspended provider will be transferred to other Service Coordination agencies. Additionally, any Service Coordinator who takes improper action as described above will be referred to their professional licensing board for a potential violation of ethics. (BMS notes that whether any action is taken would be within the sole discretion of the particular licensing board and depend upon its specific ethical rules). Reports of failure to abide by this Conflict of Interest policy will be investigated by the UMC and the results of this investigation will be reported to BMS for review and possible action.

Q11: A new Service Coordination requirement is to “check with the BMS fiscal agent monthly to verify financial eligibility.” Who is the BMS fiscal agent?

A11: [12/17/15] West Virginia Medicaid Provider Services is the fiscal agent who should be contacted. Eligibility can be verified by calling 888-483-0793. This number is included on form WV-BMS-I/DD-3 Monthly/Bi-Monthly SC Visit.

Q26: The home visit form states the SC should contact the MMIS on a monthly basis to verify financial eligibility. The new manual (page 36) states: Persons who are found financially eligible will receive documentation from the DHHR (ESNL-A) which the person needs to present to their Service Coordination provider. If the SC is verifying financial eligibility monthly, are we also expected to keep the ESNL-A on file?

A26: [1/7/16] Yes.

Q27: Page 101 of the policy manual indicates that SCs cannot bill to conduct training; however page 9 says: “Health and Safety training must be conducted by RN, BSP, or Service Coordinator. When an individual does not access TC services, is it acceptable for the SC to bill to train staff on the crisis plan?

A27: [1/7/16] Yes. In the absence of other team members who can provide training on the crisis plan, the SC may bill to do so. SCs may document on the I/DD-6 and bill Service Coordination for the task.

Q39: The manual indicates that Service Coordinators are required to comply with training requirements in sections 513.2 and 513.2.1. Does this include the training in Direct Care Ethics and completion of the facilitated WV APBS Overview or WVUCED PBS Direct Care Overview?

A39: [1/21/16] SCs are required to receive the WV APBS Overview or WVUCED PBS Direct Care Overview; however they are not required to complete the Direct Care Ethics.

Q40: Are professional staff (TCs, RNs, SCs, and BSPs) required to receive person-specific training?

A40: [1/7/16] No. These professionals can familiarize themselves by reviewing clinical documentation for the individual as appropriate.

Q56: Section 513.3 of the policy manual states: “all staff must be trained to provide IDDW services in a culturally and linguistically appropriate manner.” Since this section is separate from the training requirements in Section 513.2, please clarify who is required to receive this training.

A56: [1/7/16] All staff who provide Medicaid services to persons who receive I/DD Waiver services must receive this training.

Q70: For purposes of the definition of Human Services degree in the policy manual, what constitutes a Liberal Arts degree?

A70: [4/7/16] At least 15 credit hours in Human Services classes are required for a degree to be considered Liberal Arts.

Q79: For individuals who do not have an approved extension or hold and are in out-of-state placement or attend school away from home, are monthly home visits required?

A79: [7/7/16] Yes. A requirement of the program is that the SC verifies health and safety monthly by conducting a home visit. Without an approved hold or extension, or an approved DD12 for an exception to the monthly home visit, the visit must take place.

Q84: Can Service Coordination and/or Behavior Support Professional be billed while an individual is in the hospital, for purposes of discharge planning?

A84: [8/4/16] These services cannot be billed while a person is in the hospital, or at any time when services are on hold. When a member is hospitalized, it is the responsibility of the hospital social worker to arrange for discharge planning. Note, this does not apply to when a person is in a Crisis PCS site and their status is Member Hold-Extension in CareConnection©.

Q96: What is the SC’s responsibility for making sure the “Motion for Authorization for Compensation” gets done? How does the absence of getting this done affect PPL?

A96: [12/1/16] WV Legislature House Bill 2885 is a bill to amend and reenact §44A-1-8 of the Code of West Virginia, relating to the eligibility of guardians or conservators to be

hired to provide care to a protected person through employment with a behavioral health provider in certain circumstances. Section (g) of this bill allows for guardians/conservators of protected persons to be paid for the provision of services under certain circumstances. (Additional information can be found here: [http://www.legis.state.wv.us/bill\\_status/bills\\_text.cfm?billdoc=hb2885%20intr.htm&yr=2011&sesstype=RS&i=2885](http://www.legis.state.wv.us/bill_status/bills_text.cfm?billdoc=hb2885%20intr.htm&yr=2011&sesstype=RS&i=2885)).

[Updated 2/2/17] Guardians/conservators who wish to be paid for providing services are responsible for ensuring that they are in compliance with this rule, and must provide documentation showing such to the Service Coordination agency. This requirement applies to those who receive services via the Traditional service delivery model as well as those who receive services via the Traditional with Personal Options service delivery model.

If the guardian/conservator is employed by an agency via the Traditional service delivery model, the agency is responsible to maintain proof of the following: “the arrangement is disclosed in writing to the court making the appointment of the guardian or conservator and only if the court finds that this is in the best interest of the protected person that such an arrangement occur.” Thus, the agency should have proof that the court has been notified and proof that the court finds it is in the best interest of the protected person that such an arrangement occur. If the guardian/conservator is employed by the member via the Traditional with Personal Options service delivery model, PPL is responsible for maintaining the same documentation.

[Updated 3/2/17] It is the expectation that the proof provided by court be attached to the person’s file in CareConnection® under the file name, “Legal Forms”. For all the existing court documents that haven’t been attached in CareConnection®, the appropriate provider should attach them at the time of the person’s next Annual or Six Month IDT meeting.

[Updated 11/13/17] This requirement only applies to individuals that are 18 years of age or older, who live in their natural family home, and have a direct care staff that bills Family-PCS. This requirement **DOES NOT** apply if the individual is under the age of 18 or to those that are their own legal guardian.

Q98: If a person who receives services passes away, does the SC need to submit a DD-12 if the home visit/day visit was not completed?

A98: [10/6/16] No, this is not required.

Q99: If a member passes away, are both the DD-10 and DD-11 required?

A99: [10/6/16] As long as the SC submits the discharge in CareConnection® and attaches the DD-11 with all necessary information, the DD-10 is not required.

Q100: If an agency wishes to complete a Social History, which is no longer required for I/DD Waiver, can the SC bill for it?

A100: [10/6/16] Completion of a Social History is not a billable I/DD Waiver service. If the agency wishes to complete one and is a clinic/rehab provider, they can request approval for the code through the Behavioral Health authorization process or refer the needed service to a clinic/rehab provider.

Q112: Is it necessary for the SC to include the exact number of units of Personal Options services (i.e., those provided to individuals who self-direct) that a person plans to utilize in the IPP/meeting minutes or to monitor this on a monthly?

A112: [12/1/16] No. The person develops a spending plan with the assistance of their Resource Consultant with PPL in order to determine what is most appropriate to meet the needs of the person. PPL will provide the spending plan to the SC following its completion and will attach to CareConnection®.

Q124: On the updated DD-3 that was sent out with the 3/2/17 policy clarification call information, a new section was added for the SC to verify that the individual received a Direct Care Service during the month. Does the SC have to submit a DD-12 if the individual did not receive a DCS during the month or should providers contact KEPRO in order to determine if a DD-12 is necessary?

A124: According to the memo sent to all I/DD Waiver providers on 3/22/16, effective 4/1/16 if an individual goes longer than 30 days without accessing a DCS, the SC must submit a DD-12 to KEPRO if the person has gone 30 days without services or if it is anticipated that this may occur.

[Updated 4/7/17] It is the expectation that the SC records on the I/DD-3 whether or not the person received a DCS during the previous *calendar month*, as well as if it is anticipated that the person will not receive a DCS during the current and subsequent months. If the person did not or will not receive a DCS in a calendar month, then the SC should submit an I/DD-12 as soon as they become aware that this requirement has not or will not be met.

Q127: What is the process for requesting and receiving approval for Participant-Directed Goods and Services (PDGS)?

A127: [7/6/17] The SC requests authorization for PDGS in CareConnection®, being certain to attach a completed DD-8, applicable estimates, and the portion of the IPP that details the specific item/service and why it is needed, as well as a signature page showing team agreement. If the request is within budget and all necessary supporting



documentation has been submitted, KEPRO will provide authorization in CareConnection®.

Once the request is approved in CareConnection®, the SC will notify the member/legal representative, who will then complete a PDGS application packet in full and submit to the PPL Resource Consultant. PPL will review the packet and determine whether the item/service can be approved according to requirements and guidelines in section 513.16 Goods and Services of the IDD Waiver policy manual. When a decision is made, PPL will notify the member/legal representative.

*In order to obtain a PDGS application packet or if there are any questions related to PDGS decisions please contact Tiffany Angel with PPL at 304-988-4221 (work), 304-283-8802 (cell), or by email at [tangel@pcqus.com](mailto:tangel@pcqus.com). PPL requests that, in order to expedite processing of requests, instructions on the PDGS application be read and followed carefully.*

Q131: Is it necessary for all IDT members to be present for the entire duration of a team meeting in order for the IPP to be considered valid?

A131: [9/7/17] Policy does not dictate all members must be present for the entire duration of a team meeting in order for an IPP to be considered valid. Per Chapter 513.8, "The IPP must include the signature of all persons who attended and should indicate agreement/disagreement with the IPP, date of the meeting and the total time spent in the meeting for each team member. The person receiving services or their legal representative must agree with the plan for it to be considered a valid IPP."

Make note that the validity of the IPP has different requirements than those for providers billing for attending/participating in an IDT meeting. See each service description for IDT attendance and documentation requirements.

[6/27/18] Section 513.25.2 of the manual states that the person and/or their legal representative (if applicable) have the responsibility of being present during IDT meeting. In extremely extenuating circumstances, the legal representative or other team persons may participate by teleconferencing if they do not bill for the time spent in the IDT. The person **must** be present and stay for the entire meeting if they do not have a legal representative.

Q141: In regards to the completing the I/DD-2 at the time of the Annual Functional Assessments the revised manual states, "If the person has a legal representative that is not in attendance, the legal representative must sign the Freedom of Choice within 10 days." The manual also states that, "If the person has a legal representative that did not attend the Annual Functional Assessment and complete the Freedom of Choice Form (WV-BMS-IDD-2), then it is the responsibility of the Service Coordinator to obtain the signature of the legal representative prior to or at the Annual IPP." Considering that the

Annual Functional Assessment is completed approximately 90 days prior to the person's Anchor Date, how can both requirements be met if the legal representative does not attend the Annual Functional Assessment?

A141: [5/3/18] The expectation is that the I/DD-2 is to be completed with the legal representative within 10 days of the date that the Annual Functional Assessment was held. If, however, it is not possible to do so it should be completed at or before the person's Annual IPP meeting and the SC should document the circumstance that prohibited completion within 10 days.

Q142: If a Service Coordinator is required to complete the I/DD-2 with the legal representative as a result of the legal representative not attending the Annual Functional Assessment, then how can the Service Coordinator answer questions that the KEPRO Service Support Facilitator would otherwise field while still ensuring that conflict of interest policies are also being followed?

A142: [5/3/18] Service Coordinators are responsible to be familiar with policy and to answer questions regarding services and service options. In the event that a legal representative has questions the SC is unable to answer, they can contact their assigned Provider Educator or refer the legal representative to KEPRO's member/family Liaison for additional assistance.

Q145: When a person chooses to transfer services to a different Service Coordination agency should this be documented on an I/DD-4 or on an I/DD-5?

A145: [6/7/18] This should be documented on an I/DD-5. The I/DD-4 is only appropriate to use for new slot releases. Documenting this on an I/DD-5 allows the Registration Coordinators to see the ISP boxes that they will need to have access to in order to make a determination in regards to modifications and/or purchase requests.

Q149: Since there is a new Exceptions Process, is the DSS-LA still a required document and when should it be used?

A149: [7/5/18] Yes. It is still a required document and providers should continue to submit them as previously instructed.

Q150: The new budget letters indicate, "If you request an exception, your IDT must fill out two sections of the IPP; one for the services you want, including services in excess of the budget, and one in which services requested are within the budget." Will the I/DD-5 template be updated to include samples of these required sections in the event the IDT chooses to pursue the Exceptions Process?

A150: [7/5/18] The I/DD-5 will be updated and made available soon. In the meanwhile, if the IDT plans to pursue the Exceptions Process, the SC should ensure that these details are included in the meeting minutes.

Q152: Can a professional serve as a person's SC and BSP simultaneously?

A152: [8/2/18] No, this is not allowed at any time.

## Skilled Nursing Services

Q5: Can the Service Coordinator bill to complete the DD-9?

A5: [12/3/16] No, this should be completed by a Registered Nurse.

Q9: Can the RN code be billed for supervision and training of AMAP staff?

A9: [12/3/15] AMAPs have been used for many years by many agencies. The RN code has not been allowed to be billed for supervision or training of AMAP staff. I/DD Waiver reimburses for specific services to be provided to an individual recipient. Supervision of AMAP/LPN staff is not a member-specific service, rather it is an agency responsibility to ensure that personnel providing services are properly monitored.

Q34: BMS has indicated that up to 240 units per year of LPN can be provided for "indirect" LPN duties and thus be billed concurrently with other direct care services. What tasks are considered "indirect?"

A34: [1/7/16] "Indirect" LPN services are those that are conducted that do not require direct contact with the person who receives services. These include, but are not limited to, scheduling doctor appointments, documenting physicians' orders, and completing Medication Administration Records (MARs.)

Q35: BMS has indicated that the annual service limit for direct care services has been changed to 35,280 to accommodate "indirect" LPN activities. Should this number be changed to 35,376 due to leap year?

A35: [Updated 2/4/16] Yes, this limit has been changed to 35,376.

Q36: When are agencies required to stop billing for LPN travel time?

A36: [1/7/16] LPN travel may be billed for each individual until they transition to new services. Once the transition occurs, travel for LPN services can no longer be billed.

Q40: Are professional staff (TCs, RNs, SCs, and BSPs) required to receive person-specific training?

A40: [1/7/16] No. These professionals can familiarize themselves by reviewing clinical documentation for the individual as appropriate.

Q51: Is the I/DD-9 required to be submitted only at the Annual IPP, or must it be submitted if the team requests an increase in LPN units during the service year?

A51: [2/4/16] The I/DD-9 must be submitted each time a change in LPN need results in a request to modify for additional units of the service.

Q52: Can video-conferencing such as Omnijoin or Go To Meeting be used for BSPs and RNs to attend IDT meetings?

A52: [2/4/16] These professionals can attend IDT meetings using such services; however RN IPP Planning and/or BSP IPP Planning can only be billed by the professional when he/she is physically present.

Q56: Section 513.3 of the policy manual states: "all staff must be trained to provide IDDW services in a culturally and linguistically appropriate manner." Since this section is separate from the training requirements in Section 513.2, please clarify who is required to receive this training.

A56: [1/7/16] All staff who provide Medicaid services to persons who receive I/DD Waiver services must receive this training.

Q82: If more than one agency is requesting RN and/or LPN services for a member, does each agency need to have an RN fill out a DD-9 or is one sufficient to cover requests for both agencies?

A82: [8/4/16] One DD-9 can be submitted, however, how each facility will use the requested units must be specified.

Q90: The manual states that both the LPN and RN may attend and participate in the annual functional assessment conducted by the UMC. What code do they bill?

A90: [9/1/16] The LPN code must be billed by both the LPN and the RN who attend the annual functional assessment.

Q97: Can RNs provide health/safety training for I/DD Waiver staff via MDTV? If so, is this billable?

A97: [10/6/16] This training can be done via MDTV; however, is not billable. For additional information regarding Tele-health service provision, see WV Medicaid Chapter 503, Behavioral Health Rehabilitation Services, here: [http://www.dhhr.wv.gov/bms/Provider/Documents/Manuals/Chapter%20503%20Behaviorial%20Health%20Rehab%20Services/Chapter 503 Behavioral Health Rehabilitation Services.pdf](http://www.dhhr.wv.gov/bms/Provider/Documents/Manuals/Chapter%20503%20Behaviorial%20Health%20Rehab%20Services/Chapter_503_Behavioral_Health_Rehabilitation_Services.pdf)

Q120: On the I/DD-09, is it necessary to identify the number of units for each ratio if the IDT is requesting to utilize the LPN 1:2 and/or 1:3 code(s) or would the total number of LPN units needed suffice?

A120: [4/6/17] If the IDT plans to utilize the LPN 1:2 and/or 1:3 codes, then it will be necessary to identify the total number of units needed for each ratio of this service.

Q121: May RNs attend and bill for IPP attendance when they attend via telehealth mode?

A121: [4/6/17] Yes, if all the standards listed in Section 503.12 of the BMS Rehabilitation Services policy manual are met. This manual can be found at: [http://www.dhhr.wv.gov/bms/Provider/Documents/Manuals/Chapter%20503%20Behaviorial%20Health%20Rehab%20Services/Chapter 503 Behavioral Health Rehabilitation Services.pdf](http://www.dhhr.wv.gov/bms/Provider/Documents/Manuals/Chapter%20503%20Behaviorial%20Health%20Rehab%20Services/Chapter_503_Behavioral_Health_Rehabilitation_Services.pdf)

Q140: The manual states that an LPN can, “train persons on individualized medical and health needs, such as wound-care, medically necessary diets, ect.” Does this mean that an LPN can bill for training direct care staff or does this apply to training the individual receiving services?

A140: [4/5/18] This applies to training the individual who receives services and not the direct care staff.

Q146: Can an RN bill to provide person-specific training to an LPN?

A146: [6/7/18] No. RNs may bill to conduct training on person-specific medical issues with non-licensed direct care staff only.

## Transportation

Q14: During transport in an agency-owned vehicle, if an agency is billing Person-Centered Support for one member and providing natural support for another, how should the agency document the natural support? Will BMS hold the agency accountable for having to attend to the person to whom natural support is being provided?

A14: [12/17/15] If an agency is transporting an individual in an agency-owned vehicle, “natural support” is not being provided, as the agency is being reimbursed. IDTs are responsible for identifying the level of support that an individual needs, including the level needed when transported in an agency vehicle. If the IDT determines that the individual does not require Person-Centered Support during transport, documentation on the transportation log of form WV-BMS-I/DD-7 would be completed.

Q15: Section 513.21 Transportation, of the Policy Manual, says “persons who receive IDDW services are required to access Non-Emergency Medical Transportation (NEMT) for non-IDDW Medicaid services, including doctor appointments.” Does this mean that someone absolutely cannot bill I/DD Waiver for mileage to doctor appointments, or is it just a suggestion that NEMT is available since some people say they don’t have enough miles?

A15: [12/17/15] CMS has indicated that I/DD Waiver services, including mileage, cannot duplicate state plan services. As such, NEMT must be utilized when I/DD Waiver services are not being provided and for non-emergency visits that result in Medicaid transportation being utilized.

Q17: Do the Transportation Services Agency Staff requirements apply to staff who bill mileage only?

A17: [12/17/15] These requirements apply to staff who bill mileage as well as those who bill trips.

Q18: Is a statement, signed by staff, acceptable verification that state/local laws are adhered to by the staff for auto insurance, inspection, and registration?

A18: [12/17/15] Auto insurance can be verified by requesting a copy of the insurance card required to be maintained in all vehicles and inspection can be verified by checking the inspection sticker on the vehicle and recording the date of inspection. In addition, the agency may choose to have staff sign a statement indicating that he/she agrees to comply with all state/local laws associated with operating a motor vehicle. If the vehicle is licensed/inspected in a state other than WV, the owner is required to comply with all of the licensing state’s associated laws. For vehicles that are not licensed in WV, the agency can document so in the personnel file, specify the licensing state’s inspection/other requirements, and document the date compliance was verified by the agency. The frequency agencies verify requirements will depend on the specific state requirements, which should also be documented.

Q19: Concerning the Transportation Trips service, if a person is transported from a day program setting to eat and go bowling, then is transported back to the day program, is this considered one trip?

A19: [Updated 2/18/16] A trip is defined as one outing. From the previous policy manual (applicable to current policy): Member starts from his/her home, goes to the post office, travels to a store, and travels to a restaurant and returns home is one (1) trip. Facility Based Programming: Member starts from his/her home, goes to the facility based day program and stays for six (6) hours. This is one (1) trip. Member leaves the day program facility at the end of the day and returns home. This is one (1) trip.

Q32: Who must access NEMT?

A32: [Updated 3/3/16] Once a person transitions to new services, he/she must access NEMT for all non-I/DD Waiver Medicaid services.

Q33: Can I/DD Waiver mileage be billed for transport to/from I/DD Waiver physical, occupational, dietary, and/or speech therapy?

A33: [1/7/16] Yes.

Q36: When are agencies required to stop billing for LPN travel time?

A36: [1/7/16] LPN travel may be billed for each individual until they transition to new services. Once the transition occurs, travel for LPN services can no longer be billed.

Q41: In Section 513.21.3 Transportation Trips, the third bullet indicates that the service limit is 520 trips annually; however in the WV I/DD Waiver Services, Units, Rates and Limitations sheet, the limit is 730. Which one is correct?

A41: [Updated 2/4/16] The policy manual is correct; the units on the Services, Units, Rates and Limitations sheet is an error and has been corrected. **Please note, however, that, though the policy manual indicates that there is a 2 trips per day limit, this will not apply—only the annual limit of 520 will apply.**

Q43: Can parent providers enroll as NEMT providers?

A43: [1/21/16] Yes, they can receive gas mileage reimbursement (GMR) for transporting their child, family member, or friends. To do so, the individual must call MTM prior to a scheduled appointment at 1-844-549-8353. During this call, MTM will request information required to verify that the person being transported is Medicaid eligible. Upon eligibility verification, the caller is provided with a trip number and access information to obtain required forms. The individual providing transportation must take the required documents to the appointment for the medical provider to sign, verifying that the appointment was attended; the transporter then sends the completed form to MTM for processing. On the first trip, and annually thereafter, MTM requires the transporter to provide verification of current driver's license, and vehicle insurance and

registration prior to receiving reimbursement. Trips must be arranged at least 5 business days before the appointment.

Q44: Families have reported that there is a 6-8 week delay in receiving GMR. Why is there such a delay, and is it anticipated that this delay will be reduced in the future?

A44: [1/21/16] MTM usually processes complete trip forms within 11 business days or receipt. Delays may be caused by incomplete forms or driver credentials not having been received.

Q45: Can MTM vehicles accommodate wheelchairs? If not, can I/DD Waiver mileage be billed for transport?

A45: [1/21/16] Yes, MTM has contracted transportation providers that can accommodate wheelchair transports. The individual must indicate that they need wheelchair transport when scheduling the trip. MTM is required to verify the wheelchair transport Level of Need (LON) with the requesting individual's physician.

Q46: Who should bill to schedule transportation with MTM?

A46: [1/21/16] The LPN or the SC can bill to schedule transport with MTM. For natural family settings, the parent may wish to schedule the transportation.

Q48: Can I/DD Waiver mileage/trips be billed for transportation to the Emergency Room or urgent care facilities, or must NEMT be utilized?

A48: [1/21/16] NEMT **cannot** be utilized for trips to the Emergency Room, as ER trips are considered emergent in nature. If necessary, an ambulance may be called or I/DD Waiver mileage can be used. For transport to urgent care facilities, MTM may be able to arrange transport via their urgent request protocol, or I/DD Waiver mileage may be used.

Q49: Can I/DD Waiver mileage/trips be used for transport to Facility-Based Day Habilitation facilities and/or Supported Employment sites, or must NEMT be used?

A49: [1/21/16] I/DD Waiver mileage/trips can be used for this type of transport. Individuals can access NEMT for transportation to these types of facilities if the I/DD Waiver mileage/trips authorizations are exhausted.

Q74: The DD7s that were distributed (transportation log) says "starting address" and "end address" but the manual says "Transportation Log including beginning location (from) and end location (to). Is either acceptable?



A74: [5/5/16] When completing the transportation log “from” and “to” portions, staff should be as specific as possible. In most cases, indicating the address would be best practice; however on occasion the exact physical address would be acceptable. For example, for transportation from the individual’s home to the local library, the individual’s street address should be provided as the “from” address, but the exact address of the local library may not be available. In that case, it would be acceptable to indicate “Marmet Public Library on Rt 60 in Marmet.”

Q115: Can agencies bill Transportation: Miles when providing transport in an agency-owned or - leased vehicle that is equipped to transport 7-16 passengers?

A115: [2/2/17] No. Provider should bill Transportation: Trips under the circumstance described.

Q123: According to section 513.2 of the policy manual, “Any staff person who provides transportation services must have a valid driver’s license, proof of current vehicle insurance and registration. In addition, any staff person who provides transportation services must abide by local, state, and federal laws regarding vehicle licensing, registration, and inspections upon hire and checked annually thereafter.” If the provider has verified that the staff person has a valid license, registration, and proof of insurance both initially and annually thereafter, but during review KEPRO finds that this documentation has expired will recommendations for disallowance be made?

A123: [5/4/17] Allowing a staff person who provides this service to transport those receiving services without the valid documentation puts them at serious risk. As such, it is the expectation that the provider maintains current/valid documentation for any staff person that provides transportation services. If upon review it is discovered that a staff person providing this service does not have the required current/valid documentation in their file, then KEPRO will bring this to the attention of the provider and allow for the opportunity to obtain this documentation. If the provider is able to obtain current/valid documentation that does not contain a lapse, then disallowance will not be recommended. If the provider is unable to obtain current/valid documentation or if documentation results in a lapse, then disallowance of all transportation services will be recommended for potential disallowance.

Q132: If an agency were to provide evidence of liability insurance coverage to include employment related accidents, would this suffice and counted as compliant during an on-site review?

A132: [10/5/17] No. The agency must verify that all staff providing transportation services have current and valid proof of insurance prior to providing this service. The agency’s policy may not provide adequate coverage to ensure legal protection in the event of an accident.

[Updated 11/2/17] If an employee uses a company vehicle to transport a member, and not their own personal vehicle, then the agency must maintain a current/valid driver's license for all staff providing this service. The agency must also be able to show evidence that supports that the company vehicle has current/valid registration and proof of insurance.

If a staff uses his/her own vehicle to provide transportation, proof of license, registration, and insurance must be maintained at the agency for the duration of time the employee transported I/DD Waiver members.

Q135: What service should be utilized while transporting a member to/from the person's home, licensed IDD Facility-Based Day Habilitation Program, Pre-Vocational centers, Job Development activities or Supported Employment activities, or to the site of a planned activity or service which is addressed on the IPP and based on assessed need identified on the annual functional assessment?

A135: [3/1/18] Transportation Miles, Transportation Miles-PO, and Transportation Trips can be utilized. Transportation Miles (Traditional Options) services may be billed concurrently with Person-Centered Support Services, Respite, LPN, RN, Supported Employment and all Day Services. Transportation Miles (PO) may be billed concurrently with Person-Centered Support Services: Personal Options or Respite Personal Options. Transportation Trips (Traditional Option) may be billed concurrently with Person-Centered Support Services, Respite and any Day Services. While it is true that transportation services (including non-emergency medical transportation) can be billed concurrently with direct support services, the IDT must agree upon a safe and responsible plan that takes the person's medical and/or behavioral needs into consideration.

## WV CARES

Q1: When will providers be required to utilize the WV CARES system for conducting CIBs and monthly OIG checks?

A1: [12/3/15] WV CARES is an independent program operated by BMS. The manager of this program has indicated that trainings will be offered in January or February 2016. Until that time, providers should continue to conduct CIBs and OIG checks utilizing the current procedure. Providers will be notified of the training dates and locations when they are received.

Q37: The manual indicates that all agency staff, except extended professional staff, having direct contact with persons who receives services must meet all of the qualifications in that section. Does this apply to janitorial, clerical, and other staff who do not provide Medicaid services to individuals?

A37: [1/7/16] No. The requirements in Section 513.2 Provider Enrollment and Responsibilities, must be met by those who provide Medicaid services to persons who receive services. WV CARES will further clarify whether staff who do not provide Medicaid services are required to receive a Criminal Background Check.

Q71: If an agency does not have capability to provide supervision while someone is provisionally employed and awaiting results from WV CARES, can an Intellicorp check be used instead?

A71: [4/7/16] Yes, this is permissible.

Q76: What date is used to determine when the next background check through WVCARES is due?

A76: [5/5/16] As an existing CIB expires, the employee should be entered into the WVCARES. All CIBs expire within 3 years of completion, so an individual's entry into WVCARES will be required within 3 years of their original CIB. Once an employee is entered and determined fit for employment, the next WVCARES check will be due within 5 years.

Q81: What is the process for securing a background check via WV CARES when fingerprints are rejected due to lack of clarity?

A81: [8/4/16] The process for rejections is as follows:

- If fingerprints have been rejected twice for a state background check, both "hard cards" must be provided to WV CARES, who will then initiate a name-based search and will submit the "hard cards" for manual processing to the FBI.
- If fingerprints have been rejected twice for a federal background check, WV CARES will initiate a name search with the FBI. No additional information is needed from the agency.

Q101: Are agencies required to submit fingerprints via WV CARES for providers of extended professional services?

A101: [10/6/16] If the extended professional service is provided in the I/DD provider's office or in the home of the person who receives services, this is required. If the occupational, physical, speech, and/or dietary therapies are provided at the extended professional's office, submission of prints to WV CARES is not required.