

DDD-PI-070

TO: ISLA Providers
Regional DD Program Administrators

FROM: Gene Hysjulien, Director
Disability Services Division

DATE: January 28, 1998

SUBJECT: Revision to DDD-PI-070, ISLA Manual Dated
October 9, 1995

The attached policy is effective February 1, 1998. This will supersede the previous policy sent on DDD-PI-070 on October 9, 1995. Please purge your files of the old policy and insert this current policy.

cp
attachment

Enhanced Administrative Reimbursement

What: Revision to DDD-PI-070 (ISLA Manual).
In certain circumstances, an enhanced administrative reimbursement will be available for ISLA authorizations. This revision replaces Section III.E.S. (Administrative Reimbursement and Management Incentive - page 24) of the ISLA Manual.

Effective Date: February 1, 1998

Purpose: The enhanced administrative reimbursement provision is intended to:

- Encourage community placements for individuals currently residing in the Developmental Center thereby assuring availability of the Center as a safety net for individuals when all other possibilities are exhausted, and
- Financially improve providers' ability to serve and continue to serve individuals who need high levels of residential support.

Policy: a. A \$300/month administrative reimbursement may be available for an ISLA authorization under the following circumstances:

- 1) the individual has an overall PAR level of 1 or 2,
- 2) the individual requires 24 hour supervision', ¹
- 3) the individual is receiving 24 hour supervision, and
- 4) the need for 24 hour supervision is expected to be long term.

b. Enhanced administrative reimbursement is also available:

- 1) for an authorization for an individual who was institutionalized (State Developmental Center or Jamestown State Hospital) as of 1-

- 1-98 (for other than a short term placement), or
- 2) for an authorization that enables a residential placement for an individual institutionalized (SDC or JSH) as of 1-1-98, or
 - 3) for an individual with an overall PAR level other than I or 2 but who requires and receives 24 hour supervision and the provider, through personal independence development, shared staffing arrangements, or development of natural supports, successfully reduces paid supports.²
- c. All enhanced administrative reimbursements are subject to approval by the Regional DD Program Administrator and subject to regional ISLA funding allocations.
- d. All enhanced administrative reimbursements may remain in place as long as the Regional Program Administrator and provider agree and an individual's actual needs remain at the level that originally justified the enhancement. However, the enhancement will not be reduced if needs are decreased due to efforts attributable to an individual's plan of service. The enhancement may be terminated if an individual's needs are reduced due to circumstances or - events that are not the result of planned services.
- e. Enhanced administrative reimbursement is not available:
- 1) In any situation where an individual chooses an arrangement providing 24 hour supervision but does not need that level of supervision for immediate health and safety needs, or

- 2) for constant supervision when that recommendation arises as a result of legal offenses committed by the individual.

Implementation: Authorizations may include enhanced administrative reimbursement beginning February 1, 1998. 'Step-ons' to existing authorizations will be accepted.

¹ "Twenty four hour supervision" means the individual receives supervision and direction in activities continuously and, without it, the individual's health and safety would be in immediate jeopardy. The supervision need not be provided solely with paid staff and need not be one-to-one.

² The reduction must be due to planned strategies, must be substantial, and cannot be due to use of other state paid services. It is recommended that criteria be agreed to in advance by the Regional DD Program Administrator and provider. If, at the end of the contract period the criteria is met, the enhanced administrative reimbursement would be added to the contract renewal. It would continue as long as paid supports remain at that level or less.