

## Bureau of Autism Services, Office of Developmental Programs Adult Autism Waiver (AAW) Service Definitions

Further information can be found in Appendix C of the AAW at [www.autisminpa.org](http://www.autisminpa.org)

**Assistive Technology** - Is an item or piece of equipment that is used to help a participant be more independent in their daily life activities. It includes helping a participant choose and learn how to use the item or equipment. Equipment purchased, leased, or otherwise provided to the participant is to be used only for the benefit of the participant.

- Assistive Technology includes yearly service of the item or piece of equipment and batteries if they are needed.
- Assistive technology devices that cost \$500 or more must be recommended by an independent evaluation of the participant's assistive technology needs.
- If the item or equipment is available through the Medical Assistance State Plan, the participant must have reached the limits in the State Plan before receiving Assistive Technology services through the AAW.
- Assistive Technology services provided through the AAW are limited to \$10,000 over the participant's lifetime.

*Some examples of Assistive Technology are talking calculators, audio books, adaptive cooking and eating utensils, modified computer keyboards, and speech generating devices.*

**Behavioral Specialist Services (BSS)** - This service provides support to participants with behaviors, including disruptive or destructive behaviors, which make it difficult for them to be active in their community or to live at home.

- A **Behavioral Specialist (BS)** provides BSS. The BS must have at least a Master's Degree and complete training that addresses providing services to people with ASD.
- The BS develops a plan called the **Behavioral Support Plan**. The Behavioral Support Plan tells everyone who is in regular contact with the waiver participant what they can do to support him or her. This service includes ongoing training of family members and providers so that they understand the Behavioral Support Plan and can help provide the participant with the skills he or she needs to be more independent and to reach his or her goals.
- The BS works closely with the Supports Coordinator (SC) to make sure that the services the participant receives are provided in accordance with the Behavioral Support Plan. The BS may ask providers to collect data to determine if the Behavioral Support Plan is working well or needs to be changed.

- The BS also develops a **Crisis Intervention Plan**. The Crisis Intervention Plan explains what people who have regular contact with the waiver participant can do to help the participant avoid a crisis and how to help the participant if he or she experiences a crisis. The BSS agency that is providing services to the participant will have someone available 24 hours/day, 7 days/week to help if a participant goes into crisis.
- After the plans are developed, the BS and SC meet with the participant and people who support him or her to explain the plans and answer questions about them.

*An example of Behavioral Specialist Services is the development of a Behavioral Support Plan that helps the participant replace or change challenging behaviors and learn new skills, such as coping and communication skills, which will help the participant be included more in home, work and community life.*

**Community Inclusion** - This service helps a participant gain skills needed to live in the community. The intent of this service is to reduce the need for direct assistance by improving a participant's ability to live independently in the community.

- This service includes activities that help a person improve his or her *ability to do **activities of daily living (ADLs)***. ADL's are self care activities that an individual usually does at home, such as bathing, dressing, eating, housework, managing money, or cooking.
- This service also includes helping a participant improve the skills he or she needs to be active in the community. These include helping the participant socialize, get to know the neighborhood where he or she lives, participate in community activities that involve the participant's hobbies, go shopping, volunteer or attend an event.
- The types of community inclusion activities a participant will do depend on the goals identified in his or her ISP. The activities will be ones that are needed to help a participant reach a certain goal that is included in his or her ISP.
- Community Inclusion cannot be used as a general transportation service.
- Community Inclusion can take place in a participant's private home or in community locations such as libraries or stores.
- A participant can receive a total of 50 hours per week of Community Inclusion, Day Habilitation, Supported Employment, and Transitional Work Services.

*Some examples of Community Inclusion services are helping a participant to increase independence in activities such as using public transportation, making new friends, handling money, taking care of personal hygiene, cooking, grocery shopping, or following a daily schedule.*

**Community Transition Services** - Community Transition Services include financial assistance with basic living arrangements to help a participant move from an institution where he or she has been for at least

90 days in a row to their own home in the community. Institutions include State Hospitals, State Centers, nursing facilities and psychiatric hospitals.

- This service is for one time only expenses such as moving costs, security deposits, set-up fees or deposits for utilities, or the costs of basic household furnishings.
- Only participants who will be directly responsible for their own living expenses can receive Community Transition Services.
- Community Transition Services do not include monthly rent, food, or regular utility charges.

*An example of a Community Transition Services is assisting a participant with transitioning from a State Center to an apartment of his or her own in the community.*

**Day Habilitation** - This service provides participants with individualized assistance to help them gain independence. Day Habilitation also helps a person acquire the daily living skills needed to live in the community. This service is provided only in licensed adult training facilities.

- Although Day Habilitation can include personal assistance in completing ADLs such as bathing, dressing, eating, doing housework, managing money, and cooking, the goal of this service is to improve the participant's ability to do things on his or her own. It is intended that the amount of time a participant spends in day habilitation decrease as the participant becomes more independent.
- This service also helps the participant develop and improve his or her communication skills, ability to make decisions and choices, ask for help when needed and skills needed to successfully live in the community.
- Day Habilitation includes transportation to and from the facility where day habilitation is provided and transportation necessary for participation in day habilitation activities.
- This service is normally provided for 6 hours or less per day, 5 days a week on a regularly scheduled basis.
- A participant can receive a total of 50 hours per week of Community Inclusion, Day Habilitation, Supported Employment and Transitional Work Services.

*An example of assistance provided during Day Habilitation is helping a participant develop recreational skills and improve basic personal care skills.*

**Environmental Modifications** - These are physical changes made to a participant's home which are required for the participant to remain safe and free from harm and/or live with more independence.

- Environmental Modifications are limited to:

- Installing alarms and motion detectors on doors, windows, or fences
  - Installing brackets for appliances
  - Changing or adding locks
  - Changes that need to be made to a home or vehicle that help with a participant's special sensitivity to sound, light, or other environmental conditions
  - Installing outdoor gates and fences
  - Installing plastic windows
  - Placing electrical switches and sockets out of the participant's reach
  - Making needed changes to a home or vehicle for a participant with a physical disability, such as installing ramps or grab bars, widening doorways, or modifying bathroom facilities
- Environmental Modifications costing over \$1,000 must be recommended by an Occupational Therapist; a Speech, Hearing, and Language Therapist; a Behavioral Specialist; or another professional. A participant cannot receive more than \$20,000 worth of Environmental Modification services over his or her lifetime.

*An example of an Environmental Modification is changing the lighting in a home to help with a participant's sensitivity to light.*

**Family Counseling** - This service provides counseling to waiver participants' families, caregivers or informal networks to build and maintain healthy and stable relationships in order to support participants.

- The emphasis of this service is to teach ways of coping and building on strengths.
- This service also aims to either keep the waiver participant in the family home or have the participant return to the family home.
- The participant does not need to be present when this service is provided.
- The AAW may not pay for services which another party, such as the family members' health insurance, is responsible for paying.
- This service is limited to 20 hours per year. The year begins on the date the ISP is authorized.

*An example of when Family Counseling services could be used is when a family needs help learning coping skills after a stressful event such as a death in the family or the loss of a job.*

**Family Training** - This service provides training to a waiver participant's family members and caregivers to teach them how to help the waiver participant build skills that will improve his or her ability to live independently.

- Training can be provided in the following areas:

- Communication skills
  - Stress reduction
  - Self-direction (making decisions and choices)
  - Daily living skills
  - Socializing
  - Environmental adaptation
- This service does not include training in the use of assistive technology devices, which is included in the Assistive Technology service.
  - This service also does not include the training necessary for family members to carry out the Behavioral Support Plan or Crisis Intervention Plan, which is included in the Behavioral Specialist Services.
  - This service does not take the place of Family Counseling.
  - The participant does not need to be present when this service is provided.
  - This service is limited to 20 hours per year. The year begins on the date the ISP is authorized.

*An example of Family Training is teaching prompting strategies to family members who can then teach the participant how to cook a meal.*

**Job Assessment and Job Finding** - This service helps waiver participants find paid or volunteer work in the community.

- Job Assessment includes:
  - Reviewing the participant's work history, interests, and skills to determine what types of jobs and/or training will be best.
  - Identifying what kinds of jobs in the community match the participant's skills, abilities, and interests.
  - Short job tryouts where the participant performs certain types of job tasks to see if he or she has the ability and/or interest to do that particular type of job.
- Job Finding includes:
  - Finding a specific job that matches the participant's skills and interests with an employer's needs.
  - Successful job finding is a permanent job placement where the participant has worked for at least 30 days.

If the participant is also getting Behavioral Specialist Services, then Job Assessment and Job Finding is done in a way that includes using the Behavioral Support Plan and, if necessary, the Crisis Intervention Plan.

*An example of Job Assessment and Job Finding is testing the participant for different job skills, reviewing the participant's areas of interest or experience that might help a participant find a job, and helping the participant apply for a job with an employer who has already been contacted by the job finding provider.*

**Nutritional Consultation** - This service provides help to waiver participants who have food allergies, food sensitivities, or serious nutritional deficiencies.

- This service does not include the purchase of food.
- This service can include helping the participant and his or her family or caregivers develop a diet and meal plan and learn how to make healthy food choices for the participant.
- The Nutritionist can work with the Behavioral Specialist to help the participant learn healthy eating behaviors.

*An example of Nutritional Consultation is providing meal planning help and advice on how to help a participant expand his or her food choices.*

**Residential Habilitation** - This service is provided to participants who need to be in a supervised setting all the time, including overnight. Participants who receive this service live in licensed Community Homes or licensed Family Living Homes owned by the provider. Participants who receive this service are taught skills that give them more independence, which will help them move to a private home setting in the future.

- Although Residential Habilitation can include personal assistance in completing ADLs such as bathing, dressing, eating, doing housework, managing money, and cooking, the goal of this service is to reduce the need for personal assistance by improving the participant's ability to do things on his or her own.
- This service also helps the participant develop and improve his or her communication skills, ability to make decisions and choices, ask for help when needed, and skills needed to successfully live in the community.
- This service includes transportation to and from community activities.
- A participant receiving Residential Habilitation services cannot also receive Respite Care and can only receive Community Inclusion service outside of the Residential Habilitation home.

*A participant who receives Residential Habilitation services will have a place to live with 24-hour-a-day support that may be beyond what the participant's family can provide.*

**Respite** - This service gives a participant's unpaid caregiver a short break from caretaking duties when the caregiver is unable to care for the participant because of unusual circumstances. Respite services should not be used for events that happen regularly.

- Respite services include assistance in completing ADLs such as bathing, dressing, eating, doing housework, managing money, and cooking.
- The Respite service provider must try to follow the participant's regular schedule of activities as much as possible.
- Respite is not used for ongoing regularly scheduled activities such as a family member's weekly trip to the gym.
- Respite is not available to people who receive Residential Habilitation.
- If Respite is provided out of the home, it includes food provided by the provider.
- This service may be provided in or out of the participant's home for part of a day, an entire day or over several days. When provided in the participant's home, respite does not include room and board. A participant can receive up to 30 days or 290 hours of respite a year.
- Respite may not be provided at the same time that Community Inclusion, Day Habilitation, Supported Employment, or Transitional Work services are provided.

*Examples of when Respite can be provided is when a caregiver has jury duty and must be out of the house for a few hours at a time when the caregiver would usually be home or when a caregiver needs to be away overnight to attend to a family emergency.*

**Supported Employment** - This service provides a participant who has found a paying job in the community ongoing help to learn the skills needed to independently keep the job.

This service is provided to participants who, because of their disability, need ongoing support to function in a work setting. The amount of support provided can be reduced as the participant becomes more independent in the workplace.

- Supported Employment is provided where the job is located.
- This service is not available for volunteer jobs or for jobs that pay less than minimum wage. Community Inclusion can be used to support a participant in these activities.
- This service helps the participant perform the participant's job. The provider should not do the job for the participant.
- A participant can receive a total of 50 hours per week of Community Inclusion, Day Habilitation, Supported Employment, and Transitional Work Services.

*Some examples of Supported Employment are having staff accompany the participant to work until they have learned the routine of the work place, helping the participant meet his or her co-workers, helping*

*the boss and co-worker become familiar with the participant, helping the participant develop work skills specific to the job, and teaching the participant how to problem solve while doing his or her job.*

**Supports Coordination** - The Supports Coordinator (SC) is responsible for locating, coordinating, and monitoring services and supports needed by the participant.

Supports Coordination involves four major activities:

- 1) **Conducting assessments:** Every year before developing the ISP, the SC will ask the participant and/or family members to complete three assessments: the Scales of Independent Behavior-Revised (SIB-R); the Parental Stress Scale (PSS) (if the participant lives with a caregiver); and the Quality of Life Questionnaire (QOL.Q).
- 2) **Developing an ISP:** The SC is responsible for making sure that the planning team meets yearly to review the participant's ISP and make any needed revisions to the ISP, including increasing or decreasing the level of services, as requested by the team.
- 3) **Monitoring:** The SC must visit or call the participant or his or her family at least once every month and visit the participant either at home or outside of the participant's home while the participant is getting services at least once every three months. During the visits or calls, the SC checks to see that the participant is getting the services that are included in his or her ISP and that the providers of the services the participant receives are doing what they are supposed to be doing. The SC also checks that the participant is doing well.
- 4) **Coordination of non-waiver services:** The SC also helps the participant find and access services that they may need that are not provided through the AAW. Some of those services might be: finding a doctor or dentist, applying for job training and job finding through the Office of Vocational Rehabilitation, or getting other services offered by the participant's community (town or county).

*An example of what an SC does is assisting participant with setting new goals and choosing services that will help the participant reach those goals.*

**Temporary Crisis Services** - This service provides short term additional staff to help a participant during and after a crisis. A crisis may exist when the participant's safety is at risk and services cannot be provided without additional staff.

- This service is used for those unexpected circumstances when a temporary increase in staff is needed to allow the participant to return to his or her normal activities after a crisis.
- Temporary Crisis Services staff supports the family, other caregivers and provider staff.
- BAS decides whether someone needs temporary crisis services based on information from the SC, the Behavioral Specialist (if the participant gets that service) and the rest of the ISP team. BAS reviews the need for Temporary Crisis Services at least once a week.

- This service is meant to be temporary. If a participant needs this service several times, his or her ISP should be reviewed to understand why the participant is having a crisis so often.
- Only 540 hours of this service may be used in any 12-month period.

*An example of Temporary Crisis Services is providing extra support to the participant's team following the participant's discharge from a hospital stay or following a behavioral crisis.*

**Therapies** - These services are provided by healthcare professionals and are intended to help a participant to maintain his or her ability to perform ADLs.

- Therapies provided through the AAW include:
  - *Occupational Therapy* – This service is provided by a registered occupational therapist. It can include independent evaluation of a participant's assistive technology or environmental modification needs.
  - *Speech/Language Therapy* - This service is provided by a licensed speech therapist or certified audiologist. It needs to be recommended by a certified or certification-eligible audiologist or a licensed speech therapist.
  - *Counseling* - This service is provided by a licensed psychologist, licensed psychiatrist, licensed social worker, licensed marriage and family therapist or licensed professional counselor. It is provided directly to the waiver participant.
- The participant must have reached the limits included in the Medical Assistance State Plan before receiving therapy services through the AAW.

*An example of Therapy is a Speech/Language therapist helping a participant to find a communication system that will help the participant communicate his or her wants and needs.*

**Transitional Work Services** - This service provides opportunities for the participant to work alongside other people with disabilities. This service helps transition participants to jobs in the community with mostly non-disabled co-workers.

- Transitional work services options include:
  - *Mobile work force* - This uses teams of workers who perform their work away from the agency or facility which employs the team. This includes work such as maintenance, lawn care, janitorial services, and other similar tasks. The Transitional Work Services provider contracts with an organization or business to provide the job and participants are paid by the provider.
  - *Work station in industry* - This involves individual or group training of participants at an industry site. Training is run by the waiver provider or by a representative of the industry. Training is phased out as the waiver participant obtains the skills needed to

perform the job and meet production standards.

- *Affirmative industry* - This is a business operation where disabled and non-disabled individuals work together on the same job tasks.
- *Enclave* - Enclave is a business model where disabled individuals are hired by a business/ industry to perform specific tasks while working alongside non-disabled workers.
- The provider pays the participant for his or her work.
- A participant can receive a total of 50 hours per week of Community Inclusion, Day Habilitation, Supported Employment, and Transitional Work Services.

*An example of Transitional Work Services is an individual's participation in a mobile work force team where he or she learns job skills which could be used to help him or her get a job in the future. Job skills learned can include the importance of being on time, how to take direction from a supervisor and specific skills like yard maintenance.*