

**OFFICE OF SOCIAL PROGRAMS  
BUREAU OF HOME AND COMMUNITY BASED SERVICES DIRECTIVE  
COMMONWEALTH OF PENNSYLVANIA \* DEPARTMENT OF PUBLIC WELFARE**

<b>Date of Issue:</b> September 14, 2004	<b>Effective Date:</b> July 1, 2004	<b>Number:</b> 2004-HCBS-006
<b>Subject:</b> Policy changes for the Community Services for Persons with Physical Disabilities (CSPPPD) Waivers and the Attendant Care Program	<b>By:</b> Holly A. Duncan, Acting Bureau Director Home and Community Based Services	

**SCOPE**

All Community Services Program for Persons with Physical Disabilities (CSPPPD) Prime Grantees, Administrative Entities, CSPPPD waiver service providers, Attendant Care waiver providers and Attendant Care grantees.

**PURPOSE**

To advise all CSPPPD Prime Grantees, Administrative Entities, CSPPPD waiver service providers, Attendant Care waiver providers and Attendant Care grantees of policy changes.

**BACKGROUND**

In an effort to streamline procedures and remove barriers to service, the Office of Social Programs (OSP) submitted waiver amendments to the Centers for Medicare and Medicaid Services (CMS). CMS approved the amendments to allow certain family members to provide daily living services (OBRA and Independence).

The COMMCARE waiver has always permitted certain family members to provide personal care.

In conjunction with the waiver amendments, the Instructions and Requirements for the Attendant Care Program, which are the guidelines for both the Attendant Care Act 150 Program and the Attendant Care waiver, have been revised to allow certain family members to provide attendant care.

As a result of the waiver amendments, the following policy changes apply. Revised waiver pages are included as attachments to this document as well as a revised page for the Attendant Care Instructions and Requirements manual.

## **DIRECTIVE**

### **OBRA and Independence Waivers**

- 1) To allow family members to provide daily living services, the following revisions are included:
  - ?? The definition of Daily Living Services is amended in Appendix B of the waivers to allow daily living service providers to be members of the individual's family (*Attachment 1*)
  - ?? The definition of family members in Section 1300 General Definitions is revised (*Attachment 2*)
  - ?? The Standards for Daily Living Services in Section 1600 is revised to include provisions concerning family members (*Attachment 3*)
  - ?? The reference prohibiting family members from providing daily living services is deleted from Section 2800 – OSP/Independence/OBRA Waiver Staff Training Requirements (*Attachment 4*)
- 2) To expand waiver service provider eligibility, the requirement for the Executive Director of provider agencies to have two years work experience in community programs for persons with physical disabilities is removed from Section 2800 - OSP/Independence/OBRA Waiver Staff Training Requirements (*Attachment 4*)

### **OBRA, Independence and COMMCARE**

- 1) To expedite the process of securing environmental modifications and assistive technology, the requirement for three bids and prior authorization is removed from the Standards for Environmental Modifications, Section 2300 (*OBRA and Independence – Attachment 5, COMMCARE – Attachment 6*) and Assistive Technology/Specialized Medical Equipment, Section 2500 (*OBRA and Independence - Attachment 7, COMMCARE – Attachment 8*)

OSP Bureau of Home and Community Based Services Directive 2004-HCBS-002, dated April 7, 2004, provided instruction on the elimination of the prior authorization and three bid requirement in CSPPPD waivers.

### **Attendant Care Act 150 and Attendant Care Waiver**

- 1) Chapter II, Administration, Section II.2 Personal Standards, page II-4, paragraph 7 has been changed to permit family members to provide attendant care service to a consumer with the exception of a consumer's spouse (*Attachment 9*). Payment will not be made for services furnished to a consumer by the consumer's spouse.

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Attachments

are incidental to the care furnished, or which are essential to the health and welfare of the individual, rather than the individual's family. Personal care providers must meet State standards for this service. This service may also include routine wellness services to enable the adequate nutrition, exercise, making and keeping medical appointments, and taking appropriate medications. This service may also include health maintenance activities such as bowel and bladder routines, ostomy, catheter care, and wound care.

1. Services provided by family members  
(Check one):

       Payment will not be made for personal care services furnished by a member of the individual's family.

  X   Personal care providers may be members of the individual's family. Payment will not be made for services furnished to a minor by the child's parent (or step-parent), or to an individual by that person's spouse.

Justification attached. (Check one):

  X   Family members who provide personal care services must meet the same standards as providers who are unrelated to the individual.

       Standards for family members providing personal care services differ from those for other providers of this

service. The different standards are indicated in Appendix B-2.

2. Supervision of personal care providers will be furnished by (Check all that apply):

\_\_\_\_\_ A registered nurse, licensed to practice nursing in the State.

\_\_\_\_\_ A licensed practical or vocational nurse, under the supervision of a registered nurse, as provided under State law.

  X   **Service Coordinators**

  X   Other (Specify): Family members and/or the consumer's legal representative may also assist a consumer in the supervision of a personal care provider who is not a family member. Both the consumer and/or the consumer's legal representative and the family member(s) must be trained to perform this function. No payment will be made to family members and/or legal representatives for supervision. The service coordinator supervises daily living services workers who are family members. The individual service planning process determines the frequency and intensity of supervision.

## **1300 General Definitions**

## **Standards for Provider Participation**

### **Administrative Entity**

A grantee who assists the Department of Public Welfare in administering the Home and Community-Based Waiver for Nursing Facility Residents with Other Related Conditions and the Independence Waiver. The Administrative Entity responsibilities include, but are not limited to: enrolling recipients into the Waiver Program; recruiting and training providers of Waiver Services; maintaining state lists of qualified providers; and inspecting providers to ensure their compliance with training, licensure, certification, and all quality assurance requirements of the Waiver Program.

### **Advocacy**

Urging, recommending, or espousing a cause on behalf of oneself or others.

### **Community Services Program for Persons with Physical Disabilities**

The Community Services Program for Persons with Physical Disabilities which is administered by the Department of Public Welfare provides specialized services to potential Waiver recipients with physical disabilities as they prepare to relocate from nursing facilities to community settings and to support consumers in community settings with Waiver services. CSPPPD operates three Home and Community-Based Waivers known as the OBRA Waiver, the Independence Waiver, the COMMCARE Waiver and three Intermediate Care Facilities for Persons with Other Related Conditions.

### **Community Support Team**

A group of people who assist the recipient with thinking about and achieving a more desirable future. The Community Support Team is chosen by the recipient and works with a Service Coordinator to assist the consumer to secure supports for community.

### **Department**

The Pennsylvania Department of Public Welfare.

### **Family Members**

Daily living service providers may be members of the consumer's family. Payment will not be made for services furnished to a minor by the child's parent or step-parent, or to a consumer by that person's spouse. Family members who provide daily living services must meet the same standards as providers who are unrelated to the individual.

### **Informed Decisions**

Choices made by the recipient and his/her Community Support Team based on a clear explanation by the provider of alternatives available to the consumer.

**1600 Daily Living Services  
(Provided in OBRA and Independence)**

**Definition**

Daily Living services include assistance with eating, bathing, dressing, personal hygiene, and activities of daily living. This service may include assistance with the preparation of meals, but does not include the cost of the meals themselves. When specified in the plan of care, this service may also include such housekeeping chores as bed making, dusting, and vacuuming, which are incidental to the care furnished or which are essential to the health and welfare of the individual rather than the individual's family. This service may also include routine wellness services to enable adequate nutrition, exercise and making and keeping medical appointments, and taking medications. This service may also include health maintenance activities such as bowel and bladder routines, ostomy, catheter, and wound care.

**General Exclusions**

Payment will not be made for services furnished to the consumer by that individual's spouse or for services furnished to a minor by the child's parent or step-parent.

**General Standards**

Daily living services must be provided in a manner prescribed in the recipient's Personal Support Plan and in sufficient quantity to enable the recipient to maintain maximum independent functioning.

Daily living services must meet the definition of services found in the Waiver.

Daily living service providers may be members of the individual's family. In this case, family members must meet the same standards as providers who are unrelated to the consumer.

Supervision of the daily living service provider will be furnished by the service coordinator, directly by the consumer when trained to perform this function, or by family members and/or the consumer's legal representative when the provider is not a family member.

The service coordinator will supervise family members who provide daily living services to the consumer. Frequency of supervision will be established in the service plan.

**General Staffing Standards**

All employees who deliver daily living services must be 18 years of age or older or, with proper working papers, be at least 15 years of age, possess basic math, reading and writing skills and possess the skills required to perform daily living services as described in the recipient's Personal Support Plans.

**1600            Daily Living Services**  
**(Provided in OBRA and Independence)**

All employees who deliver daily living services must be trained in the following areas:

- ?? explanation and demonstration of commonly performed tasks;
- ?? policies which forbid the neglect, abuse, and exploitation of recipients;
- ?? fire prevention and safety;
- ?? first aid;
- ?? basic nutrition; and a
- ?? specific class on the signs of skin breakdown and how it can be avoided given by a medical professional and documented by the provider. All consumers are encouraged to attend this class with their daily living services worker.

***Documentation***

Recipient records, Personal Support Plans, Time Sheets, CSPPPD Assessment Tools, and observing the delivery of services.

**OSP/OBRA WAIVER STAFF TRAINING REQUIREMENTS**

<b>OBRA</b>	<b>CORE TRAINING REQUIREMENTS</b>	<b>SERVICE TRAINING REQUIREMENTS</b>	<b>ANNUAL TRAINING REQUIREMENTS</b>	<b>QUALIFICATIONS</b>
Adult Day Service Worker	4 hr training module within 90 work days of enrollment or hire. May be administered in separate segments.	12 hr training program within 6 months of being selected by consumer to provide service. May be waived by Administrative Entity.	Up to 24 hrs Annual training within 12 months of anniversary date of service initiation. Up to 18 hours may be waived by the Administrative Entity.	Licensed under 55 PA Code Chapter 2380.
Behavioral Therapist	4 hr training module within 90 work days of enrollment or hire. May be administered in separate segments.	None	None	Bachelor's Degree in education, special education or related field and six months experience in working with people with physical disabilities.
Community Integration Worker	4 hr training module within 90 work days of enrollment or hire. May be administered in separate segments.	12 hr training program within 6 months of being selected by consumer to provide service. May be waived by Administrative Entity.	Up to 24 hrs Annual training within 12 months of anniversary date of service initiation. Up to 18 hours may be waived by the Administrative Entity.	Age 18 or older, high school diploma or GED and six months of paid or volunteer experience in working with people with physical disabilities.
Community Transition Services	Same as Service Coordinators for coordination of this service.  None for individuals who provide specific services such as pest eradication or allergen control who must possess the required skill to perform the work.	Same as Service Coordinators for coordination of this service.  None for individuals who provide specific services such as pest eradication or allergen control who must possess the required skill to perform the work.	Same as Service Coordinators for coordination of this service.  None for individuals who provide specific services such as pest eradication or allergen control who must possess the required skill to perform the work.	Expenses incurred for Community Transitional Services are authorized and billed for by Service Coordinators who must meet the qualifications for Service Coordinators. Individuals who provide specific services such as pest eradication or allergen control must possess the required skill to perform the work.
Daily Living Services Worker*	4 hr training module within 90 work days of enrollment or hire. May be administered in separate segments.	12 hr training program within 6 months of being selected by consumer to provide service. May be waived by Administrative Entity.	Up to 24 hrs Annual training within 12 months of anniversary date of service initiation. Up to 18 hours may be waived by the Administrative Entity.	Age 18 or older, or at least age 15 with working papers. Possess basic math, reading and writing skills and have required skills to perform services as specified in the Personal Support Plan.

<b>OBRA</b>	<b>CORE TRAINING REQUIREMENTS</b>	<b>SERVICE TRAINING REQUIREMENTS</b>	<b>ANNUAL TRAINING REQUIREMENTS</b>	<b>QUALIFICATIONS</b>
Educational Service Worker	4 hr training module within 90 work days of enrollment or hire. May be administered in separate segments.	12 hr training program within 6 months of being selected by consumer to provide service. May be waived by Administrative Entity.	Up to 24 hrs Annual training within 12 months of anniversary date of service initiation. Up to 18 hours may be waived by the Administrative Entity.	Age 21 or older, Bachelor's Degree in Education and two years experience teaching basic adult education.
Environmental Adaptations	None	None	None	Age 18 or older, possess the trade-appropriate license if applicable and have required skills to perform the work.
Executive Director	3 hr training module within 90 work days of enrollment or hire. May be administered in separate segments.	None	4 hr core training module. No portion may be waived.*	Bachelor's degree.
Home Support Services Worker	4 hr training module within 90 work days of enrollment or hire. May be administered in separate segments.	12 hr training program within 6 months of being selected by consumer to provide service. May be waived by Administrative Entity.	Up to 24 hrs Annual training within 12 months of anniversary date of service initiation. Up to 18 hours may be waived by the Administrative Entity.	Age 18 or older, or at least age 15 with working papers. Possess basic math, reading and writing skills and have required skills to perform services as specified in the Personal Support Plan.
Nursing Care Worker	4 hr training module within 90 work days of enrollment or hire. May be administered in separate segments.	None	None	Licensed under 55 PA Code Chapter 2390.
Occupational Therapist	4 hr training module within 90 work days of enrollment or hire. May be administered in separate segments.	None	None	Licensed to practice occupational Therapy in Pennsylvania.
Physical Therapist	4 hr training module within 90 work days of enrollment or hire. May be administered in separate segments.	None	None	Licensed to practice Physical Therapy in Pennsylvania.
Prevocational Service Worker	4 hr training module within 90 work days of enrollment or hire. May be administered in separate segments.	12 hr training program within 6 months of being selected by consumer to provide service. May be waived by Administrative Entity.	Up to 24 hrs Annual training within 12 months of anniversary date of service initiation. Up to 18 hours may be waived by the Administrative Entity.	None

OBRA	CORE TRAINING REQUIREMENTS	SERVICE TRAINING REQUIREMENTS	ANNUAL TRAINING REQUIREMENTS	QUALIFICATIONS
Program Director	4 hr training module within 90 work days of enrollment or hire. May be administered in separate segments.	None	4 hr core training module. No portion may be waived.*	Bachelor's degree and two years of work experience in community programs.
Respite Service Worker	4 hr training module within 90 work days of enrollment or hire. May be administered in separate segments.	18 hr training program within 6 months of being selected by consumer to provide service. May be waived by Administrative Entity.	Up to 24 hrs Annual training within 12 months of anniversary date of service initiation. Up to 18 hours may be waived by the Administrative Entity.	Age 18 or older and have required skills to perform service.
Service Coordinator	4 hr training module within 90 work days of enrollment or hire. May be administered in separate segments.	18 hr training program within 6 months of being selected by consumer to provide service. May be waived by Administrative Entity. Additional individual training from the recipient and the recipient's physician as to standing physician's orders.	Up to 24 hrs Annual training within 12 months of anniversary date of service initiation. Up to 18 hours may be waived by Administrative Entity.	Bachelor's Degree in social work, social science or related field and one year of resource management experience. Also may have HS diploma and two years experience, training and pass and oral and/or written review. Also may be a person with a physical disability with a HS diploma who has successfully transitioned to living independently with one year of management experience and who passes an oral and/or written review.
Speech Therapist	4 hr training module within 90 work days of enrollment or hire. May be administered in separate segments.	None	None	Licensed to practice Speech Therapy in Pennsylvania.
Supported Employment Worker	4 hr training module within 90 work days of enrollment or hire. May be administered in separate segments.	12 hr training program within 6 months of being selected by consumer to provide service. May be waived by Administrative Entity.	Up to 24 hrs Annual training within 12 months of anniversary date of service initiation. Up to 18 hours may be waived by the Administrative Entity.	None

OBRA	CORE TRAINING REQUIREMENTS	SERVICE TRAINING REQUIREMENTS	ANNUAL TRAINING REQUIREMENTS	QUALIFICATIONS
Transportation Worker	None	None	None	Age 18 or older and have a valid PA driver's license appropriate to the vehicle. Also must have appropriate insurance coverage and operate only vehicles that are registered with PennDOT.
Visual Therapist	4 hr training module within 90 work days of enrollment or hire. May be administered in separate segments.	None	None	Must have a Bachelor's Degree in Rehabilitation Teaching of the Blind or Visually Impaired, or one year experience in rehabilitation teaching and a Bachelor's degree with major course work in Secondary or Adult Education, Home Economics, or related field.

**Core training must address the following areas:**

- disability as a natural human condition;
- philosophy and values of empowered living;
- principles of community integration;
- historical perceptions and stereotyped treatment of persons with physical disabilities;
- overview of capabilities and challenges faced by persons with other related conditions or physical disabilities;
- “recipient controlled” services;
- description of the goals and structure of the waiver program;
- current issues affecting persons with physical disabilities;
- recipient rights; and,
- other program elements.

## OSP/INDEPENDENCE WAIVER STAFF TRAINING REQUIREMENTS

INDEPENDENCE	CORE TRAINING REQUIREMENTS	SERVICE TRAINING REQUIREMENTS	ANNUAL TRAINING REQUIREMENTS	QUALIFICATIONS
Assistive Technology/ Specialized Medical Equipment	None	None	None	Meet enrolled provider participation requirements as described in Chapter 1101 Medical Assistance Provider participation requirements and Chapter 1123 when describing participation for providers of medical supplies.
Community Transition Services	Same as Service Coordinators for coordination of this service.  None for individuals who provide specific services such as pest eradication or allergen control who must possess the required skill to perform the work.	Same as Service Coordinators for coordination of this service.  None for individuals who provide specific services such as pest eradication or allergen control who must possess the required skill to perform the work.	Same as Service Coordinators for coordination of this service.  None for individuals who provide specific services such as pest eradication or allergen control who must possess the required skill to perform the work.	Expenses incurred for Community Transitional Services are authorized and billed for by Service Coordinators who must meet the qualifications for Service Coordinators. Individuals who provide specific services such as pest eradication or allergen control must possess the required skill to perform the work.
Daily Living Services Worker	4 hr training module within 90 work days of enrollment or hire. May be administered in separate segments.	12 hr training program, approved by Administrative Entity, within 6 months of being selected by consumer to provide service. May be waived by Administrative Entity. Additional individual training from the recipient and the recipient's physician as to standing physician's orders.	Up to 24 hrs Annual training within 12 months of anniversary date of service initiation. Up to 18 hours may be waived by the Administrative Entity.	Age 18 or older, or at least age 15 with working papers. Possess basic math, reading and writing skills and have required skills to perform services as specified in the Personal Support Plan.

INDEPENDENCE	CORE TRAINING REQUIREMENTS	SERVICE TRAINING REQUIREMENTS	ANNUAL TRAINING REQUIREMENTS	QUALIFICATIONS
Environmental Accessibility	None	None	None	Age 18 or older and have a valid trade-appropriate license and have the required skills to perform the work. Must meet local licensing and building code requirements.
Executive Director	3 hr training module within 90 work days of enrollment or hire. May be administered in separate segments.	None	4 hr core training module. No portion may be waived. *	Bachelor's degree.
Nursing Care Worker	4 hr training module within 90 work days of enrollment or hire. May be administered in separate segments.	None	4 hr core training module. No portion may be waived.	Licensed under 55 PA Code Chapter 2390.
Occupational Therapist	4 hr training module within 90 work days of enrollment or hire. May be administered in separate segments.	None	4 hr core training module. No portion may be waived.	Licensed to practice Occupational Therapy in Pennsylvania.
Physical Therapist	4 hr training module within 90 work days of enrollment or hire. May be administered in separate segments.	None	4 hr core training module. No portion may be waived.	Licensed to practice Physical Therapy in Pennsylvania.
Program Director	4 hr training module within 90 work days of enrollment or hire. May be administered in separate segments.	None	4 hr core training module. No portion may be waived.*	Bachelor's degree and two years of work experience in community programs for persons with physical disability.
Respite Service	4 hr training module within 90 work days of enrollment or hire. May be administered in separate segments.	12 hr training program, approved by Administrative Entity, within 6 months of being selected by consumer to provide service. May be waived by Administrative Entity.	None	Age 18 or older and have the required skills to perform this service.

INDEPENDENCE	CORE TRAINING REQUIREMENTS	SERVICE TRAINING REQUIREMENTS	ANNUAL TRAINING REQUIREMENTS	QUALIFICATIONS
Service Coordinator	4 hr training module within 90 work days of enrollment or hire. May be administered in separate segments.	12 hr training program within 6 months of being selected by consumer to provide service. May be waived by Administrative Entity.	Up to 24 hrs Annual training within 12 months of anniversary date of service initiation. Up to 18 hours may be waived by Administrative Entity.	Bachelor's degree in social work, social science or related field and one year of resource management experience. Also may have HS diploma and two years experience, training and pass and oral and/or written review. Also may be a person with a physical disability with a HS diploma who has successfully transitioned to living independently with one year of management experience and who passes an oral and/or written review. Experience may be gained through a practicum arranged by the Administrative Entity.
Speech Therapist	4 hr training module within 90 work days of enrollment or hire. May be administered in separate segments.	None	4 hr core training module. No portion may be waived.	Licensed to practice Speech Therapy in Pennsylvania.

**Core training must address the following areas:**

- disability as a natural human condition;
- philosophy and values of empowered living;
- principles of community integration;
- historical perceptions and stereotyped treatment of persons with physical disabilities;
- overview of capabilities and challenges faced by persons with other related conditions or physical disabilities;
- "recipient controlled" services;
- description of the goals and structure of the waiver program;
- current issues affecting persons with physical disabilities;
- recipient rights; and,
- other program elements.

**2300 Environmental Modifications  
(Provided in the OBRA and Independence Waivers)**

**Definition**

Those physical modifications to the home required by the individual's plan of care, which are necessary to ensure the health, welfare, and safety of the individual to function with greater independence in the home and without which the individual would require institutionalization. Such adaptations may include the installation of ramps and grab-bars, widening of doorways, modification of bathroom facilities or installation of specialized electric and plumbing systems which are necessary to accommodate the medical equipment and supplies which are necessary for the welfare of the individual.

The following services are included under this service:

- ?? that part of a smoke/fire alarm adapted for hearing impaired clients
- ?? outside railings from street to home
- ?? kitchen, counter and cabinet modifications for wheelchairs
- ?? tub and toilet handrails and stall adaptations including roll-in showers
- ?? widened doorways and halls
- ?? fixture adaptations for sink, shower, and stove
- ?? nonskid mats, stair strips and hall runners
- ?? wardrobe, desk, shelving and dress modifications to the recipients bedroom
- ?? climate and environmental control modifications prescribed by a physician.

**General Exclusions**

Excluded are those adaptations or improvements which are of general utility and are not of direct medical or remedial benefit to the individual, such as carpeting, roof repair, central air conditioning, etc. Adaptations which add to the total square footage are excluded from this benefit.

***General Standard***

\*These adaptations shall not exceed \$10,000 per site.

OSP is to be informed of all environmental modifications obtained and the associated cost via documentation submitted in a format prescribed by OSP.

Environmental modifications need to be provided in a recipient's home, or at the recipient's family home if the recipient lives there, to make the setting accessible to the recipient. The type and cost of the adaptations, along with the address at which the adaptations were performed, must be documented in the recipient's Personal Support Plan or individual budget. The name, telephone number and address of the provider and date that services were rendered must also be indicated.

**2300 Environmental Modifications**  
**(Provided in OBRA and Independence Waivers)**

Environmental modifications must meet applicable standards of manufacture, design and installation.

Expenditures for environmental modifications should not exceed the usual and customary charges for the same or similar modifications.

***Documentation***

Documentation should also be in recipient files, Personal Support Plans, and Individual Budgets. Documentation as to the method used to procure the modifications, the justification for the method and the cost comparison shall be retained in the recipient file.

**2300 Environmental Modifications  
(Provided in COMMCARE)**

**Definition**

Those physical modifications to the home required by the individual's plan of care, which are necessary to ensure the health, welfare, and safety of the individual to function with greater independence in the home and without which the individual would require institutionalization. Such adaptations may include the installation of ramps and grab-bars, widening of doorways, modification of bathroom facilities or installation of specialized electric and plumbing systems which are necessary to accommodate the medical equipment and supplies which are necessary for the welfare of the individual.

The following services are included under this service:

- ~~///~~ Environmental control units
- ~~///~~ Automatic door openers and locks
- ~~///~~ Speaker phones and intercom systems
- ~~///~~ Special lighting devices
- ~~///~~ Bath bench and bath lifts
- ~~///~~ Over-the-bed tables
- ~~///~~ Handrails and grab bars
- ~~///~~ Stair glider
- ~~///~~ Stall adaptations including roll-in showers and fixtures
- ~~///~~ Widening doorways and hallways
- ~~///~~ Fixture adaptation for sinks, showers or stoves
- ~~///~~ Non-skid mats, stair strips and runners
- ~~///~~ Wall protection strips and wall runners for wheelchairs
- ~~///~~ Light switch adaptations or extensions
- ~~///~~ Door knob extensions
- ~~///~~ Smoke/fire alarm system adaptations
- ~~///~~ Kitchen counter modification for recipients who use wheelchairs
- ~~///~~ Training to utilize all modifications and devices
- ~~///~~ Other modifications approved by DPW as a part of the service plan

**Specific to COMMCARE**

- ~~///~~ Environmental adaptation includes minor modifications to vehicles which will allow the consumer to function with greater independence in the community. Such modifications may include:
  - Wheelchair lifts
  - Adapted seating
  - Door handle replacements
  - Wheelchair securing devices

**2300 Environmental Modifications (cont'd)**  
**(Provided in COMMCARE)**

**General Exclusions**

Excluded are those adaptations or improvements which are of general utility and are not of direct medical or remedial benefit to the individual, such as carpeting, roof repair, central air conditioning, etc. Adaptations which add to the total square footage are excluded from this benefit.

Environmental adaptations are limited to \$20,000 per consumer per lifetime.

**General Standard**

These adaptations shall not exceed \$10,000 per site under OBRA and Independence.

Under COMMCARE, minor adaptations to the home or vehicle are defined as modifications costing less than a total of \$20,000 per recipient per lifetime.

OSP is to be informed of all environmental modifications obtained and the associated cost via documentation submitted in a format prescribed by OSP.

Environmental modifications need to be provided in a recipient's home, or at the recipient's family home if the recipient lives there, to make the setting accessible to the recipient. The type and cost of the adaptations, along with the address at which the adaptations were performed, must be documented in the recipient's Personal Support Plan/Service Plan or individual budget. The name, telephone number and address of the provider and date that services were rendered must also be indicated.

Environmental modifications must meet applicable standards of manufacture, design and installation.

All services shall be provided in accordance with applicable state and local building codes.

Expenditures for environmental modifications should not exceed the usual and customary charges for the same or similar modifications.

**General Staffing Standard**

Individuals who provide Environmental Adaptations must be 18 years of age or older and must possess the trade-appropriate license, if applicable, and have required skills to perform the work.

**Documentation**

Documentation as to the method used to procure the modifications, the justification for the method and the cost comparison shall be retained in the recipient file.

Documentation should also be in recipient files, Personal Support Plans/Service Plans, and Individual Budgets.

**2500 Assistive Technology/Specialized Medical Equipment  
(Provided in OBRA and Independence)**

**Definition**

Assistive Technology/ Specialized Medical Equipment and related services includes: devices, controls or appliances specified in the plan of care which enable individuals to increase their abilities to perform activities of daily living, or to perceive, control or communicate with the environment in which they live.

This service also includes items necessary for life support, ancillary supplies and equipment necessary to the proper functioning of such items, and durable and non-durable medical equipment not available under the state plan. Items reimbursed with Waiver funds shall be in addition to any medical supplies furnished under the state plan and shall exclude those items not of direct medical or remedial benefit to the individual.

This service includes:

- ?? acquisition of the assistive technology devices/specialized medical equipment and supplies device
- ?? selecting, designing, fitting, customizing, adapting, applying, mounting, maintaining, repairing, or replacing the assistive technology devices/specialized medical equipment and supplies
- ?? coordinating other therapies with the recipient's use of the assistive technology devices/specialized medical equipment and supplies to maximize its beneficial effects
- ?? augmentative and alternative communication devices which include language boards, computers with speech synthesizers and specialized software, text evaluation of the recipient's need for an assistive technology device/specialized medical equipment and supplies
- ?? telephones and automatic telephone dialing devices
- ?? writing aids which include adaptations for holding pens, word processors and computers with associated software
- ?? vision aids which include tape recorded materials, auditory signage, Braille, larger print documents and magnifiers
- ?? learning aids which include computers with specialized software that can provide prompt sequences, calculators, hand held spell checkers and related devices to facilitate learning or the execution of multi-step tasks
- ?? dressing and self-care devices and adaptations which include velcro closures, reachers, utensils with build-up handles, electric toothbrushes, long-handled cleaning devices such as bath sponges and reachers, special burner-shut off switches for gas ranges, and adaptive drinking cups, glasses, plates, bowls, food guards and jar/can openers
- ?? assistive listening devices which include personal listening devices and hearing aids with batteries
- ?? leisure/recreation devices which include knitting machines, page-turners, drawing software and captioning for television.

## **2500      *Assistive Technology/Specialized Medical Equipment***

?? assistive dogs, including the costs of training, retraining, feeding, grooming, boarding and providing them with veterinary care

?? certain consumable incontinence and wound care supplies, including urinals, incontinence pads, disposable gloves, and surgical dressings and gloves

### **General Standard**

All items shall meet the applicable standards of manufacture, design and installation.

This service is capped at \$10,000 per consumer per lifetime.

OSP is to be informed of all requests for this service and the associated cost via documentation submitted in a format prescribed by OSP.

### *Expenditures for Assistive Technology/Specialized Medical Equipment*

should not exceed the usual and customary charges for the same or similar technology/specialized medical equipment.

Any durable or nondurable equipment that can be secured under the Medicaid State Plan cannot be provided under this service.

All assistive technology devices/specialized medical equipment and supplies and related services shall be specific to a recipient's individual needs and not be approved to benefit the public at large, staff, significant others or family members.

### **Documentation**

Recipient Files, Personal Support Plans, Individual Budgets.

Documentation as to the method used to procure the Assistive Technology or Specialized Medical Equipment, the justification for the method and the cost comparison shall be retained in the recipient file.

**2500 Assistive Technology/Specialized Medical Equipment/Supplies  
(Provided in COMMCARE)**

**Definition**

Assistive Technology/Specialized Medical Equipment and related services includes: devices, controls or appliances specified in the plan of care which enable individuals to increase their abilities to perform activities of daily living, or to perceive, control or communicate with the environment in which they live.

This service also includes items necessary for life support, ancillary supplies and equipment necessary to the proper functioning of such items, and durable and non-durable medical equipment not available under the state plan. Items reimbursed with Waiver funds shall be in addition to any medical supplies furnished under the state plan and shall exclude those items not of direct medical or remedial benefit to the individual.

This service includes:

- ?? acquisition of the assistive technology devices/specialized medical equipment and supplies device
- ?? selecting, designing, fitting, customizing, adapting, applying, mounting, maintaining, repairing, or replacing the assistive technology devices/specialized medical equipment and supplies
- ?? coordinating other therapies with the recipient's use of the assistive technology devices/specialized medical equipment and supplies to maximize its beneficial effects
- ?? augmentative and alternative communication devices which include language boards, computers with speech synthesizers and specialized software, text evaluation of the recipient's need for an assistive technology device/specialized medical equipment and supplies
- ?? telephones and automatic telephone dialing devices
- ?? writing aids which include adaptations for holding pens, word processors and computers with associated software
- ?? vision aids which include tape recorded materials, auditory signage, Braille, larger print documents and magnifiers
- ?? learning aids which include computers with specialized software that can provide prompt sequences, calculators, hand held spell checkers and related devices to facilitate learning or the execution of multi-step tasks
- ?? dressing and self-care devices and adaptations which include velcro closures, reachers, utensils with build-up handles, electric toothbrushes, long-handled cleaning devices such as bath sponges and reachers, special burner-shut off switches for gas ranges, and adaptive drinking cups, glasses, plates, bowls, food guards and jar/can openers
- ?? assistive listening devices which include personal listening devices and hearing aids with batteries
- ?? leisure/recreation devices which include knitting machines, page-turners, drawing software and captioning for television.

**2500            Assistive Technology/Specialized Medical Equip./Supplies (cont'd)  
(Provided in COMMCARE)**

- ?? assistive dogs, including the costs of training, retraining, feeding, grooming, boarding and providing them with veterinary care
- ?? certain consumable incontinence and wound care supplies, including urinals, incontinence pads, disposable gloves, and surgical dressings and gloves

**General Standard**

All items shall meet the applicable standards of manufacture, design and installation.

This service is capped at \$10,000 per consumer per lifetime.

Expenditures for Assistive Technology/Specialized Medical Equipment should not exceed the usual and customary charges for the same or similar technology/specialized medical equipment.

OSP is to be informed of all requests for this service and the associated cost via documentation submitted in a format prescribed by OSP.

Any durable or nondurable equipment that can be secured under the Medicaid State Plan cannot be provided under this service.

All assistive technology devices/specialized medical equipment and supplies and related services shall be specific to a recipient's individual needs and not be approved to benefit the public at large, staff, significant others or family members.

Specialized Medical Equipment providers must meet enrolled provider participation requirements as described in Chapter 1101 Medical Assistance Provider Participation requirements and Chapter 1123 when describing participation for providers of medical supplies. Individuals must be willing to complete and submit invoices to the Medical Assistance Management Information System (MAMIS) for payment of services rendered.

**General Staffing Standard**

Individuals who provide Assistive Technology services must be 18 years of age or older and must possess the trade-appropriate license if applicable and have required skills to perform the work.

**Documentation**

Recipient Files, Personal Support Plans/Service Plans, Individual Budgets.

Documentation as to the method used to procure the Assistive Technology or Specialized Medical Equipment, the justification for the method and the cost comparison shall be retained in the recipient file.

**ATTENDANT CARE INSTRUCTIONS AND REQUIREMENTS**

**ATTACHMENT 9**

2. Provide training, as needed, to consumers, attendants, and provider agency staff, on issues related to health maintenance or other health, welfare, and safety issues;
3. Provide consultation, as needed, on service delivery problem solving related to the health, welfare, and safety of consumers.

Attendants: Attendants providing services to consumers in the Attendant Care Program must meet the following minimum standards:

1. Be 18 years of age or older;
2. Have the required skills to perform attendant care services as specified in the consumer's service plan;
3. Possess basic math, reading and writing skills;
4. Possess a valid Social Security Number;
5. Be willing to submit to a criminal records check;
6. When required by the consumer, the attendant must be able to demonstrate the capability to perform health maintenance activities specified in the consumer's service plan or be willing to receive training to be able to provide the health maintenance activities specified in the consumer's service plan;
7. Contractors may use Attendant Care Program funds to pay attendants who are family members of a consumer with the exception of a consumer's spouse. Payment will not be made for services furnished to a consumer by a consumer's spouse.
8. Attendants cannot be independent contractors.

The employer of an attendant shall have a description of the Contractor's and/or consumers-employer responsibilities including, but not limited to, the employment status of the attendant, payment of taxes, and benefits and insurances provided.

Grandfathering Provision for Service Coordinators and Attendants in the Act 150 Program

The minimum standards for service coordinators and attendants providing services to consumers in the Act 150 Program for attendant care services have changed. This provision is effective with implementation of these requirements. Service Coordinators or Attendants hired prior to the implementation date who do not meet the minimum standards shall be considered to be meeting the minimum standard as long as service being provided is satisfactory to the consumer.