

DBMD Quarterly Webinar

November 2015

Agenda

- DBMD Enrollment
- Contracting Requirements
- DBMD Contract Monitoring Tool
- Recent Contracting Changes
- Frequent Citations
- Community First Choice Updates

Program Enrollment and Utilization Review

Patrick Koch, PE/UR Supervisor

DBMD Enrollment

- 84th legislative session appropriated funds to 1915c waiver programs to increase enrollment.
- DADS will be able to add 50 slots to the DBMD program.
- The enrollment target for the DBMD program is to serve 305 individuals by September 30, 2017.
- Additional enrollment efforts will be made during the following fiscal year.

DBMD Enrollment

- DADS has issued interest list releases as follows:
 - 227 offers from 07/15 to 08/16
 - 126 offers from July 2015 till today
 - 15 monthly offers through out FY 2016

DBMD Enrollment

Rollout Slots per catchment area for June – October 2015

Catchment Area	#
Region 1	1
Region 2	1
Region 3	36
Region 4	8
Region 5	0
Region 6	34
Region 7	17
Region 8	17
Region 9	3
Region 10	3
Region 11	6

DBMD Enrollment

- DADS PE/UR tracks the enrollment progress of applicants that have engaged in provider selection.
- DADS contacts assigned provider agencies if enrollment milestones (pre-enrollment assessment, ID/RC assessment, enrollment IPC) have not been met.
- DBMD provider agencies may grant 30 day extensions if the applicant has delayed the Medicaid application process but makes good faith efforts pursuing Medicaid eligibility as required by 40 TAC 42.212 (g).
- DADS will withdraw the enrollment offer if progress towards DBMD enrollment has not been made.

Contracting for Deaf-Blind with Multiple Disabilities (DBMD)

Nicole Simpson, Contract Specialist IV/Team Lead

DBMD Contracting Requirements

- Applicants who wish to contract for the Deaf-Blind with Multiple Disabilities (DBMD) program must have a Home and Community Support Services Agency (HCSSA) license with an appropriate category of service.
- Please reference 40 Texas Administrative Code §49.205 (a) (3) (A & B), which states the following:
 - (a) To be a contractor, an applicant must have a license, certification, accreditation, or other documents as follows:
 - (3) DBMD requires:
 - (A) a HCSSA license issued by DADS in accordance with Chapter 97 of this title with:
 - (i) the LHHS category; or
 - (ii) the L&CHHS category; and
 - (B) for a contractor that provides residential services to four to six individuals, an assisted living facility license Type A or Type B issued by DADS in accordance with Chapter 92 of this title (relating to Licensing Standards for Assisted Living Facilities);

DBMD Contracting Requirements Continued

- Applicants should also reference Information Letter No. 09-106, dated August 12, 2009, when applying for a DBMD contract. Effective September 1, 2009, all new DBMD providers are required to provide services in all the counties within a given region.
- If you already have an existing contract with DADS (i.e. CLASS contract), you can simply request to add a contract for DBMD. The request must be signed by an authorized representative for your agency. The request can be faxed to Community Services Contracts at 512-438-5522.
- More information about the DBMD program can be found at:
<http://www.dads.state.tx.us/providers/DBMD/index.cfm>.
- More information on how to become a DBMD provider and the address for submitting an application can be found at: <http://www.dads.state.tx.us/providers/dbmd/howto.html>.
- The Form 5830, Application Packet Checklist, includes all the required forms and documents. This form can be found at: <http://www.dads.state.tx.us/forms/5830/>.

More DBMD Providers Needed

A few recent DBMD Provider Alerts have indicated the need for more DBMD providers in the following areas:

Region 1 – Amarillo/Lubbock areas

Regions 2/9 – Abilene and Midland/Odessa areas

Region 4 – Longview/Tyler areas

Region 5 – Beaumont area

Region 8 – San Antonio area

For Questions about Contracting for DBMD

- Send an email to:
communityservicescontracts@dads.state.tx.us
- Contact our Unit Support at 512-438-2080 and ask to speak with a contract specialist.

DBMD Program Contract Monitoring

Update on electronic monitoring tool
and most frequent citations

Sarah Schmidt, Manager II
Contract Management and Policy
Access & Intake – Community Services Contracts

New DBMD Program Monitoring Tool

- Draft of electronic monitoring tool was released in a Provider Alert on 3/18/2015
- Hope to begin using on-site by the end of 2015.
- A draft of the electronic monitoring tool can be found at:
<http://www.dads.state.tx.us/providers/contractcompliance/index.html#class>

Recent Changes

- 5% sample of individuals served will be reviewed with a minimum of 4 individuals reviewed.
- If the DBMD contractor serves over 22 individuals, then the minimum sample size is 5 .
- All documentation must be provided before the Exit Conference. We will no longer accept documentation after we leave.
- You will not receive the sample list until the Entrance Conference on the first day of review.

Frequent Citations

Enrollment Process

Case Manager must (TAC 42.212) :

- contact individual/LAR within 5 business days after receiving DADS initial notification
- meet face-to-face with individual/ LAR no later than 30 calendar days after receiving DADS initial notification to conduct eligibility assessment, review service options, etc
- submit the ID/RC Assessment to a physician for review
- convene enrollment SPT meeting within 10 business days after receipt of signed and dated ID/RC Assessment
- submit IPC enrollment packet to DADS for authorization within 10 business days of the SPT meeting
- notify the individual/LAR of DADS approval/denial of enrollment within 5 business days after receiving written notification from DADS
- provide copy of the approved IPC and IPP, and service back up plan if needed, to the individual/LAR within 10 business days after receiving written notice from DADS of approved enrollment.

Goals and objectives in the individual's IPP must be (TAC 42.215):

- supported by justifications,
- outcome-based,
- measurable, and
- have timelines

Frequent Citations

(TAC 42.223)

Annual Renewal

- SPT meeting must be held within 90 calendar days before the current IPC end date
- The case manager must explain orally and in writing:
 - all available DBMD services;
 - mandatory participation guidelines (§42.252) ;
 - option to transfer providers;
 - CDS option;
 - Abuse/Neglect/Exploitation;
 - Rights & Responsibilities;
 - Complaint procedures; and
 - Voter Registration (if 18 years or older)
- The case manager must submit the IPC Renewal packet to DADS within 10 business days after the SPT meeting but at least 30 calendar days before the end of the current IPC period
- The case manager must provide a copy of the renewal IPC and IPP, and any new or revised service back up plan, to the individual/LAR within 10 business days after receiving written notice from DADS authorizing services.

Frequent Citations

(TAC 42.223)

Quarterly Reviews

- The case manager must meet face-to-face with the individual/LAR at least every 90 days after the effective date of the IPC.
- The quarterly report should be discussing the progression of the goals as written within the IPP's.
- A copy of the Quarterly Review must be provided to the individual/LAR within 10 business days of the QR meeting date.

Frequent Citations

(TAC 42.630)

Residential Services (Service Codes 19, 19E, and 19F)

- Provider must have written policies and procedures concerning room and board payment including:
 - how the provider determines the amount of room and board based on the costs of maintaining the residence;
 - due date;
 - credit balances;
 - written notice of late payment to include late fees;
 - return check charges;
 - provision of receipt at time payment is made; and
 - proportional refund when individual moves from the residence.
- Providers must maintain a room and board ledger
- HCSSA homes (Licensed Home Health Assisted Living) must conduct a fire drill within 48 hours after an individual moves into the residence and at least every 90 calendar days thereafter, with at least two drills per year conducted during the individual's normal sleep hours.

Frequent Citations

(TAC 42.505)

Petty Cash Fund

- Maintain petty cash fund in secure place
- Set dollar limit on amount of disbursement
- Reconcile at least monthly
- Maintain a ledger of transactions documenting each deposit and disbursement and include the following:
 - Name of individual
 - Date of disbursement
 - Amount
 - Signature of individual/LAR or, if unable to sign the ledger, at least one witness

Frequent Citations

(TAC 42.641)

Billing & Service Delivery

- Non-billable activities are listed in §42.641.

- All entries on Form 6503 accompanied by supporting documentation (notes) to account for all activities performed on the shift and document:
 - the date, time, and duration of contact;
 - type of contact (phone or face-to-to face);
 - the person with whom the contact occurred;
 - the description of the service activity; and
 - signature and title of the service provider.

Contacts

Contract Enrollment and Administration

Paul Straka, Manager	(512) 438-3460
Nicole Simpson, Lead Contract Specialist	(512) 438-3618
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Contract Management and Monitoring

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Community First Choice

Lauren Chenoweth, CLASS/DBMD Policy Lead

Community First Choice Updates

- Information letters
 - MAO
 - Transportation
 - PCS
- Forms
- Rules
- Person-centered planning

MAO

–IL 2015-41 issued 7/20/15

<http://www.dads.state.tx.us/providers/communications/2015/letters/IL2015-41.pdf>

Transportation

With the availability of Community First Choice (CFC) effective June 1, 2015, the majority of residential habilitation services are now available to all DBMD waiver participants through the CFC state plan services. However, transportation remains an exclusive DBMD waiver service. State plan services, including those provided under CFC, must be exhausted before using DBMD waiver services.

Transportation and CFC

- Transportation is an activity included under the DBMD service of residential habilitation.
- Renewal or enrollment IPCs with a begin date of December 1, 2015 or later, if the individual requires transportation, must include transportation on the IPC as a waiver service.
- Funding for taxi services or public transportation is still available as an adaptive aid.
- The SPT must develop a transportation plan if transportation as a residential habilitation activity is included on an individual's IPC.

PCS and CFC PAS/HAB

- Information Letter 15-71
- Issued 11/3/15
- <http://www.dads.state.tx.us/providers/CFC/index.cfm#comms>

Forms

- Individual Transportation Plan 3598 available as of 9/1/15 (instructions will post soon)
- Eligibility Form coming soon!

Rules

- Program rules will be effective March 20, 2016
- Formal comment period in the Texas Register will be November 16- December 26 2015
- Drafts of the rules are currently available in the alert dated 7/30/15 at this link:
http://www.dads.state.tx.us/providers/communications/alerts/index.cfm?PageNum_alist=3&ftype=DBMD

Person Centered Planning

- Staff members who complete the IPP must complete person-centered service planning training approved by HHSC:
 - (1) by June 1, 2017, if the staff member was hired on or before June 1, 2015; or
 - (2) within two years after hire, if the staff member is hired after June 1, 2015.

Questions?

- Please send an email to dbmd.dads.state.tx.us
- An FAQ document will be posted soon