

INDEPENDENCE WAIVER RENEWAL SIDE-BY-SIDE COMPARISON

Topic	Current Language	Revised Language
Main Module		<p>Independence Waiver – Transition to Community HealthChoices (See Main Module)</p> <p>The Commonwealth’s Department of Human Services (DHS) is embarking on a phase-in of a Managed Long-term Services and Supports (MLTSS) model of service delivery known as Community Health Choices (CHC). CHC will be rolled out in all 67 counties that comprise five (5) geographic zones.</p> <p>Independence Waiver – Home and Community-Based Settings Waiver Transition Plan (See Main Module)</p> <p>A revised transition plan was issued for public comment in the January 9, 2016 Pennsylvania Bulletin as a component of the Commonwealth's Statewide Transition Plan for Home and Community-Based Settings. The final, revised transition plan will be added to the Independence waiver amendment.</p>
Changes to the “Use of Contracted Entities” for Eligibility Appendix A-Administrative Authority-Appendix A-3	<p>Through the current Title XIX Medicaid Waiver Grant Agreement, OLTL contracts with fifty-two (52) local Area Agencies on Aging to perform the initial level of care determination as specified in Appendix B-6. Thirty-three of these entities are Local/Regional non-state public agencies, while nineteen are Local/Regional non-governmental non-state entities.</p> <p>Annual Re-evaluations – ... the annual reevaluation for level of care is conducted by the local Service Coordination Entities as described in Appendix C.</p>	<p>Through the current Title XIX Medicaid Waiver Grant Agreement, OLTL currently contracts with fifty-two (52) local Area Agencies on Aging to perform the initial level of care determination as specified in Appendix B-6. Thirty-three of these entities are Local/Regional non-state public agencies, while nineteen are Local/Regional non-governmental non-state entities. Effective September 1, 2016, OLTL will be entering into a contract with a non-governmental, non-state agency, to conduct the initial and annual level of care determinations and redeterminations, hereafter referred as Clinical Eligibility Determinations/Re-determinations. The selected entity will have subcontracts with local organizations to perform the Clinical Eligibility Determinations and Redeterminations, and will be responsible for monitoring these local organizations to ensure that initial Clinical Eligibility Determinations are completed within 15 days after the participant referral from the Independent Enrollment Entity. The selected entity will also be responsible for ensuring the annual redeterminations are conducted within 365 days of the last Clinical Eligibility Determination (initial or annual).</p>
Addition of Home Modifications Brokers as Contracted Entities		<p>OLTL will contract with regional home modifications brokers to provide for innovation and increase the efficiency and effectiveness of the home adaptations service. In March 2016 the Department issued a Request for Proposal (RFP) seeking grantees to provide waiver participants with approved home adaptation services in a manner that is both fiscally and programmatically efficient for the Commonwealth, as well as timely and adequate for the participants. DHS will award one agreement for each of the following regions, with no more than three awards being given to one Grantee: Southeast, Southwest, Lehigh/Capital, Northeast, and Northwest. Home modification brokers will begin serving participants in OLTL’s Aging, COMMCARE, Independence, and OBRA waivers in the fall of 2016. Beginning January 1, 2017, the home modification brokers will begin serving participants enrolled in CHC.</p> <p>The responsibilities of the home modifications brokers include:</p> <ul style="list-style-type: none"> • Provide and oversee the home adaptation service. Develop cost effective and quality solutions and specifications for home

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Appendix A-Administrative Authority-Appendix A-3		adaptation projects. • Issue requests for bids and assist the participant and the SC with selection of a qualified home adaptation provider. • Negotiate bids, specifications and terms of home adaptation services with the selected providers. Enter into agreements with selected home modification providers. • Provide oversight of the home modification provider during the process, including the quality and timeliness of work. • Resolve conflicts between the participants and home modification providers and guide participants through the conflict resolution process if a conflict arises. • Inspect completed home adaptations. Evaluate them with participant and the SC to determine quality of adaptation and whether the adaptation meets the needs of the participant.
Appendix B-Eligibility and Access-B-3: Number of Individuals Served		.

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<p>"Appendix C- Services- Appendix C-2-b- Child Abuse Clearances"</p>	<p>The Department of Human Services maintains a child abuse registry of individuals who have been named as a perpetrator of founded or indicated child abuse. A similar registry is not maintained for individuals who have been named as a perpetrator of founded or indicated elder abuse; these results are reported on the criminal history background check.</p> <p>Written results of child abuse clearances are required for all direct care workers providing services in homes where children reside. These clearances are obtained from the Office of Children, Youth and Families, DHS-Childline and Abuse Registry, P.O. Box 8170, Harrisburg, Pennsylvania 17105-8170, (717)783-6211 within 30 work days from the date the employee/provider initiates services to the participant. Support service workers who are employed by waiver participants must have child abuse clearances completed prior to hire so that participants can make an informed decision on whether to employ a worker who has been named as a perpetrator of founded or indicated child abuse.</p> <p>The home care/personal assistance agency is responsible for securing child abuse clearances for their employees. The agency must have a system in place to document that the child abuse clearance was conducted. In the interim of securing the written results of child abuse clearances, the provider of service will obtain written certification from the employee which confirms that the employee has not, within five (5) years immediately preceding the date of employment with the waiver program, been named on a central child abuse registry as being a perpetrator of founded or indicated child abuse.</p>	<p>Clearances are required for all direct care workers providing services in homes where children reside. A child is defined as an individual under 18 years of age.</p> <p>Employees who are either “responsible for the welfare of” or have “direct contact with” a child must obtain the following three certifications:</p> <ul style="list-style-type: none"> • Report of criminal history from the Pennsylvania State Police (PSP); • Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI); and • Child Abuse History Certification from the Department of Human Services (Child Abuse). <p>Requests for criminal history reports can be processed through the Pennsylvania State Police web-based computer application called “Pennsylvania Access To Criminal History” (PATCH), at https://epatch.state.pa.us, or by submitting the “Request For Criminal Record Check” form SP4-164 (updated 7/2015) to the following address: Pennsylvania State Police, Central Repository – 164, 1800 Elmerton Avenue, Harrisburg, PA 17110-9758, (717) 425-5546.</p> <p>The Department of Human Services is utilizing Cogent Systems to process fingerprint-based FBI record checks. The fingerprint based background check is a multiple step process. The Cogent Systems Web site https://www.pa.cogentid.com/index_dpwNew.htm allows individuals to apply online, as well as provide detailed information regarding the application process.</p> <p>Child Abuse History Certifications are obtained online at http://www.compass.state.pa.us/CWIS, or through the DHS ChildLine and Abuse Registry, P.O. Box 8170, Harrisburg, Pennsylvania 17105-8170, (717) 783-6211 or toll free at (877) 371-5422. Written results are required within 30 work days from the date the employee/provider initiates services to the participant. Support service workers who are employed by waiver participants must have child abuse clearances completed prior to hire so that participants can make an informed decision on whether to employ a worker who has been named as a perpetrator of founded or indicated child abuse.</p> <p>Beginning July 1, 2015, certifications must be obtained every 60 months. Any employee with current certification issued prior to July 1, 2015, must renew their certifications within 60 months from the date of their oldest certification or if their current certification is older than 60 months.</p> <p>If an employee is arrested for or convicted of an offense that would constitute grounds for denying employment or participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the employee must provide the administrator or their designee with written notice not later than 72 hours after the arrest, conviction or notification that the person has been listed as a perpetrator in the statewide database. An employee who willfully fails to disclose information as required above commits a misdemeanor of the third degree and shall be subject to discipline up to and including termination or denial of employment.</p>

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	<p>The F/EA is responsible for securing child abuse clearances for prospective support service workers. The cost of conducting child abuse clearances is included in the monthly per member per month rate paid to the F/EA. In addition, the F/EA must have a system in place to document that the child abuse clearance was conducted.</p> <p>OLTL reviews provider personnel records as part of the biennial monitoring to ensure that child abuse clearances are conducted and documented as referenced in the Quality Improvement section below. In addition to regularly scheduled monitoring, OLTL may review records as necessary during incident report investigations or other circumstances as warranted.</p>	<p>The home care/personal assistance agency is responsible for securing these clearances for their employees. The agency must have a system in place to document that the clearances were conducted. In the interim of securing the written results of the clearances, the provider of service will obtain written certification from the employee which confirms that the employee has not, within five (5) years immediately preceding the date of enrollment into the waiver program been named on a central child abuse registry as being a perpetrator of founded or indicated child abuse.</p> <p>The F/EA is responsible for securing clearances for prospective support service workers. The cost of conducting clearances is included in the monthly per member per month rate paid to the F/EA. In addition, the F/EA must have a system in place to document that the clearances were conducted.</p> <p>OLTL reviews provider personnel records as part of the biennial monitoring to ensure that the clearances are conducted and documented as referenced in the Quality Improvement section. In addition to regularly scheduled monitoring, OLTL may review records as necessary during incident report investigations or other circumstances as warranted.</p>

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<p>One employment service is being eliminated from the Independence Waiver - Supported Employment - and replaced with four more comprehensive employment services</p> <p>Appendix C- Services- Participant Services C-1/C-3: Service Specification Supported Employment (Replaced by Job Coaching Services)</p>	<p>Supported Employment Supported Employment Services are paid employment services for persons for whom competitive employment at or above the minimum wage is unlikely, and who because of their disability need intensive ongoing support to perform in a work setting. Supported employment is conducted in a variety of settings, particularly work sites in which persons without disabilities are employed. Supported employment includes activities needed to sustain paid work by individuals receiving waiver services including supervision and training. When supported employment services are provided at a work site in which persons without disabilities are employed, payment will be made only for the adaptations, supervision, and training of the individuals receiving waiver services as a result of their disabilities and will not include payment for supervisory activities rendered as a normal part of the business setting.</p> <p>Specify applicable (if any) limits on the amount, frequency, or duration of this service: When Supported employment services are provided at a work site where persons without disabilities are employed, payment is made only for the adaptations; supervision and training required by participants receiving waiver services as a result of their disabilities but does not include payment for the supervisory activities rendered as a normal part of the business setting. Federal financial participation is not claimed for incentive payments, subsidies, or unrelated vocational training expenses such as the following:</p> <ul style="list-style-type: none"> • Incentive payments made to an employer to encourage or subsidize the employer's participation in a supported employment program; • Payments that are passed through to users of 	<p>Job Coaching (Intensive and Extended Follow-along)</p> <p>Effective September 1, 2016 Job Coaching replaces Supported Employment. Job Coaching services are individualized services providing supports to participants who need ongoing support to learn a new job and maintain a job that meets the definition of competitive integrated employment. Competitive integrated employment is full or part-time work at minimum wage or higher, with wages and benefits similar to those without disabilities performing the same work, and fully integrated with co-workers without disabilities. Job Coaching can also be used to support participants who are self-employed. Job Coaching services are necessary, as specified in the service plan, to support the participant to live and work successfully in home and community-based settings, enable the participant to integrate more fully into the community and ensure the health, welfare and safety of the participant. Competitive integrated employment, including self-employment, shall be considered the first option when serving persons with disabilities who are of working age. Job Coaching provides two components in accordance with an assessment: Intensive Job Coaching and Extended Follow-along.</p> <p>Intensive Job Coaching Intensive Job Coaching is an essential component of Job Coaching services and may include:</p> <ul style="list-style-type: none"> • On the-job training and skills development; • Assisting the participant with development of natural supports in the workplace; and, • Coordinating with employers or employees, coworkers and customers, as necessary. <p>Intensive Job Coaching includes assisting the participant in meeting employment expectations, performing business functions, addressing issues as they arise, and also includes travel training and diversity training to the specific business where the participant is employed. Intensive Job Coaching provides support to assist participants in stabilizing in an integrated situation (including self-employment) and may include meeting with the employer on behalf of the participant when the participant is not present to assist in maintaining job placement. Participants receiving Intensive Job Coaching require on-the-job support for more than 20% of their work week at the outset of the service, phasing down to 20% per week during the Intensive Job Coaching period (at which time, Extended Follow-along will be provided if ongoing support is needed). Job Coaching supports within this range should be determined based on the participant's needs.</p> <p>Intensive Job Coaching for the same employment site and/or position may only be authorized for up to 6 months and may be reauthorized for additional 6 month periods, upon review with the service planning team. Intensive Job Coaching may only be reauthorized twice, for a total of 18 consecutive months of Intensive Job Coaching support for the same employment site and/or position. Any exceptions require prior approval from the Department or its designee. Intensive Job Coaching is recommended for new employment placements or may be reauthorized for the same location after a period of Extended Follow-along, due to change in circumstances (new work responsibilities, personal life changes, etc.).</p> <p>Extended Follow Along Extended Follow-along is ongoing support available for an indefinite period as needed by the participant to maintain their paid employment position once they have been stabilized in their position (receiving less than 20% onsite support for at least four weeks). Extended Follow-along support may include reminders of effective workplace practices and reinforcement of skills</p>

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	<p>Supported employment programs; or</p> <ul style="list-style-type: none"> • Payments for training that is not directly related to an individual's Supported employment program. <p>Waiver funding is not available for the provision of vocational services (e.g., sheltered work performed in a facility) where individuals are supervised in producing goods or performing services under contract to third parties. This service may not exceed eight (8) hours per day.</p> <p>The frequency and duration of this service are based upon the participant's needs as identified and documented in the participant's service plan.</p>	<p>gained during the period of Intensive Job Coaching. Once transitioned to Extended Follow-along, providers are required to make at least 2 visits per month, up to a maximum of 240 hours per service plan year. This allows an average of 20 hours per month to manage difficulties which may occur in the workplace and the limit may be used for the participant over an annual basis, as needed. If circumstances require more than that amount per service plan year, the service must be billed as Intensive Job Coaching.</p> <p>Services must be delivered in a manner that supports the participant's communication needs including, but not limited to, age appropriate communication, translation services for participants that are of limited-English proficiency or who have other communication needs requiring translation, assistance with the provider's understanding and use of communication devices used by the participant.</p> <p>If the participant receives Behavior Therapy services, this service includes implementation of the behavior support plan and, if necessary, the crisis support plan. The service includes collecting and recording the data necessary to support the review of the service plan, the behavior support plan and the crisis support plan, as appropriate.</p> <p>The Job Coaching service provider must maintain documentation in accordance with Department requirements. The documentation must be available to the Service Coordinator for monitoring at all times on an ongoing basis. The Service Coordinator will monitor on a quarterly basis to see if the employment objectives and outcomes are being met.</p> <p>Specify applicable (if any) limits on the amount, frequency, or duration of this service:</p> <p>Job Coaching services may not be rendered under the waiver to a participant under a program funded by either the Rehabilitation Act of 1973 as amended or the Individuals with Disabilities Education Act (IDEA) or any other small business development resource available to the participant. This means that Job Coaching may only be provided when documentation has been obtained that one of the following has occurred:</p> <ol style="list-style-type: none"> 1. OVR has closed a case for the participant or has stopped providing services to the participant; 2. The participant was determined ineligible for OVR services; or 3. For anyone eligible for IDEA services, it has been verified that the services are not available in a complete and approved Individualized Education Program (IEP) developed pursuant to IDEA. <p>Documentation in accordance with Department requirements must be maintained in the file by the Service Coordinator and updated with each reauthorization to satisfy the State assurance that the service is not otherwise available to the participant under other federal programs.</p> <p>Total combined hours for Employment Skills Development, or Job Coaching services are limited to 50 hours in a calendar week. A participant whose needs exceed 50 hours a week must obtain prior approval.</p> <p>Except as permitted in accordance with requirements contained in Department guidance, policy and regulations, this service may not be provided on the same day and at the same time as services that contain elements integral to the delivery of this service.</p> <p>Federal Financial Participation is not claimed for incentive payments, subsidies or unrelated vocational training expenses such as the following:</p> <ul style="list-style-type: none"> • Incentive payments made to an employer to encourage or subsidize the employer's participation in Job Coaching services • Payments that are passed through to users of Job Coaching services

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		<p>Job Coaching does not include facility-based or other similar types of vocational services furnished in specialized facilities that are not a part of the general workplace.</p> <p>Job Coaching does not include payment for supervision, training, support and adaptations typically available to other non-disabled workers filling similar positions in the business.</p> <p>Provider Type: Job Coaching Provider Agency License (specify): N/A Certificate (specify): Current State motor vehicle registration is required for all vehicles owned, leased and/or hired and used as a component of the Job Coaching service Comply with 55 PA Code 1101 and have a waiver provider agreement.</p> <p>Qualifications: •Comply with 55 PA Code 1101 and have a waiver provider agreement Comply with Department standards, including regulations, policies and procedures relating to provider qualifications Have or ensure automobile insurance for any automobiles owned, leased and/or hired when used as a component of the service Have a waiver service location in Pennsylvania or a state contiguous to Pennsylvania Have Worker’s Compensation insurance in accordance with State statute and in accordance with Department policies Have Commercial General Liability insurance Ensure that employees (direct, contracted or in a consulting capacity) have been trained to meet the unique needs of the participant; for example, communication, mobility and behavioral needs Individuals working for or contracted with agencies must meet the following standards: Be at least 18 years of age, and Have a High School Diploma or GED and 2 years related experience, or Bachelor’s degree, and. Have a minimum of 1 year of experience living or working with an individual with a disability or support needs commensurate with the participants served in the waiver or related educational experience Comply with all Department standards including regulations, policies and procedures related to provider qualifications Complete Department required training, including training on the participant’s service plan and the participant’s unique needs, which may include, but is not limited to, communication, mobility and behavioral needs Have criminal clearances as per 35 P.S.§10225.101 et seq. and 6 Pa. Code Chapter 15 Have a valid driver’s license from Pennsylvania or a contiguous state if the operation of a vehicle is necessary to provide the service Individuals working directly with the participant to provide job coaching services shall hold one of the following:</p> <ul style="list-style-type: none"> • Holds a Certified Employment Support Professional (CESP) credential from the Association of People Supporting Employment First (APSE) • Has been awarded a Basic Employment Services Certificate of Achievement or a Professional Certificate of Achievement in Employment Services from an Association of Community Rehabilitation Educators (ACRE) organizational member that

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		<p>has ACRE-approved training.</p> <p>Provider Type: Job Coaching Provider License (specify): N/A Certificate (specify): Current State motor vehicle registration is required for all vehicles owned, leased and/or hired and used as a component of the Job Coaching service. One of the following: 1. Holds a Certified Employment Support Professional (CESP) credential from the Association of People Supporting Employment First (APSE) 2. Has been awarded a Basic Employment Services Certificate of Achievement or a Professional Certificate of Achievement in Employment Services from an Association of Community Rehabilitation Educators (ACRE) organizational member that has ACRE-approved training.</p> <p>Qualifications:</p> <ul style="list-style-type: none"> • Comply with 55 PA Code 1101 and have a waiver provider agreement • Comply with Department standards, including regulations, policies and procedures relating to provider qualifications • Have or ensure automobile insurance for any automobiles owned, leased and/or hired when used as a component of the service • Have a valid driver's license from Pennsylvania or a contiguous state if the operation of a vehicle is necessary to provide the service • Be a resident of Pennsylvania or a state contiguous to Pennsylvania • Have Worker's Compensation insurance in accordance with State statute and in accordance with Department policies • Have Commercial General Liability insurance • Be at least 18 years of age • Have a minimum of 1 year of experience living or working with an individual with a disability or support needs commensurate with the participants served in the waiver or related educational experience, and • Have a High School Diploma or GED and 2 years related experience, or • Bachelor's degree • Complete Department required training, including training on the participant's service plan and the participant's unique needs, which may include, but is not limited to, communication, mobility and behavioral needs <p>Have criminal clearances as per 35 P.S. §10225.101 et seq. and 6 Pa. Code Chapter 15</p>

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<p style="text-align: center;">Appendix C- Services- Participant Services C-1/C-3: Service Specification Employment Skills Development (New Service)</p>		<p>Employment Skills Development Employment Skills Development services provide learning and work experiences, including volunteer work, where the participant can develop strengths and skills that contribute to employability in paid employment in integrated community settings. Services are aimed at furthering habilitation goals that will lead to greater opportunities for competitive and integrated employment and career advancement at or above minimum wage. Employment Skills Development services are necessary, as specified in the service plan, to support the participant to live and work successfully in home and community-based settings, enable the participant to integrate more fully into the community and ensure the health, welfare and safety of the participant.</p> <p>Employment Skills Development services are designed to:</p> <ul style="list-style-type: none"> • Be individually tailored to directly address the participant’s employment goals as identified in the needs assessment and included in the service plan. If the participant has received a Career Assessment that has determined that the participant is in need of acquiring particular skills in order to enhance their employability, those identified skills development areas must be addressed within the participant’s service plan and by the Employment Skills Development service • Enable each participant to attain the highest level of work in the most integrated setting and with the job matched to the participant’s career goals, interests, strengths, priorities, abilities and capabilities, while following applicable federal and State wage guidelines • Support acquisition of skills needed to obtain competitive, integrated employment in the community • Develop and teach general, translatable skills including, but not limited to, the ability to communicate effectively with supervisors, coworkers and customers; generally accepted community workplace conduct and dress; basic workplace requirements, like adherence to time and attendance expectations; ability to follow directions; ability to attend to tasks; workplace problem solving skills and strategies; general workplace safety; and training to enable the effective use of transportation resources • Provide and support the acquisition of skills necessary to enable the participant to obtain competitive, integrated work where the compensation for the participant is at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by participants without disabilities, which is considered to be the optimal outcome of Employment Skills Development services <p>Support may be provided to participants for unpaid volunteer placement and training experiences, which may be provided in community-based settings. Volunteering is not an alternative to paid employment, but rather must be an avenue for building skills and connections that are expected to lead to competitive integrated employment. Volunteer placements used for the purpose of Employment Skills Development must be time limited, and it must be documented in the service plan how the volunteer placement is expected to achieve the goal of competitive integrated employment. Skills development as a part of placement and training may occur as a one to one training experience or in a group setting in accordance with Department requirements.</p> <p>Employment Skills Development includes transportation as an integral component of the service, for example, transportation to a volunteer or training activity.</p> <p>Employment Skills Development may be provided in facilities licensed under PA Code 2390 but only after the participant has been referred to OVR and the following is documented: the participant was either determined ineligible by OVR or their OVR</p>

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		<p>case is closed and the provision of Employment Skills Development services has already been attempted in a competitive integrated employment setting or an unlicensed community-based setting outside the participant’s home.”</p> <p>Participants receiving Employment Skills Development services must have measureable employment-related goals in their service plan.</p> <p>Services must be delivered in a manner that supports the participant’s communication needs including, but not limited to, age appropriate communication, translation services for participants that are of limited-English proficiency or who have other communication needs requiring translation, assistance with the provider’s understanding and use of communication devices used by the participant.</p> <p>If the participant receives Behavior Therapy services, this service includes implementation of the behavior support plan and, if necessary, the crisis support plan. The service includes collecting and recording the data necessary to support the review of the service plan, the behavior support plan and the crisis support plan, as appropriate.</p> <p>The Employment Skills Development service provider must maintain documentation in accordance with Department requirements. The documentation must be available to the Service Coordinator for monitoring at all times on an ongoing basis. The Service Coordinator will monitor on a quarterly basis to see if the training objectives re being met.</p> <p>Specify applicable (if any) limits on the amount, frequency, or duration of this service:</p> <p>Employment Skills Development services may not be rendered under the waiver to a participant under a program funded by either the Rehabilitation Act of 1973 as amended or the Individuals with Disabilities Education Act (IDEA) or any other small business development resource available to the participant. This means that Employment Skills Development may only be provided when documentation has been obtained that one of the following has occurred:</p> <ol style="list-style-type: none"> 1. OVR has closed a case for the participant or has stopped providing services to the participant; 2. The participant was determined ineligible for OVR services; or 3. For anyone eligible for IDEA services, it has been verified that the services are not available in a complete and approved Individualized Education Program (IEP) developed pursuant to IDEA. <p>Documentation in accordance with Department requirements must be maintained in the file by the Service Coordinator and updated with each reauthorization to satisfy the State assurance that the service is not otherwise available to the participant under other federal programs.</p> <p>Total combined hours for Employment Skills Development, and Job Coaching services are limited to 50 hours in a calendar week.</p> <p>Except as permitted in accordance with requirements contained in Department guidance, policy and regulations, this service may not be provided on the same day and at the same time as services that contain elements integral to the delivery of this service.</p> <p>Handicapped employment, as defined in Title 55, Chapter 2390, may not be funded through the waiver. Waiver funding is not available for the provision of Employment Skills Development (e.g., sheltered work performed in a facility) where participants are supervised in producing goods or performing services under contract to third parties.</p> <p>Employment Skills Development services are limited to 24 continuous months, at which time the participant should be able to pursue Job Finding, Job Coaching or another service setting where they may utilize skills they have gained. Exceptions to this limit may be considered based upon a needs assessment or Career Assessment and prior authorization by the</p>

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		<p>Department. Employment Skills Development services are not a pre-requisite for Job Finding or Job Coaching. Provider Type: Vocational Facilities (licensure title) License: 55 PA Code 2390 Certificate: Current State motor vehicle registration is required for all vehicles owned, leased and/or hired and used as a component of the Employment Skills Development service Qualifications:</p> <ul style="list-style-type: none"> • • Comply with 55 PA Code 1101 and have a waiver provider agreement • Comply with Department standards, including regulations, policies and procedures relating to provider qualifications • Have or ensure automobile insurance for any automobiles owned, leased and/or hired when used as a component of the service • Have a waiver service location in Pennsylvania or a state contiguous to Pennsylvania • Have Worker's Compensation insurance in accordance with State statute and in accordance with Department policies • Have Commercial General Liability insurance • Ensure that employees (direct, contracted or in a consulting capacity) have been trained to meet the unique needs of the participant; for example, communication, mobility and behavioral needs <p>Individuals working for or contracted with agencies must meet the following standards:</p> <ul style="list-style-type: none"> • Be at least 18 years of age • Have a minimum of 1 year of experience living or working with an individual with a disability or individuals with support needs commensurate with participants served in the waiver or related educational experience • Comply with all Department standards including regulations, policies and procedures related to provider qualifications • Complete Department required training, including training on the participant's service plan and the participant's unique needs, which may include, but is not limited to, communication, mobility and behavioral needs • Have criminal clearances as per 35 P.S. §10225.101 et seq. and 6 PA Code Chapter 15 <p>Have a valid driver's license from Pennsylvania or a contiguous state if the operation of a vehicle is necessary to provide the service</p> <p>Provider Type: Employment Skills Development Provider License: N/A Certificate: Current State motor vehicle registration is required for all vehicles owned, leased and/or hired and used as a component of the Employment Skills Development service One of the following:</p> <ol style="list-style-type: none"> 1. Holds a Certified Employment Support Professional (CESP) credential from the Association of People Supporting Employment First (APSE) 2. Has been awarded a Basic Employment Services Certificate of Achievement or a Professional Certificate of Achievement in Employment Services from an Association of Community Rehabilitation Educators (ACRE) organizational member that has ACRE-approved training.

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		<p>Qualifications:</p> <ul style="list-style-type: none"> • Comply with 55 PA Code 1101 and have a waiver provider agreement • Comply with Department standards, including regulations, policies and procedures relating to provider qualifications • Have or ensure automobile insurance for any automobiles owned, leased and/or hired when used as a component of the service • Have a waiver service location in Pennsylvania or a state contiguous to Pennsylvania • Have Worker’s Compensation insurance in accordance with State statute and in accordance with Department policies • Have Commercial General Liability insurance • Ensure that employees (direct, contracted or in a consulting capacity) have been trained to meet the unique needs of the participant; for example, communication, mobility and behavioral needs <p>Individuals working for or contracted with agencies must meet the following standards:</p> <ul style="list-style-type: none"> • Be at least 18 years of age • Have a minimum of 1 year of experience living or working with an individual with a disability or individuals with support needs commensurate with participants served in the waiver or related educational experience • Comply with all Department standards including regulations, policies and procedures related to provider qualifications • Complete Department required training, including training on the participant’s service plan and the participant’s unique needs, which may include, but is not limited to, communication, mobility and behavioral needs • Have criminal clearances as per 35 P.S. §10225.101 et seq. and 6 PA Code Chapter 15 <p>Have a valid driver's license from Pennsylvania or a contiguous state if the operation of a vehicle is necessary to provide the service</p>

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<p style="text-align: center;">Appendix C- Services- Participant Services C-1/C-3: Service Specification Job Finding (New Service)</p>		<p>Job Finding Job Finding is an individualized service that assists participants to obtain competitive, integrated employment. Competitive integrated employment is full or part-time work at minimum wage or higher, with wages and benefits similar to those without disabilities performing the same work, and fully integrated with co-workers without disabilities. Job Finding services are necessary, as specified in the service plan, to support the participant to live and work successfully in home and community-based settings, enable the participant to integrate more fully into the community and ensure the health, welfare and safety of the participant. Job Finding identifies and/or develops potential jobs and assists the participant in securing a job that fits the participant's skills and preferences and employer's needs. If the participant has received a Career Assessment, the results of that assessment must be included within the participant's service plan and considered by the Job Finding service. Job Finding may include customized job development. Customized job development is based on individualizing the employment relationship between employees and employers in a way that matches the needs of the employer with the assessed strengths, skills, needs, and interests of the participant, either through task reassignment, job carving, or job sharing. Job Finding may include customized job development. Customized job development is based on individualizing the employment relationship between employees and employers in a way that matches the needs of the employer with the assessed strengths, skills, needs, and interests of the participant, either through task reassignment, job carving, or job sharing.</p> <p>Job Finding, which may include prospective employer relationship building, is time-limited. Job Finding requires authorization up to 90 days, with re-authorization every 90 days, for up to 1 year. At each 90-day interval, the service plan team will meet to clarify employment goals and expectations and review the job finding strategy. Services must be delivered in a manner that supports the participant's communication needs including, but not limited to, age appropriate communication, translation services for participants that are of limited-English proficiency or who have other communication needs requiring translation, assistance with the provider's understanding and use of communication devices used by the participant. The service also includes transportation as an integral component of the service, such as to a job interview, during the delivery of Job Finding. If the participant receives Behavior Therapy services, this service includes implementation of the behavior support plan and, if necessary, the crisis support plan. The service includes collecting and recording the data necessary to support the review of the service plan, the behavior support plan and the crisis support plan, as appropriate. Complete payment for Job Finding will require achievement of milestones as identified by the Department. Specify applicable (if any) limits on the amount, frequency, or duration of this service: Job Finding services may not be rendered under the waiver to a participant under a program funded by either the Rehabilitation Act of 1973 as amended or the Individuals with Disabilities Education Act (IDEA) or any other small business development resource available to the participant. This means that job finding may only be provided when documentation has been obtained that one of the following has occurred:</p> <ol style="list-style-type: none"> 1. OVR has closed a case for the participant or has stopped providing services to the participant;

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		<p>2. The participant was determined ineligible for OVR services; or</p> <p>3. For anyone eligible for IDEA services, it has been verified that the services are not available in a complete and approved Individualized Education Program (IEP) developed pursuant to IDEA.</p> <p>Documentation in accordance with Department requirements must be maintained in the file by the Service Coordinator and updated with each reauthorization to satisfy the State assurance that the service is not otherwise available to the participant under other federal programs.</p> <p>The Job Finding service provider must maintain documentation in accordance with Department requirements. <i>The documentation must be available to the Service Coordinator for monitoring at all times on an ongoing basis. The Service Coordinator will monitor on a quarterly basis to see if the employment objectives and outcomes are being met.</i></p> <p>Except as permitted in accordance with requirements contained in Department guidance, policy and regulations, this service may not be provided on the same day and at the same time as services that contain elements integral to the delivery of this service. The Job Finding Service may be provided in conjunction with other employment related services such as Career Assessment, Employment Skills Training and Job Coaching.</p> <p>Job Finding does not include activities covered through Job Coaching once employment is obtained.</p> <p>Job Finding does not include skills training to qualify for a job.</p> <p>Federal Financial Participation is not claimed for incentive payments, subsidies or unrelated vocational training expenses such as the following:</p> <ul style="list-style-type: none"> • Incentive payments made to an employer to encourage or subsidize the employer's participation in Job Finding services <p>Payments that are passed through to users of the Job Finding services Provider Type:</p> <p>Job Finding Agency License (specify): N/A Certificate (specify):</p> <p>Current State motor vehicle registration is required for all vehicles owned, leased and/or hired and used as a component of this service. Also, Comply with 55 PA Code 1101 and have a waiver provider agreement.</p> <p>Other Standard (specify):</p> <ul style="list-style-type: none"> • Comply with 55 PA Code 1101 and have a waiver provider agreement <p>Comply with Department standards, including regulations, policies and procedures relating to provider qualifications</p> <p>Have or ensure automobile insurance for any automobiles owned, leased and/or hired when used as a component of the service</p> <p>Have a waiver service location in Pennsylvania or a state contiguous to Pennsylvania</p> <p>Have Worker's Compensation insurance in accordance with State statute and in accordance with Department policies</p> <p>Have Commercial General Liability insurance</p> <p>Ensure that employees (direct, contracted or in a consulting capacity) have been trained to meet the unique needs of the participant; for example, communication, mobility and behavioral needs</p> <p>Individuals working for or contracted with agencies must meet the following standards:</p> <p>Be at least 18 years of age</p> <p>Have a bachelor's degree in rehabilitation, business, marketing or related field and 1 year of documented related experience,</p>

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		<p>or Have an associate’s degree in rehabilitation, business, marketing or related field and 2 years of documented related experience, or Have a high school diploma or GED and at least 3 years of documented related experience Comply with all Department standards regarding regulations, policies and procedures related to provider qualifications Complete Department required training, including training on the participant’s service plan and the participant’s unique needs, which may include, but is not limited to, communication, mobility and behavioral needs Have criminal clearances as per 35 P.S. §10225.101 et seq. and 6 PA Code Chapter 15 Have a valid driver's license from Pennsylvania or a contiguous state if the operation of a vehicle is necessary to provide the service Individuals working directly with the participant to provide job finding services shall hold one of the following:</p> <ul style="list-style-type: none"> • Holds a Certified Employment Support Professional (CESP) credential from the Association of People Supporting Employment First (APSE) • Has been awarded a Basic Employment Services Certificate of Achievement or a Professional Certificate of Achievement in Employment Services from an Association of Community Rehabilitation Educators (ACRE) organizational member that has ACRE-approved training. <p>Job Finding Provider</p> <p>License (specify): N/A Certificate (specify): Current State motor vehicle registration is required for all vehicles owned, leased and/or hired and used as a component of this service One of the following:</p> <ol style="list-style-type: none"> 1. Holds a Certified Employment Support Professional (CESP) credential from the Association of People Supporting Employment First (APSE) 2. Has been awarded a Basic Employment Services Certificate of Achievement or a Professional Certificate of Achievement in Employment Services from an Association of Community Rehabilitation Educators (ACRE) organizational member that has ACRE-approved training. <p>Qualifications (specify):</p> <ul style="list-style-type: none"> • Comply with 55 PA Code 1101 and have a waiver provider agreement • Comply with Department standards, including regulations, policies and procedures relating to provider qualifications • Have or ensure automobile insurance for any automobiles owned, leased and/or hired when used as a component of the service • Have a valid driver's license from Pennsylvania or a contiguous state if the operation of a vehicle is necessary to provide the service

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		<ul style="list-style-type: none"> • Be a resident of Pennsylvania or a state contiguous to Pennsylvania • Have Worker's Compensation insurance in accordance with State statute and in accordance with Department policies • Have Commercial General Liability insurance in accordance with Department policies • Be at least 18 years of age • Have a bachelor's degree in rehabilitation, business, marketing or related field and 1 year of documented related experience, or • Have an associate's degree in rehabilitation, business, marketing or related field and 2 years of documented related experience, or • Have a high school diploma or GED and at least 3 years of documented related experience • Complete Department required training, including training on the participant's service plan and the participant's unique needs, which may include, but is not limited to, communication, mobility and behavioral needs • Have criminal clearances as per 35 P.S. §10225.101 et seq. and 6 PA Code Chapter 15

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<p style="text-align: center;">"Appendix C- Services- Participant Services C-1/C-3: Service Specification Career Assessment (New Service)"</p>		<p>Career Assessment</p> <p>Career Assessment is an individualized employment assessment used to assist in the identification of potential career options based upon the interests and strengths of the participant. Career Assessment services are necessary, as specified in the service plan, to support the participant to live and work successfully in home and community-based settings, enable the participant to integrate more fully into the community and ensure the health, welfare and safety of the participant. Competitive and integrated employment, including self-employment, shall be considered the first option when serving persons with disabilities who are of working age.</p> <p>Career Assessment is an individualized employment assessment that includes:</p> <ul style="list-style-type: none"> • Conducting a review of the participant’s work and volunteer history, interests and skills, which may include information gathering or interviewing • Conducting situational assessments to assess the participant’s interest and aptitude in a particular type of job • Identifying types of jobs in the community that match the participant’s interests, strengths and skills • Developing a Career Assessment Report that specifies recommendations regarding the participant’s needs, interests, strengths, and characteristics of potential work environments. The Career Assessment Report must also specify training or skills development necessary to achieve the participant’s employment or career goals, that could be addressed by other waiver services in the participant’s service plan <p>This service includes Discovery for individuals who due to the impact of their disability, their skills, preferences, and potential contributions cannot be best captured through traditional, standardized means, such as functional task assessments, situational assessments, and/or traditional normative assessments which compare the individual to others or arbitrary standards of performance and/or behavior. Discovery involves a comprehensive analysis of the person in relation to following:</p> <ul style="list-style-type: none"> o Strongest interests toward one or more specific aspects of the labor market; o Skills, strengths and other contributions likely to be valuable to employers or valuable to the community if offered through self-employment; o Conditions necessary for successful employment or self-employment. <p>Discovery includes the following activities: observation of person in familiar places and activities, interviews with family, friends and others who know the person well, observation of the person in an unfamiliar place and activity, identification of the person’s strong interests and existing strengths and skills that are transferable to individualized integrated employment or self-employment. Discovery also involves identification of conditions for success based on experience shared by the person and others who know the person well, and observation of the person during the Discovery process. The information developed through Discovery allows for activities of typical life to be translated into possibilities for individualized integrated employment or self-employment.</p> <p>The service also includes transportation as an integral component, such as transportation to a situational assessment during the delivery of Career Assessment.</p>

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		<p>Services must be delivered in a manner that supports the participant’s communication needs including, but not limited to, age appropriate communication, translation services for participants that are of limited-English proficiency or who have other communication needs requiring translation, assistance with the provider’s understanding and use of communication devices used by the participant.</p> <p>If the participant receives Behavior Therapy services, this service includes implementation of the behavior support plan and, if necessary, the crisis support plan. The service includes collecting and recording the data necessary to support the review of the service plan, the behavior support plan and the crisis support plan, as appropriate.</p> <p>Results of Career Assessment needs to be documented and incorporated into the participant’s service plan and shared, as appropriate.</p> <p>Specify applicable (if any) limits on the amount, frequency, or duration of this service:</p> <p>Career Assessment services may not be rendered under the waiver to a participant under a program funded by either the Rehabilitation Act of 1973 as amended or the Individuals with Disabilities Education Act (IDEA) or any other small business development resource available to the participant. This means that Career Assessment services may only be provided when documentation has been obtained that one of the following has occurred:</p> <ol style="list-style-type: none"> 1. OVR has closed a case for the participant or has stopped providing services to the participant; 2. The participant was determined ineligible for OVR services; or 3. For anyone eligible for IDEA services, it has been verified that the services are not available in a complete and approved Individualized Education Program (IEP) developed pursuant to IDEA. <p>Documentation in accordance with Department requirements must be maintained in the file by the Service Coordinator and updated with each reauthorization to satisfy the State assurance that the service is not otherwise available to the participant under other federal programs.</p> <p>Career Assessment does not include supports to continue paid or volunteer work once it is obtained.</p> <p>Career Assessment services may only occur once per service plan year and payment will be made only for a completed assessment.</p> <p>Except as permitted in accordance with requirements contained in Department guidance, policy and regulations, this service may not be provided on the same day and at the same time as services that contain elements integral to the delivery of this service.</p> <p>Federal Financial Participation is not claimed for incentive payments, subsidies or unrelated vocational training expenses such as the following:</p> <ul style="list-style-type: none"> • Incentive payments made to an employer to encourage or subsidize the employer's participation in Career Assessment services • Payments that are passed through to users of Career Assessment services <p>Provider Type: Career Assessment Agency License: N/A Certificate:</p>

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		<p>Current State motor vehicle registration is required for all vehicles owned, leased and/or hired and used as a component of this service</p> <p>Qualifications:</p> <ul style="list-style-type: none"> •• Comply with 55 PA Code 1101 and have a waiver provider agreement • Comply with Department standards, including regulations, policies and procedures relating to provider qualifications • Have or ensure automobile insurance for any automobiles owned, leased and/or hired when used as a component of the service • Have a waiver service location in Pennsylvania or a state contiguous to Pennsylvania • Have Worker’s Compensation insurance in accordance with State statute and in accordance with Department policies • Have Commercial General Liability insurance • Ensure that employees (direct, contracted or in a consulting capacity) have been trained to meet the unique needs of the participant; for example, communication, mobility and behavioral needs <p>Individuals working for or contracted with agencies must meet the following standards:</p> <ul style="list-style-type: none"> • Be at least 18 years of age • A master's degree in vocational/career evaluation or another field with a logical relationship to the provision of the service, or • A bachelor's degree in a field with a logical relationship to the provision of the service and 1 year of documented related experience, and • One of the following: <ul style="list-style-type: none"> - Holds a Certified Employment Support Professional (CESP) credential from the Association of People Supporting Employment First (APSE) - Has been awarded a Basic Employment Services Certificate of Achievement or a Professional Certificate of Achievement in Employment Services from an Association of Community Rehabilitation Educators (ACRE) organizational member that has ACRE-approved training. <ul style="list-style-type: none"> • Required certification for any assessment/evaluation tools utilized • Comply with all Department standards including regulations, policies and procedures related to provider qualifications • Complete Department required training, including training on the participant’s service plan and the participant’s unique needs, which may include, but is not limited to, communication, mobility and behavioral needs • Have criminal clearances as per 35 P.S. §10225.101 et seq. and 6 PA Code Chapter 15 • Have a valid driver's license from Pennsylvania or a contiguous state if the operation of a vehicle is necessary to provide the service <p>Provider Type: Career Assessment Provider License: N/A</p>

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		<p>Certificate: Current State motor vehicle registration is required for all vehicles owned, leased and/or hired and used as a component of this service</p> <p>Qualifications:</p> <ul style="list-style-type: none"> •• Comply with 55 PA Code 1101 and have a waiver provider agreement • Comply with Department standards, including regulations, policies and procedures relating to provider qualifications • Have or ensure automobile insurance for any automobiles owned, leased and/or hired when used as a component of the service • Have a valid driver's license from Pennsylvania or a contiguous state if the operation of a vehicle is necessary to provide the service • Be a resident of Pennsylvania or a state contiguous to Pennsylvania • Have Worker's Compensation insurance in accordance with State statute and in accordance with Department policies • Have Commercial General Liability insurance in accordance with Department policies • Be at least 18 years of age • A master's degree in vocational/career evaluation or another field with a logical relationship to the provision of the service, or • A bachelor's degree in a field with a logical relationship to the provision of the service and 1 year of documented related experience, and • One of the following: <ul style="list-style-type: none"> - Holds a Certified Employment Support Professional (CESP) credential from the Association of People Supporting Employment First (APSE) - Has been awarded a Basic Employment Services Certificate of Achievement or a Professional Certificate of Achievement in Employment Services from an Association of Community Rehabilitation Educators (ACRE) organizational member that has ACRE-approved training. • Required certification for any assessment/evaluation tools utilized • Complete Department required training, including training on the participant's service plan and the participant's unique needs, which may include, but is not limited to, communication, mobility and behavioral needs • Have criminal clearances as per 35 P.S. §10225.101 et seq. and 6 PA Code Chapter 15

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<p>"Appendix C- Services- Participant Services C-1/C-3: Service Specification Benefits Counseling (New Service)"</p>		<p>Benefits Counseling will be available in the waiver effective September 1, 2016.</p> <p>Benefits Counseling is a service designed to inform, and answer questions from, a participant about competitive integrated employment and how and whether it will result in increased economic self-sufficiency and/or net financial benefit through the use of various work incentives. This service provides an accurate, individualized assessment. The service provides information to the individual regarding the full array of available work incentives for essential benefit programs including SSI, SSDI, Medicaid, Medicare, housing subsidies, food stamps, etc.</p> <p>The service also will provide information and education to the participant regarding income reporting requirements for public benefit programs, including the Social Security Administration. Benefits counseling provides work incentives counseling and planning services to persons actively considering or seeking competitive integrated employment or career advancement. Service must be provided in a manner that supports the person's communication style and needs. Benefits Counseling services are paid for on an hourly basis and limited in the following ways:</p> <ol style="list-style-type: none"> a. Initial Benefits Counseling for someone actively considering or seeking individualized integrated employment or self-employment, or career advancement in these types of employment: up to twenty (20) hours. This service may be authorized no more than once every two (2) years (with a minimum of two 365-day intervals between services). b. Supplementary Benefits Counseling for a participant evaluating a job offer/promotion or self-employment opportunity: up to an additional six (6) hours. c. Problem-Solving services for a participant to maintain competitive integrated employment: up to eight (8) hours per situation. This service may be authorized up to four (4) times per year if necessary for the individual to maintain individualized integrated employment or self-employment. <p>Specify applicable (if any) limits on the amount, frequency, or duration of this service</p> <p>Benefits Counseling may not be rendered under the waiver to a participant under a program funded by either the Rehabilitation Act of 1973 as amended or the Individuals with Disabilities Education Act (IDEA) or any other small business development resource available to the participant. Initial Benefits Counseling may only be provided if it is documented in the service plan that Benefits Counseling services provided by a Certified Work Incentives Counselor through a Pennsylvania-based federal Work Incentives Planning and Assistance (WIPA) program were sought and it was determined that such services were not available either because of ineligibility or because of wait lists that would result in services not being available within 30 calendar days.</p> <p>Documentation in accordance with Department requirements must be maintained in the file by the Service Coordinator and updated with each reauthorization to satisfy the State assurance that the service is not otherwise available to the participant under other federal programs.</p> <p>Except as permitted in accordance with requirements contained in Department guidance, policy and regulations, this service</p>

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		<p>may not be provided on the same day and at the same time as services that contain elements integral to the delivery of this service.</p> <p>Provider Type: Benefits Counseling agency License: N/A Certificate: Current State motor vehicle registration is required for all vehicles owned, leased and/or hired and used as a component of this service Qualifications:</p> <ul style="list-style-type: none"> • Comply with 55 PA Code 1101 and have a waiver provider agreement • Comply with Department standards, including regulations, policies and procedures relating to provider qualifications • Have or ensure automobile insurance for any automobiles owned, leased and/or hired when used as a component of the service • Have a waiver service location in Pennsylvania or a state contiguous to Pennsylvania • Have Worker’s Compensation insurance in accordance with State statute and in accordance with Department policies • Have Commercial General Liability insurance • Ensure that employees (direct, contracted or in a consulting capacity) have been trained to meet the unique needs of the participant; for example, communication, mobility and behavioral needs <p>Individuals working for or contracted with agencies must meet the following standards:</p> <ul style="list-style-type: none"> • Be at least 18 years of age • Comply with all Department standards regarding regulations, policies and procedures related to provider qualifications • Complete Department required training, including training on the participant’s service plan and the participant’s unique needs, which may include, but is not limited to, communication, mobility and behavioral needs • Have criminal clearances as per 35 P.S. §10225.101 et seq. and 6 PA Code Chapter 15 • Have a valid driver's license from Pennsylvania or a contiguous state if the operation of a vehicle is necessary to provide the service <p>Individuals working directly with the participant to provide Benefits Counseling services shall hold the following:</p> <ul style="list-style-type: none"> • A Certified Work Incentives Counselor certification that is accepted by the Social Security Administration for its Work Incentives Planning and Assistance program.

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		<p>Provider Type: Benefits Counselor License: N/A Certificate: Current State motor vehicle registration is required for all vehicles owned, leased and/or hired and used as a component of this service A Certified Work Incentives Counselor certification that is accepted by the Social Security Administration for its Work Incentives Planning and Assistance program. Qualifications:</p> <ul style="list-style-type: none"> • Comply with 55 PA Code 1101 and have a waiver provider agreement • Comply with Department standards, including regulations, policies and procedures relating to provider qualifications • Have or ensure automobile insurance for any automobiles owned, leased and/or hired when used as a component of the service • Have a valid driver's license from Pennsylvania or a contiguous state if the operation of a vehicle is necessary to provide the service • Be a resident of Pennsylvania or a state contiguous to Pennsylvania • Have Worker's Compensation insurance in accordance with State statute and in accordance with Department policies • Have Commercial General Liability insurance in accordance with Department policies • Be at least 18 years of age • Have a bachelor's degree and 1 year of documented related experience, or • Have an associate's degree and 2 years of documented related experience, or • Have a high school diploma or GED and at least 3 years of documented related experience • Complete Department required training, including training on the participant's service plan and the participant's unique needs, which may include, but is not limited to, communication, mobility and behavioral needs • Have criminal clearances as per 35 P.S. §10225.101 et seq. and 6 PA Code Chapter 15

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<p>"Appendix C- Services- Participant Services C-1/C-3: Service Specification Therapeutic and Counseling Services"</p>	<p>Therapeutic and Counseling Services include Cognitive Rehabilitation Therapy, Counseling Services, Nutritional Consultation, and Behavior Therapy.</p> <p>Behavior Therapy Behavior Therapy services include the completion of a functional behavioral assessment; the development of an individualized, comprehensive behavioral support plan; and the provision of training to individuals, family members and direct service providers. Services include consultation, monitoring the implementation of the behavioral support plan and revising the plan as necessary. Behavior Therapy services are provided by a licensed psychologist, licensed social worker, behavior specialist, licensed professional counselor, or a home health agency that employs them.</p> <p>Provider Qualifications Excerpt: Behavior Specialist Minimum of a Master’s degree in Social Work, Psychology, Education, Counseling or related human services field. Individuals without licensure or certification must be supervised by a licensed psychologist, licensed social worker, licensed professional counselor or licensed behavior analyst.</p> <p>Cognitive Rehabilitation Therapy Therapeutic and counseling services are services that assist individuals to improve functioning and independence, are not covered by the Medicaid State Plan, and are necessary to improve the individual’s inclusion in their community. Therapeutic and Counseling Services are provided by professionals and/or paraprofessionals in cognitive rehabilitation therapy, counseling, nutritional counseling and behavior management.</p>	<p>Cognitive Rehabilitation Therapy, Counseling Services, Nutritional Consultation, and Behavior Therapy are each separate and distinct services within the waiver.</p> <p>Behavior Therapy Behavior Therapy services include the completion of a functional behavioral assessment; the development of an individualized, comprehensive behavioral support plan; and the provision of training to individuals, family members and direct service providers. Services include consultation, monitoring the implementation of the behavioral support plan and revising the plan as necessary. Behavior Therapy services are provided by a licensed psychologist, licensed social worker, licensed behavior specialist, licensed professional counselor, or a home health agency that employs them.</p> <p>Provider Qualifications Excerpt: Licensed Behavior Specialist Licensed by the State Behavior Analyst Certification Board, per 49 Pa, Code §§ 18.521 - 18.527</p> <p>Refer to the Service Definitions document for complete Service Description and Provider Qualifications</p> <p>Cognitive Rehabilitation Therapy Cognitive Rehabilitation Therapy services are services that assist individuals to improve functioning and independence, are not covered by the Medicaid State Plan, and are necessary to improve the individual’s inclusion in their community. Services are provided by an occupational therapist, licensed psychologist, licensed social worker, licensed professional counselor, or a home health agency that employs them. Individuals with a bachelor’s or master’s degree in communication disorders, counseling, education, psychology, physical therapy, occupational therapy, recreation therapy, social work, or special education who are not licensed or certified may practice under the supervision of a practitioner who is licensed. The service may include assessing the individual, developing a home treatment/support plan, training family members/staff and providing technical assistance to carry out the plan, and monitoring of the individual in the implementation of the plan. This service may be delivered in the individual’s home or in the community as described in the service plan.</p>

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	<p>The service may include assessing the individual, developing a home treatment/support plan, training family members/staff and providing technical assistance to carry out the plan, and monitoring of the individual in the implementation of the plan. This service may be delivered in the individual's home or in the community as described in the service plan.</p> <p>Cognitive Rehabilitation Therapy services focus on the attainment/re-attainment of cognitive skills. The aim of therapy is the enhancement of the participant's functional competence in real-world situations. The process includes the use of compensatory strategies, and use of cognitive orthotics and prostheses. Services include consultation, ongoing counseling, and coaching/cueing performed by a certified Cognitive Rehabilitation Therapist.</p>	<p>Cognitive Rehabilitation Therapy services focus on the attainment/re-attainment of cognitive skills. The aim of therapy is the enhancement of the participant's functional competence in real-world situations. The process includes the use of compensatory strategies, and use of cognitive orthotics and prostheses. Services include consultation, ongoing counseling, and coaching/cueing.</p> <p>Refer to the Service Definitions document for complete service description and provider qualifications.</p>

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<p>"Appendix C- Services- Participant Services C-1/C-3: Service Specification Home Health Services"</p>	<p>Home Health Services Consist of the following components: Home Health Aide Services, Nursing Services, Physical Therapy, Occupational Therapy, and Speech and Language Therapy.</p>	<p>Home Health Aide Services, Nursing Services, Physical Therapy, Occupational Therapy, and Speech and Language Therapy are each separate and distinct services within the waiver. Refer to the Service Definitions document for service descriptions and provider qualifications.</p>

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<p>Appendix C- Services- Participant Services C-1/C-3: Service Specification Residential Habilitation (New Service)</p>		<p>Residential Habilitation Residential Habilitation Services are delivered in provider owned, rented/leased or operated settings. They can be provided in Licensed and unlicensed settings.</p> <p>Licensed Settings are settings in which four or more individuals reside and are licensed as Personal Care Homes (reference 55 PA Code Chapter 2600) or Assisted Living Residences (reference 55 PA Code Chapter 2800). Unlicensed settings are provider owned, rented/leased or operated settings with no more than three residents.</p> <p>Residential Habilitation services are provided for up to 24 hours a day. This service is authorized as a day unit. A day is defined as a period of a minimum of 12 hours of service rendered by a residential habilitation provider within a 24-hour period beginning at 12:00 am and ending at 11:59 pm. Residential Habilitation services are designed to assist an individual in acquiring the basic skills necessary to maximize their independence in activities of daily living and to fully participate in community life. Residential Habilitation services are individually tailored to meet the needs of the individual as outlined in the individual's service plan.</p> <p>Residential Habilitation includes supports that assist participants with acquiring, retaining, and improving the self-help, socialization, and adaptive skills necessary to reside successfully in the community. These services are individually tailored supports that can include activities in environments designed to foster the acquisition of skills, appropriate behavior, greater independence and personal choice. Supports include cueing, on-site modeling of behavior, and/or assistance in developing or maintaining maximum independent functioning in community living activities, including domestic and leisure activities. Residential Habilitation also includes community integration, personal assistance services and night-time assistance. This includes any necessary assistance in performing activities of daily living (i.e., bathing, dressing, eating, mobility, and toileting) and instrumental activities of daily living (i.e., cooking, housework, and shopping).</p> <p>Transportation is provided as a component of the Residential Habilitation service, and is therefore reflected in the rate for Residential Habilitation. Providers of (unlicensed and licensed) Residential Habilitation are responsible for the full range of transportation services needed by the individuals they serve to participate in services and activities specified in their individual support plans (ISPs). This includes transportation to and from day habilitation and employment services. Transportation included in the rate for Residential Habilitation Services may NOT be duplicated through the inclusion of the transportation service on an individual's ISP.</p> <p>Individual considerations may be available for those individuals that require continual assistance as identified on their needs assessment to ensure their medical or behavioral stability. By the nature of their behaviors, individuals are not able to participate in activities or are unable to access the community without direct staff support. Residential Enhanced Staffing is treated as an add-on to the Residential Habilitation service and is only available when participants require additional behavioral supports.</p>

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Topic	Current Language	Revised Language
		<p>Residential Enhanced Staffing may be provided at the following levels:</p> <ul style="list-style-type: none"> • Level 1: staff-to-individual ratio of 1:1. • Level 2: staff-to-individual ratio of 2:1 or greater. <p>Effective July 1, 2014 licensed settings serving individuals in OLTL waivers may not exceed a licensed capacity of more than 8 unrelated individuals. Both licensed and unlicensed settings must be community-based as well as maintain a home-like environment. A home-like environment provides full access to typical facilities found in a home such as a kitchen and dining area, provides for privacy, allows visitors at times convenient to the individual, and offers easy access to resources and activities in the community. Residences are expected to be located in residential neighborhoods in the community. Participants have access to community activities, employment, schools or day programs. Each facility shall assure to each participant the right to live as normally as possible while receiving care and treatment. Home and Community character will be monitored by OLTL's Office of Quality Management, Metrics and Analytics through ongoing monitoring. Additionally, Service Coordinators will monitor the community character of the residence during regularly scheduled contact with residents. Results of this monitoring will be reported to OLTL. Service Coordinators assist participants in transitioning to homes of their own.</p> <p>Payment is not made for room and board.</p> <p>Residential Habilitation services do not include the provision of a structured day habilitation, adult daily living, job coaching, employment skills development, and therapies provided on a one to one basis.</p> <p>Community Integration, Home Health Care Aide services, Non-Medical Transportation, Personal Assistance Services, and Respite cannot be provided at the same time as Residential Habilitation.</p> <p>The frequency and duration of this service are based upon the participant's needs as identified and documented in the participant's service plan.</p> <p>Provider Type: Licensed Residential Habilitation Provider License: Licensed by the PA Department of Public Welfare, per 55 PA Code 2600, Personal Care Homes Certificate: By July 1, 2014 those providing residential habilitation services must achieve CARF Community Housing accreditation or CARF Brain Injury Residential Rehabilitation Program (Adult) accreditation Qualifications:</p> <ul style="list-style-type: none"> • Comply with 55 PA Code 1101 and have a signed Medicaid waiver provider Agreement; • Comply with Department standards, including regulations, policies and procedures relating to provider qualifications, including 55 PA Code, Chapter 52; • Have or ensure automobile insurance for any automobiles owned, leased and/or hired when used as a component of the service; • Have a waiver service location in Pennsylvania; • Have Commercial General Liability Insurance • Have Professional Liability Errors and Omissions Insurance

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		<ul style="list-style-type: none"> • Have Workers Compensation Insurance in accordance with state statute and in accordance with Departmental policies • Ensure that employees have been trained to meet the unique needs of the participant; for example, communication, mobility and behavioral needs. • Individuals employed to provide Residential Habilitation services must: <ul style="list-style-type: none"> • Be at least 18 years of age; • Have a high school diploma or GED; • Have a minimum of six months of paid or volunteer experience working with people with disabilities. • Comply with Department standards including regulations, policies and procedures related to provider qualifications; • Complete Department required training, including training on the participant's service plan and the participant's unique needs, which may include, but is not limited to, communication, mobility and behavioral needs; • Complete Initial Residential Habilitation Service Training within 6 months of being hired, which consists of a minimum of 12 hours of brain injury specific training. • Complete a minimum of 12 hours of Ongoing Residential Habilitation Training annually which directly relates to job responsibilities. • Staff who are employed to provide Enhanced Residential Habilitation Services must also have initial training in behavioral programming and crisis prevention which must be renewed annually. • Have criminal clearances as per 35 P.S. §10225.101 et seq. and 6 Pa. Code Chapter 15; • Have a valid driver's license from Pennsylvania or a contiguous state if the operation of a vehicle is necessary to provide the service; and • Agree to carry out the Residential Habilitation outcomes included in the participant's service plan. <p>Provider Type: Unlicensed Residential Habilitation Provider License: N/A Certificate: By July 1, 2014 those providing residential habilitation services must achieve CARF Community Housing accreditation or CARF Brain Injury Residential Rehabilitation Program (Adult) accreditation Qualifications:</p> <ul style="list-style-type: none"> • Comply with 55 PA Code 1101 and have a signed Medicaid waiver Provider Agreement; • Comply with Department standards, regulations, policies and procedures relating to provider qualifications, including 55 PA Code, Chapter 52; • Have or ensure automobile insurance for any automobiles owned, leased and/or hired when used as a component of the service; • Have a waiver service location in Pennsylvania; • Have Commercial General Liability Insurance • Have Professional Liability Errors and Omissions Insurance • Have Workers Compensation Insurance in accordance with State statute and in accordance with Department policies;

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		<ul style="list-style-type: none"> • Ensure that employees have been trained to meet the unique needs of the participant; for example, communication, mobility and behavioral needs • Individuals employed to provide Residential Habilitation services must: • Be at least 18 years of age • Have a high school diploma or GED • Have a minimum of six months of paid or volunteer experience working with people with disabilities. • Comply with Department standards including regulations, policies and procedures related to provider qualifications; • Complete Department required training, including training on the participant's service plan and the participant's unique needs, which may include, but is not limited to, communication, mobility and behavioral needs; • One (1) staff must be awake and available on call at all times. • Complete Initial Residential Habilitation Service Training within 6 months of being hired, which consists of a minimum of 12 hours of brain injury specific training. • Complete a minimum of 12 hours of Ongoing Residential Habilitation Training annually which directly relates to job responsibilities. • Staff who are employed to provide Enhanced Residential Habilitation Services must also have initial training in behavioral programming and crisis prevention which must be renewed annually. • Have criminal clearances as per 35 P.S. §10225.101 et seq. and 6 PA Code Chapter 15; • Have a valid driver's license from Pennsylvania or a contiguous state if the operation of a vehicle is necessary to provide the service; and • Agree to carry out the Residential Habilitation outcomes included in the participant's service plan. • Verification of Provider Qualifications

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<p style="text-align: center;">Appendix C- Services- Participant Services C-1/C-3: Service Specification Structured Day Habilitation (New Service)</p>		<p>Structured Day Habilitation Structured Day Habilitation Services provide assistance with acquisition, retention, or improvement in self-help, socialization and adaptive skills. Structured Day Habilitation Services provide waiver participants comprehensive day programming to acquire more independent functioning and improved cognition, communication, and life skills. Activities and environments are designed to foster the acquisition of skills, appropriate behavior, greater independence, and personal choice as well as provide the supports necessary for mood and behavioral stability with therapeutic goals according to the written plan of care for the individual.</p> <p>Structured Day Habilitation Services include supervision, training, and support to allow the participant to attain his or her maximum potential. Services include social skills training, sensory/motor development, and reduction/elimination of maladaptive behavior. Services are directed at preparing the participant for community reintegration, such as teaching concepts such as compliance, attending to task, task completion, problem solving, safety, communication skills, money management, and shall be coordinated with all services in the service plan. Services include assistance with activities of daily living including whatever assistance is necessary for the purpose of maintaining personal hygiene.</p> <p>Structured Day Habilitation Services take place in small group settings. Effective July 1, 2014, services must be separate from the participant's private residence or other residential living arrangement. Providers may, however, provide Structured Day Habilitation Services in the community, a participant's private residence or other residential living arrangement if the room used is used for the sole purpose of these services. The provider must operate Structured Day Habilitation Services for a minimum of four (4) hours per day up to a maximum of eight (8) hours per day on a regularly scheduled basis for one (1) or more days per week or as specified in the participant's service plan. Structured Day Habilitation Services are distinguished from Adult Daily Living Services by the therapeutic nature of the program. Structured day habilitation services include the direct services provided by direct care staff and any supervision of the licensed care staff. The direct services must be personal care or directed toward the acquisition of skills. Supervision of participants is not Medicaid reimbursable.</p> <p>Staff to Client Ratios</p> <ul style="list-style-type: none"> • One direct care staff to 8 clients during activities • One other individual must always be present <p>Structured Day Habilitation Providers that also provide Residential Habilitation are required to provide transportation to Structured Day Habilitation Services as part of Residential Habilitation Services. Structured Day Habilitation Providers are required to provide transportation to community-based activities that are provided as part of the Structured Day Habilitation service.</p> <p>OLTL will consider enhanced staffing levels for those individuals that require continual assistance, as identified on their needs assessment, to ensure their medical or behavioral stability. These individuals, by the nature of their behaviors, are not able to participate in activities or are unable to access the community without direct staff support. Enhanced Structured Day</p>

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		<p>Habilitation Services is an add-on to the Structured Day Habilitation Services and is only available when participants require additional behavioral supports.</p> <p>Enhanced Structured Day Habilitation Staffing may be provided at the following levels:</p> <ul style="list-style-type: none"> • Level 1: staff-to-individual ratio of 1:1. • Level 2: staff-to-individual ratio of 2:1 or greater. <p>Billing for Structured Day Habilitation: Structured Day Habilitation Services do not include: 1:1 therapies (OT, PT, ST, Cognitive Rehabilitation Therapy, and Behavior Therapy), adult daily living, job coaching, employment skills development, personal assistance services or community integration. These services are available to participants receiving Structured Day Habilitation Services as indicated in the needs assessment and documented on the Individual Service Plan, but may not be provided simultaneously. Structured Day Habilitation Services also do not include competitive employment or higher education courses. Transportation can be included as a separate service as indicated on the needs assessment and documented on the ISP for participants that are not also receiving Residential Habilitation Services. The frequency and duration of this service are based upon the participant's needs as identified and documented in the participant's Individual Service Plan.</p> <p>Provider Type: Structured Day Habilitation Agency License: N/A Certificate: By July 1, 2014 those providing structured day services must achieve CARF Community Integration accreditation, or CARF Brain Injury Home and Community Services (Adult) accreditation, or be licensed under 55 Pa Code, Chapter 2380 as an Adult Training Facility.</p> <p>Qualifications:</p> <ul style="list-style-type: none"> • Comply with 55 PA Code 1101 and have a signed Medicaid waiver Provider Agreement • Comply with Department standards, including regulations, policies and procedures relating to provider qualifications • Have or ensure automobile insurance for any automobiles owned, leased and/or hired when used as a component of the service • Have a waiver service location in Pennsylvania or a state contiguous to Pennsylvania • Have Commercial General Liability Insurance • Have Professional Liability Errors and Omissions Insurance • Have Worker's Compensation Insurance in accordance with State statute and in accordance with Department policies. • Ensure that employees (direct, contracted or in a consulting capacity) have been trained to meet the unique needs of the participant; for example, communication, mobility and behavior needs. • Necessary staff, to include independent education instructors, speech therapists, physical therapists, occupational therapists, behavior therapists or cognitive rehabilitation therapists or other staff, to meet participant needs as

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		<p>outlined in the participant’s service plan.</p> <ul style="list-style-type: none"> • All individuals working for or contracted with agencies must meet the following standards: • Be at least 18 years of age • Comply with all Department standards including regulations, policies and procedures related to provider qualifications • Complete Department required training, including training on the participant’s service plan and the participant’s unique needs, which may include, but is not limited to, communication, mobility and behavior needs • Complete initial Structured Day Habilitation Service Training within 6 months of being hired, which consists of a minimum of 20 hours of brain injury specific training. • Complete a minimum of 12 hours of Ongoing Structured Day Habilitation Training annually. • Have criminal clearances as per 35 P.S. §10225.101 et seq. and 6 Pa. Code Chapter 15 • Have a child abuse as per 23 Pa. C.S. Chapter 63 • Have a valid driver's license from Pennsylvania or a contiguous state if the operation of a vehicle is necessary to provide the service <ul style="list-style-type: none"> • In addition to the general standards listed above, Individual Support Staff must: • Be at least 18 years of age • Have a high school diploma or GED and have a minimum of five (5) years’ experience working with people with disabilities, or • Have a Bachelor’s degree in a human service field. • Staff employed to provide Enhanced Structured Day Habilitation Services must also have initial training in behavioral programming and crisis prevention which must be renewed annually • Provide assistance in therapeutic and structured group and individual activities, and assistance as required with ADLs. • Implement treatment plans, monitor individual and group progress, and document and records progress of participants served. <ul style="list-style-type: none"> • In addition to the general standards listed above, Independent Education Instructors must: • Hold a Bachelor’s degree with a current teaching certificate • Have two years of experience teaching basic adult education • Be certified under the Department of Education • Develop and implement goals for the day treatment program plan, and document and record progress of individuals served. <ul style="list-style-type: none"> • In addition to the general standards listed above, Cognitive Rehabilitation Therapists must:

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		<ul style="list-style-type: none"> • Be a licensed Occupational Therapist under the PA Department of State, per 49 PA Code Chapter 42, including 42.22 pertaining to assistants (Occupational Therapy and Education Licensing Board) or • Be a licensed psychologist licensed by the State Board of Psychology Professional Psychologists Practice Act, 63 P.S. §§ 1201-1218, per 49 PA Code Chapter 41 or • Be a licensed social worker licensed by the State Board of Social Workers, Marriage and Family Therapists and Professional Counselors, per 49 PA. Code Chapter 47, 48 and 49 or • Be a licensed professional counselor licensed by the state of Pennsylvania as a Professional Counselor with a Master's degree or a doctorate from a CACREP-approved academic program, passed the National Counselor Examination (NCE), and completed at least 3 years or 3,600 hours of supervised clinical experience. • Individuals with a bachelor's or master's degree in communication disorders, counseling, education, psychology, physical therapy, occupational therapy, recreation therapy, social work, or special education who are not licensed or certified may practice under the supervision of a practitioner who is licensed. • Develop and implement goals for the day treatment program plan, and document and record progress of individuals served. <ul style="list-style-type: none"> • In addition to the general standards listed above, Occupational Therapists or Occupational Therapy Assistants must: • Be licensed under the PA Department of State, per 49 PA Code Chapter 42, including 42.22 pertaining to assistants (Occupational Therapy and Education Licensing Board) • Have certification as required by 42 CFR Part 484 • Develop and implement goals for the day treatment program plan, and document and record progress of individuals served. <ul style="list-style-type: none"> • In addition to the general standards listed above, Physical Therapists or Physical Therapy Assistants must: • Be licensed under PA Department of State, per 49 PA Code Chapter 40 (Physical Therapy Licensing Board) • Have certification as required by 42CFR Part 484 • Develop and implement goals for the day treatment program plan, and document and record progress of individuals served. <ul style="list-style-type: none"> • In addition to the general standards listed above, professionals providing Behavior Therapy must: • Be a licensed psychologist - Licensed by the State Board of Psychology Professional Psychologists Practice Act, 63 P.S. §§ 1201-1218, per 49 PA Code Chapter 41 or • Be a licensed Social Worker - Licensed by the State Board of Social Workers, Marriage and Family Therapists and Professional Counselors, per 49 PA. Code Chapter 47, 48 and 49 or

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		<ul style="list-style-type: none"> Be a licensed Behavior Specialist – Licensed by the State Board of Medicine, per 49 Pa, Code §§ 18.521 - 18.527 or Be a licensed Professional Counselor - licensed by the state of Pennsylvania as a Professional Counselor with a Master's degree or a doctorate from a CACREP-approved academic program, passed the National Counselor Examination (NCE), and completed at least 3 years or 3,600 hours of supervised clinical experience
Appendix F		
Appendix G		
Appendix H		
Appendix I		
Appendix J-Cost Neutrality		