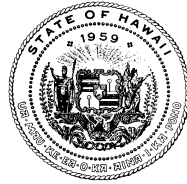


DAVID Y. IGE
GOVERNOR OF HAWAII



BRUCE S. ANDERSON, Ph.D.
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**STATE OF HAWAII
DEPARTMENT OF HEALTH
DEVELOPMENTAL DISABILITIES DIVISION**

P. O. BOX 3378
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In reply, please refer to:
File:

Medicaid I/DD Waiver
Memo No.: FY2020-01
Date: July 9, 2019

TO: Medicaid I/DD Waiver Providers

FROM: Mary Brogan, Administrator
Developmental Disabilities Division

SUBJECT: Provider Documentation for Employees without a High School Diploma or General Equivalency Diploma (GED)

BACKGROUND:

In the Waiver Provider Standards Manual Version A, an additional staff qualification was added requiring all new staff hired on and after July 1, 2017, who provide direct waiver services to have a high school diploma or a general equivalency diploma (GED). Providers are required to keep the diploma or GED in the employee's personnel records.

Many providers have expressed their concerns that the requirement of a high school diploma or GED would limit their ability to find and hire qualified employees.

To address these concerns, Waiver Provider Standards Manual Version B-3 amended the requirement of a high school diploma or GED in employee personnel records. Effective November 2, 2018, employees without a high school diploma or GED may have a written attestation from the provider that the employee meets the requirements for the position, including but not limited to the ability to understand and follow written and verbal instructions, complete written documentation, and perform the duties required for the position.

PURPOSE:

This memo provides a form to assist providers in meeting the requirement in the Waiver Provider Standards Manual Version B-3, Section 2.5-B., Personnel Records (page 75), effective November 2, 2018.

Please note that the attached Attestation Form (Use for Employees who do not have a High School Diploma or a General Equivalency Diploma) or the provider's equivalent documentation is to be used for personnel records when hiring qualified employees who do not have a high school diploma or GED.

Medicaid I/DD Waiver Program – Provider Memo

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Thank you to the providers who have given their feedback and input into this process and assisted with the creation of the form. We look forward to continuing to partner with providers, participants and other stakeholders.

If there are any questions, please email doh.dddcrb@doh.hawaii.gov or call the Community Resources Branch at (808) 733-2135.

Attachment

c: Jon Fujii, DHS-MQD
DDD Branch Chiefs
DDD Management