

<b>Service Element Title:</b>	Supported Living Services				
<b>Service Element Number:</b>	DD 51	<b>Version:</b>	1.0	<b>Effective Date:</b>	7/01/2011

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## **OVERVIEW**

Provision of Supported Living Services (DD 51) is individualized supports, delivered in a personalized manner, to adults with developmental disabilities. These services include care, training and support that promote opportunities for individuals to live in their own homes, apartments or in their family homes and to be part of and participate in the communities in which they live.

## **STANDARDS AND PROCEDURES**

### **I. Service Authorization**

DD51 Services must be prior authorized by the Community Developmental Disability Program (CDDP) in which the individual is enrolled and receiving case management services. This authorization must be provided and documented according to SPD policy and procedure.

### **II. General Performance Requirements**

- A. Providers of DD 51 Services funded through a contract or agreement with DHS must comply with OAR Chapter, 411, Chapter 328, as such rules may be revised from time to time.
- B. The Board of Directors (or other governing authority as applicable) of each Provider of DD 51 Services funded by DHS must define, establish, and maintain a "Vacancy Reserve" fund in an amount sufficient to ensure that the Provider can continue to provide services that meet applicable statutory, administrative rule, contract and other requirements when payments are reduced due to vacancies. If the reserve fund falls below the level established by the Board/governing authority, the Board/governing authority must develop and implement a plan to replenish the reserve fund in a timely manner. Each Provider subject to the vacancy reserve fund requirement must include a line item on its routine financial statements that

documents the status of its vacancy reserve fund.

### **III. Special Reporting Requirements:**

- A. For purposes of Medicaid compliance, DHS must be notified when an absence occurs, with respect to DD 51 Services described in section V of this Service Description. Notification required under this section must be provided by the CDDP to DHS' Seniors and People with Disabilities Office of Federal Resources and Eligibility Determination, using forms and procedures designated by DHS.
- B. Direct Service Staff Wages and Turnover: Providers of DD 51 Services funded by DHS must report to DHS staff wages and turnover data for each service type using forms and procedures designated by DHS.

### **IV. Placement, Rates and Authorizations**

- A. Upon agreement between CDDP and Provider for individual placement of DD 51 Services, CDDP will authorize a Client Prior Authorization (CPA) for a specific individual at the DHS approved rate for a specified period of time. Services provided prior to the CPA authorization may not be submitted for payment.
- B. The CPA monthly rate is based upon the approved DHS budget tool. This tool provides the approved hourly rates and limitations to other program expenses. These may not be changed by the CDDP or Provider when completing the budget tool. These rates are subject to change due to budget reductions upon notice. The CPA is established in eXPRS by the CDDP.
- C. Individuals living in a Supported Living environment are not eligible for rent subsidies.

### **V. Billing and Payment Procedure(s) that apply:**

- A. DHS will disburse funds to Provider of DD 51 Services delivered and claimed as authorized by CDDP in a CPA as soon as reasonably possible after submission and processing of a Disbursement Claim in accordance with OAR Chapter 411, Division 370 and OAR Chapter 407, Division 120. Claims may be reduced for the Client Liability, also known as Offsets, if applicable.

B. Provider must use a billing modifier code for the billing of any claims submitted for the following bed hold allowances:

1. The individual had been receiving DD 51 Services and overnight care is delivered from Provider, immediately prior to the absence and the individual is absent from Provider's DD 51 Services for not more than 5 consecutive days, unless an exception is granted by DHS, as a result of incarceration, or absence without leave, and it has not been determined that the individual will not be returning to Provider's DD 51 Services; or
2. The individual had been receiving DD 51 Services and overnight care is delivered from Provider immediately prior to the absence and the individual is absent from Provider's DD 51 Services for not more than 14 consecutive days, not to exceed 45 days in any one-year period unless an exception is granted by DHS, as a result of being on vacation or family visit, and it has not been determined that the individual will not be returning to Provider's DD 51 Services; or
3. The individual had been receiving DD 51 Services and overnight care is delivered from Provider immediately prior to the absence and the individual is absent from Provider's DD 51 Services for not more than 45 consecutive days as a result of being on convalescent leave, or admittance to either a medical hospital, or a psychiatric hospital, and the individual has not been exited from the facility. If the individual returns to the same placement within 90 days DHS may authorize up to an additional 15 days of payment, not to exceed 60 days.

C. DHS is not obligated to provide funding for DD 51 Service, if a Claim for DD 51 services is not submitted by provider timely, as defined in OAR 407,120.

**VI. CFDA Number(s):**

In accordance with the State Controller's Oregon Accounting Manual, policy 30.40.00.102, and DHS procedure "Contractual Governance", DHS' determination is that Contractor is a vendor. Catalog of Federal Domestic Assistance (CFDA) #(s) of federal funds to be paid through this Contract: 93-778.

**VII. Form(s) that apply:**

- 51 Budget Tool for Service Prior to 10/1/2011:

DD 51 Budget October 2010.xls

- 51 Budget Tool for Services On or after 10/1/2011:  
DD 51 Budget October 2011.xls

**VIII. Reference(s):**

- OAR Chapter 411, Division 320
- OAR Chapter 411, Division 328
- OAR Chapter 411, Division 323
- OAR Chapter 411, Division 370
- OAR Chapter 407, Division 120

**IX. Contact(s):**

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