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In reply, please refer to:
File:

I/DD Medicaid Waiver
Memo No.: FY2018-02
Date: July 21, 2017

TO: I/DD Medicaid Waiver Providers

FROM: Mary Brogan, Administrator
Developmental Disabilities Division

A handwritten signature in cursive script that reads "Mary Brogan".

SUBJECT: Waiver Changes: Personal Assistance/Habilitation and Addition of Community Learning Service-Individual

The purpose of this memo is to highlight the changes to Personal Assistance/Habilitation (PAB), based on the approved waiver amendment, and the addition of a new waiver service, Community Learning Service-Individual (CLS-Ind). The creation of CLS-Ind as a separate service for community-based services allows for more opportunities for participants to gain experience in their communities and to have more flexibility in service planning.

What is Changing?

- ❖ **Personal Assistance/Habilitation (PAB) will be provided in participants' homes**
- ❖ **Personal Assistance/Habilitation in the Community is being replaced by Community Learning Service-Individual (CLS-Ind)**
 - PAB will only be provided in the participant's own home or the family home. PAB will provide assistance or training to learn, maintain and improve skills related to living in their home or the family home.
 - CLS-Ind is provided in integrated settings where participants have opportunities to interact with other community members who do not have disabilities and to develop social valued roles in their communities. CLS-Ind will be used in place of PAB in the community.
 - Through CLS-Ind, participants will learn, maintain and improve social and networking skills, develop and retain social valued roles, independently use community resources,

develop adaptive and leisure skills, explore hobbies and interests, and learn civil rights and self-advocacy skills required for active community participation.

- CLS-Ind will not have tiers (previously known as “levels” in PAB).
- There are additional CLS-Ind rates for multiple staff working with a participant and for a Registered Behavior Technician (RBT).
- The same direct support worker (DSW) may be chosen by the participant to provide both the PAB and CLS-Ind services.
 - There is a requirement for additional specialized training for DSWs providing CLS-Ind. The Developmental Disabilities Division (DDD) will partner with providers and self-advocates to develop base training topics and assist in identifying resources.
 - Providers are encouraged to research training materials on their own and continue to explore their unique communities to identify resources that may be of interest to their participants.
- PAB will no longer be used to support participants in income-producing endeavors, contributing through employment, and volunteering.
 - The Waiver Standards includes information about two services that participants may use to seek employment and explore volunteer opportunities at non-profits. These services are Individual Employment Supports (IES) and Discovery and Career Planning (DCP).
 - CLS-Ind may be used by an individual for ongoing supports to volunteer at non-profit organizations or work in competitive integrated employment as long as it does not duplicate a job coach or other service.

❖ **When will the changes happen?**

Timing of PAB Changes:

- In Year 1 (July 1, 2017 – June 30, 2018), the only changes to PAB are 1) the location of services is defined as in the participant’s own home or family home and 2) PAB will be coordinated with the new service, CLS-Ind, that will provide services in the community. CLS-Ind will be available to participants with their Individualized Service Plan (ISP).
- NOTE: Agency-delivered PAB does not begin the phase-in to the new fee schedule (new rates and codes without tiers or levels) until the participant’s ISP in their cohort year. In Year 1, PAB requirements for service levels, staff qualifications and service supervision do not change. Until the participant’s cohort year, providers are to use current codes and rates. Please see Medicaid Waiver Services, I/DD Waiver Services, Schedule of Rates, effective date July 1, 2017, PAB, on the DDD website <http://health.hawaii.gov/ddd/>.

- The phase-in for PAB by cohort is described below.
 - **Cohort 1:** Refer to Provider Transmittal Memo 2018-01, issued July 19, 2017 which describes the changes from PAB to Residential Habilitation (ResHab) for participants living in licensed or certified settings.
 - **Cohort 2:** This cohort includes participants who live in their own home or family home and attend Adult Day Health (ADH). Agency-delivered PAB will continue to use service levels until the participant receives a Supports Intensity Scale (SIS) assessment in Year 2 (July 1, 2018 – June 30, 2019). At that time, PAB will change to no tier with the new fee schedule (the new rates and codes).
 - **Cohort 3:** This cohort includes all remaining participants. Agency-delivered PAB will continue to use service levels until the participant receives a SIS assessment in Year 3 (July 1, 2019 – June 30, 2020). At that time, PAB will change to no tier with the new fee schedule (the new rates and codes).
 - NOTE: For those participants who received a SIS assessment as part of the sample project, that SIS assessment will be used with the ISP in their cohort year. They will not need to have a second SIS assessment.

Timing of CLS-Ind Changes:

- CLS-Ind will be available to all participants beginning with their Individualized Service Plan (ISP) during Year 1 (July 1, 2017 – June 30, 2018).
- All participants will have transitioned to using the new service, CLS-Ind, for supports provided in the community, by June 30, 2018.

Authorizations for PAB and CLS-Ind:

- Authorization will be for a year, not month-by-month, to give participants more flexibility in using service hours. The year will be based on the participant's ISP plan year, not the fiscal year.
- For participants in **Cohort 2** and **Cohort 3:** At the ISP in Year 1, the circle will discuss how to distribute PAB provided in the home and CLS-Ind provided in the community. Services provided in the participant's home will continue to be authorized as PAB. Services provided in the community will be authorized as CLS-Ind. Providers must use current codes and rates for PAB until the participant's ISP held in their cohort year.
- DDD used the "blue/gold" waiver services worksheets to determine the services each provider is approved to deliver starting July 1, 2017. All providers of PAB services have

been approved to provide CLS-Ind services and have received the rate sheets (effective July 1, 2017) reflecting the new service.

Service Supervision for PAB and CLS-Ind:

- **PAB for Cohort 2 and Cohort 3:** PAB is only delivered in the participant’s own home or family home with the participant’s ISP in Year 1 (July 1, 2017 through June 30, 2018). The Service Supervision requirements for PAB do not change in Year 1 for Cohort 2 and 3 until a participant’s ISP in his/her cohort year. The Service Supervision requirements for PAB after the participant’s ISP in Year 1 are located in Waiver Standards Manual Version B.
- **CLS-Ind for all cohorts:** CLS-Ind is delivered in the community with the participant’s ISP in Year 1 (July 1, 2017 through June 30, 2018) and replaces PAB in the community. Service Supervision requirements for CLS-Ind are located in the Waiver Standards Manual Version B.
- Additional training for service supervisors and direct support workers will be applicable if the service includes implementation of a formal Behavior Support Plan (BSP) based on a Functional Behavioral Assessment (FBA) and/or nurse delegated tasks. Refer to the Waiver Standards Manual Version A and B for specific requirements.

Documentation Requirements:

- Documentation Standards for PAB are located in Waiver Standards Manual Version A and B at the end of the service description.
- Documentation Standards for CLS-Ind are located in Waiver Standards Manual Version B at the end of the service description.
- Providers that employ direct support workers who are both the PAB and CLS-Ind worker for a participant will need to document PAB and CLS-Ind time separately so that start time and end time for both services are clearly defined with no overlap of service time.
- Although not a requirement for PAB and CLS-Ind providers, completion of the Interest Inventory may help providers to identify the participant’s interests in activities that could be done in their home with PAB services or in the community through CLS-Ind.

We hope this information is helpful as you begin this transition. DDD is committed to partnering with each provider to help participants achieve their Possibilities Now!

If there are any questions, please send an email to the Community Resources Branch at doh.dddcrb@doh.hawaii.gov.

c: Debra Tsutsui, DDD CRB
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