

Q&A from the TBIW Policy Manual Training held March 23, 2021

Personal Attendant Initial/Annual Training Log (512.5.4 and 512.5.5)

Q: Is the Log required for documenting self-directing member's employee training.

A: Yes, the training log is a required starting April 1, 2021 for both Service Delivery Models. (Traditional and Self Direction)

Case Manager Qualifications (512.5.1)

Q: Are non-licensed staff, required to be licensed at some point?

A: No. A Case Manager with 4 year approved Human Service Degree must complete and receive a certificate from the online case management training prior to providing and billing for Case Management Services.

Personal Attendant **Annual** Training (512.5.5)

Q: Did the number of hours for training focused on enhancing personal attendant service delivery knowledge and skills change?

A: Yes, the number of hours decrease from four (4) to two (2).

EpiPen-Training (512.12.4.4) and 512.18.2)

Q: Lewis County Senior Citizens Center staff stated that they cover the use of an EpiPen during CPR/First Aid training, and asked will that meet the training documentation requirement?

A: Yes. And the use of an EpiPen due to a listed allergy named must also be listed on the member's Risk Mitigation Plan.

Personal Emergency Response System (PERS) (512.20)

Q: Could you please explain what the Personal Attendant Agency is required to do for this new service?

A: The Personal Attendant Agency (PAA) and/or PPL are responsible to find a Vendor for this service. The vendor selected must meet the requirements outlined in policy and cost. The Provider or PPL would order the unit from the vendor on behalf of the Member, make the monthly payments to the vendor and submit claims to Gainwell for reimbursement. Prior authorization is required.

Personal Attendant Worksheet (512.18.1)

Q -1: Is the section on the worksheet for the activities and staff initials, still required?

A-1: Yes, that information is required, Kepro will review the worksheet to ensure all elements are present, prior to April 1st, 2021.

Q-2: Currently PPL staff completes the Personal Attendant Worksheet after the Service Plan Meeting, will this continue?

A-2: During the Member's Service Planning meeting, page 2(Personal Preferences) and page 3 (Personal Attendant Worksheet) from the Person-Centered Service Plan document are completed. The Member's input regarding the type of personal attendant services (activities, level of assistance, time, and day) is paramount. With the completed Service Plan, PPL and/or the Personal Attendant Agency will use the information on those two documents to finalize the Personal Attendant Worksheet.