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General Comments:

Consolidated Waiver and Person/Family Directed Support Waiver (P/FDSW) services are not available to persons from birth to their third birthday. Services funded by the waivers are also not available to individuals while they are living in public or private ICFsMR, nursing homes, assisted living facilities, residential treatment facilities, correctional facilities, or drug and alcohol facilities.

The cost of P/FDSW services provided to any individual may not exceed the funding cap established in the current waiver or waiver as amended. There is no similar cap associated with the Consolidated Waiver.

The residential services; Child Residential Services, Community Residential Rehabilitation Services for the Mentally Ill, Community Homes for Individuals with Mental Retardation, Family Living Homes, and Residential Home and Community Habilitation – Unlicensed Homes are only available through the Consolidated Waiver. All other services discussed in this document are available to individuals in both waivers.

None of the services discussed in this document may be provided to individuals in their residences if the residences are provider owned, leased, or rented and serve more than 10 people.

The need for services must be established through assessment processes and be documented in Individual Support Plans (ISPs).
In recognition of requirements to ensure individuals’ health and welfare, to enable the achievement of the purpose of the provision of the service, to individualize services, and to account for differences in service delivery regulations and/or methods specific to different service settings, some of the services have unique sets of modifiers. The modifiers consist of multiple levels of staff to individual support ratios or support by staff who have had special training and/or experience.

While providing a framework through which the health and safety needs of individuals can be ensured and outcomes can be achieved, modified services also provide options to individuals and families who may choose enriched and/or more creative programs made possible through lower staff to individual ratios.

Family members may provide services funded through the waivers when qualified on a service-by-service basis and when the following conditions are met:

P/FDSW:

- In the case of providers who are family members, federal and state financial participation is excluded when the provider is a parent of a minor child (under the age of 18) or the provider is a spouse.

- The service provided is not a function which the spouse or parent would normally provide for the individual without charge as a matter of course in the usual relationship among members of a nuclear family,

- The service would otherwise need to be provided by a qualified provider, and

- A qualified provider who is not a family member is either not available to provide the service or can only provide the service at an extraordinarily higher cost than the fee or charge negotiated with the qualified family member.

Consolidated Waiver:

- The service is not a function that a relative would normally provide for the individual without charge as a matter of course in the usual relationship among members of the nuclear family,

- The service would otherwise need to be provided by a qualified provider of services funded under the waiver, and

- The service is provided by a relative who meets the same qualifications that are currently established for other non-licensed providers of services by the Department.

1.0 Home and Community Services (ITQ Level I)
These services are for individuals who need assistance in the acquisition, retention, or improvement of skills related to living and working in the community.

A service that is included in another category of services; for example, Occupational Therapy, may not be provided as a Home and Community service and/or included in the rate charged for a Home and Community Service. The exception to this rule is in transportation services. When providers of Residential Home and Community Habilitation – Licensed Homes and Residential Home and Community Habilitation – Unlicensed Homes transport individuals to activities in accordance with their plans, the costs of transportation are included in the residential rates. The only transportation cost that may be included in the rate for services such as Pre-Vocational Services and Transitional Work Services is the cost of transportation that is necessary for involving individuals in activities that are an integral part of these services. An example is transportation that originates from a provider site to a community activity or function that is part of the overall program of activities of the provider.

1.1 Home and Community Habilitation

Two units of service are available: A unit of service for fifteen (15) minutes and a unit of service for one (1) hour. Fifty to 60 minutes is equal to one hour.

This is a direct service that must meet contractual conditions. This service is provided in home and community settings to assist individuals in acquiring, maintaining, and improving self-help, domestic, socialization and adaptive skills.

This service is not a residential service. For residential services, see Residential Home and Community Habilitation – Licensed Homes and Residential Home and Community Habilitation – Unlicensed Homes.

Home and Community Habilitation, however, is a service that may be provided to individuals in their homes when they live in residential settings serving 10 or fewer persons. These settings include Personal Care Homes and Domiciliary Care Homes. This service also may be provided to individuals in their own homes or the homes of family members with whom they may be living.

Through the provision of this service individuals learn, maintain or improve skills through their participation in a variety of everyday life activities of interest to them. They learn and use skills in the context of these activities, a functional approach to the delivery of services. These activities must be necessary for individuals to live in the community, to live more independently, or to be more productive and participatory in community life. Services must be provided in a manner that ensures individuals’ health and welfare.

In addition to supporting individuals in activities typically associated with those occurring in their homes and the immediate community, the Home and
Community Habilitation service may also be used to provide staff assistance to support individuals in the following ways:

- To participate in generic community programs or activities such as those offered by senior centers or YMCAs. There is, however, no entitlement to the purchase of memberships or admission passes to clubs, organizations, or parks.

- To participate in community projects, associations, groups, and functions, such as support that assists an individual to participate in a volunteer association, a community work project, or on public and private boards or advisory groups,

- To acquire assistance related to maintaining a household residence such as assistance in financial planning, managing home responsibilities and making timely payment of bills. This is not financial support for room or board expenses,

- To exercise rights as a citizen such as voting in elections.

- To learn parenting skills,

- To be financially self-sufficient such as assistance in personal and estate planning, preparing income taxes, and record keeping, and

- Indirectly through the development of self-sustaining functional support networks of family, friends and associates. This service is to enable individuals to access and use the resources of their local communities with the support of individuals other than paid staff.

There may be multiple uses of this service with multiple providers within any individual’s plan as long as there is documented need and there is no conflict in regards to day and/or time. An individual, for example, may participate in activities that are community based to satisfy an outcome for an individual’s independent use of generic services, a Home and Community Habilitation service, provided from 6:00 PM to 9:00 PM, Monday and Friday. The same individual could also be provided with a Home and Community Habilitation service that is home-based, scheduled Monday through Friday from 11:30 AM to 12:30 PM to support him/her in achieving an outcome of independent meal preparation.

This service should be coordinated with any service/s that may be provided in the Specialized Therapies and Related Clinical Services category to ensure consistency in services to individuals across service settings.

The rate base and modifiers for Home and Community Habilitation follow:
1.1.0 Base - The Home and Community Habilitation service is provided at a staff to individual ratio of 1:6.

1.1.1 Staff Support Level 1 – The Home and Community Habilitation service is provided at a staff to individual ratio range of <1:6 to 1:3.

1.1.1 Staff Support Level 2 – The Home and Community Habilitation service is provided at a staff to individual ratio range of <1:3.5 to >1:1.

1.1.2 Staff Support Level 3 – The Home and Community Habilitation service is provided at a staff to individual ratio of 1:1.

1.1.3 Staff Support Level 3 Enhanced – The Home and Community Habilitation service is provided at a staff to individual ratio of 1:1 and the staff member has had the specialized training and or experience to appropriately address the exceptional needs of the individual for whom the service is planned.

1.2 Community Habilitation (Title 55, Chapter 2380, Adult Training Facilities)

Two units of service are available: A unit of service for fifteen (15) minutes and a unit of service for one (1) hour. Fifty to 60 minutes is equal to one hour.

This service is provided to address the same needs as Home and Community Habilitation. The differences are the settings in which services are provided and the regulatory standards that apply.

This is a direct service that must meet contractual conditions and the regulatory requirements of the Pennsylvania Code, Title 55, Public Welfare, Chapter 2380, Adult Training Facilities.

Persons who are less than age 18 may not receive services in a Chapter 2380 setting.

The rate base and modifiers for Community Habilitation follow:

1.2.0 Base - The Home and Community Habilitation service is provided at a staff to individual ratio of 1:6.

1.2.1 Staff Support Level 1 – The Home and Community Habilitation service is provided at a staff to individual ratio range of < 1:6 to 1:3.5.
1.2.2 Staff Support Level 2 – The Home and Community Habilitation service is provided at a staff to individual ratio range of < 1:3.5 to > 1:1.

1.2.3 Staff Support Level 3 – The Home and Community Habilitation service is provided at a staff to individual ratio of 1:1.

1.2.4 Staff Support Level 3 Enhanced – The Home and Community Habilitation service is provided at a staff to individual ratio of 1:1 and the staff member has had the specialized training and or experience to appropriately address the exceptional needs of the individual for whom the service is planned.

1.3 Pre-Vocational Service (Title 55, Chapter 2390, Vocational Facilities)

Two units of service are available: A unit of service for fifteen (15) minutes and a unit of service for one (1) hour. Fifty to 60 minutes is equal to one hour.

This is a direct service that must meet contractual conditions and the regulatory requirements of the Pennsylvania Code, Title 55, Public Welfare, Chapter 2390, Vocational Facilities. This service is provided to individuals to prepare them for paid employment.

Individuals are taught concepts such as task completion, safety, problem solving, following direction and dependability. The service is not provided to teach skills required of a particular job task; instead, a variety of job tasks of interest to individuals are used to train appropriate work traits.

This service may not be funded through either waiver if it is available to individuals under a program funded under section 110 of the Rehabilitation Act of 1973 or section 602(16) and (17) of the Individuals with Disabilities Education Act (20 U.S.C. 1401 (16 and 17)).

Individuals who participate in programs in Chapter 2390 facilities may not earn in excess of 50 percent of the minimum wage and retain P/FDSW funding for the service.

The rate base and modifiers for Pre-Vocational Service follow:

1.3.0 Base – The Pre-Vocational Service is provided at a staff to individual ratio of 1:15.

1.3.1 Staff Support Level 1 – The Pre-Vocational Service is provided at a staff to individual ratio range of < 1:15 to 1:7.5.
1.3.2 Staff Support Level 2 – The Pre-Vocational Service is provided at a staff to individual ratio range of < 1:7.5 to > 1:1.

1.3.3 Staff Support Level 3 – The Pre-Vocational Service is provided at a staff to individual ratio of 1:1.

1.4 Transitional Work Service

Two units of service are available: A unit of service for fifteen (15) minutes and a unit of service for one (1) hour. Fifty to 60 minutes is equal to one hour.

This is a direct service that must meet contractual conditions and is provided to support individuals in transition to integrated competitive employment through work that occurs in a location other than a facility subject to 55 PA Code 2380, and 55 PA Code 2390. Transitional work service options include, but are not limited to; mobile work force, work station in industry, affirmative industry, apprenticeship and enclave.

This service may not be funded through either waiver if it is available to individuals under a program funded under section 110 of the Rehabilitation Act of 1973 or section 602(16) and (17) of the Individuals with Disabilities Education Act (20 U.S.C. 1401 (16 and 17)).

The rate base and modifiers for Transitional Work Service follow:

1.4.0 Base – The Transitional Work Service is provided at a staff to individual ratio of 1:20.

1.4.1 Staff Support Level 1 - The Transitional Work Service is provided at a staff to individual ratio range of < 1:20 to 1:10.

1.4.2 Staff Support Level 2 – The Transitional Work Service is provided at a staff to individual ratio range of < 1:10 to >1.1.

1.4.3 Staff Support Level 3 – The Transitional Work Service is provide at a staff to individual ratio of 1:1.

1.5 Residential Home and Community Habilitation – Licensed Homes

There are two units of service. The first unit is one half (1/2) month. One half month is equal to 11 – 21 days. The second unit of service is one (1) month. One month is equal to 22 or more days. These units apply to each of the licensed settings covered in this section.
This is a direct service that must meet regulatory requirements of homes licensed under the Pennsylvania Code, Title 55, Public Welfare, Chapters 3800, 5310, 6400 or 6500. The service provided must also meet contractual conditions.

This service may not be provided to individuals who live in licensed residential settings established prior to January 1, 1996 that are homes to more than ten (10) unrelated individuals or in homes established on or after January 1, 1996 that are homes to more than four (4) unrelated individuals. This service may be provided to individuals who reside in converted ICFs/MR of ten (10) beds or less.

**Residential Home and Community Habilitation – Licensed Homes services are only available through the Consolidated Waiver.**

Support is provided to assist individuals in acquiring, maintaining, and improving self-help, domestic, socialization and adaptive skills. An expanded definition of this service is provided in section 1.1, Home and Community Habilitation. The difference between the services is that a housing component is included in the residential services.

1.5.1 Child Residential Services (The residential section of Title 55, Chapter 3800, Child Residential and Day Treatment Facilities).

The Title 55, Chapter 3800 services that may be funded through the waiver are limited to residential service settings. Within residential, waiver funding may not be used for services provided in secure settings, detention centers, or residential treatment facilities accredited by the Joint Commission on Accreditation of Healthcare Organizations, (JCAHO).

1.5.1.1 Eligible - Services eligible for payment through the waiver.

1.5.1.2 Ineligible – Costs ineligible for payment through the waiver.

1.5.2 Community Residential Rehabilitation Services for the Mentally Ill (CRRS), (Title 55, Chapter 5310)

CRRS are characterized as transitional residential programs in community settings for persons with chronic psychiatric disability. The only setting that may be funded through the Consolidated Waiver is the Full-care CRRS for adults. Within the waiver, individuals must have mental retardation and mental illness to access this service.
According to regulations, Full-care CRRS for adults is a program that provides living accommodations for individuals who are psychiatrically disabled and display severe community adjustment problems. Staff is onsite whenever a person is in residence. A full range of personal assistance and psychological rehabilitation is provided for individuals in a structured living environment.

1.5.2.1 Eligible - Services eligible for payment through the waiver.

1.5.2.2 Ineligible – Costs ineligible for payment through the waiver.

1.5.3 Community Homes for Individuals with Mental Retardation (Title 55, Chapter 6400)

A community home for people with mental retardation is defined in the regulations as, “A building or separate dwelling unit in which residential care is provided to one or more individuals with mental retardation…”

1.5.3.1 Eligible - Services eligible for payment through the waiver.

1.5.3.2 Ineligible – Costs ineligible for payment through the waiver.

1.5.4 Family Living Homes (Title 55, Chapter 6500)

Family Living Homes are somewhat different than other licensed homes. These settings provide for life sharing arrangements. Individuals live in their host families’ homes and are encouraged to become contributing members of the family unit. Family living arrangements are chosen by individuals/families in conjunction with host families and in accordance with needs documented in their plans. Family Living Homes are limited to homes in which there are no more than two (2) individuals with mental retardation living who are not family members or relatives of family members.

1.5.4.1 Eligible - Services eligible for payment through the waiver.

1.5.4.2 Ineligible – Costs ineligible for payment through the waiver.

1.6 Residential Home and Community Habilitation – Unlicensed Homes
There are two units of service. The first unit is one half (1/2) month. One half month is equal to 11 – 21 days. The second unit of service is one (1) month. One month is equal to 22 or more days.

This is a direct service that must meet contractual conditions. It is a service that is provided to individuals who live in provider owned, leased or rented homes. These are homes that don’t require licensure because they serve three or fewer individuals who are 18 years of age or older and who need a yearly average of 30 hours or less of direct habilitation service per week per home.

**Residential Home and Community Habilitation – Unlicensed Homes is a service that is only available through the Consolidated Waiver.**

Support is provided to assist individuals in acquiring, maintaining, and improving self-help, domestic, socialization and adaptive skills. An expanded definition of this service is provided in section 1.1, Home and Community Habilitation. The difference between the services is that a housing component is included in the residential services.

1.6.2 Eligible - Services eligible for payment through the waiver.

1.6.3 Ineligible – Costs ineligible for payment through the waiver.

2.0 Employment Services (Competitive Employment)

Competitive employment refers to paid employment in the public or private sector in integrated settings whereby individuals receive at least minimum wage, but generally the prevailing wage of co-workers performing the same job with comparable experience or expertise. Individual are also entitled to the benefits, training and personnel related experiences as co-workers within the company performing comparable work.

There are two (2) services in this service category. The services are Job Finding and Job Support. These services support individuals in obtaining and maintaining integrated, competitive employment.

These services may not be funded through either waiver if they are available to individuals under a program funded under section 110 of the Rehabilitation Act of 1973 or section 602(16) and (17) of the Individuals with Disabilities Education Act (20 U.S.C. 1401 (16 and 17)).

FFP will not be claimed for incentive payments, subsidies, or unrelated vocational training expenses such as the following:

- Incentive payments made to an employer to encourage or subsidize the employer’s participation in employment,
• Payments that are passed through to users of employment programs, or
• Payment for training that is not directly related to an individual’s employment.

2.1 Job Finding Service

Two units of service are available: A unit of service for fifteen (15) minutes and a unit of service for one (1) hour. Fifty to 60 minutes is equal to one hour.

This is a direct and/or indirect service that must meet contractual conditions. This service is directed towards preparing individuals for and obtaining integrated competitive employment of their choice. The service may include but is not limited to: interview assistance, employer outreach and orientation, resume preparation, job searching, and preparation for job tasks.

Other examples of activities that may be associated with job finding include; participation in individual planning for employment, development of job seeking skills, development of customer-specific job development, direct intervention with an employer, job analysis, support to learn and relearn job tasks, employment related personal skills instruction, coordination of financial issues, maintenance of appropriate work and interpersonal behaviors on the job, outreach with prospective employers on behalf of the individual including consultation on tax advantages and other benefits, and consultation with the OVR, benefits counseling agencies and provider networks under Ticket to Work on behalf of an individual.

2.2 Job Support Service

Two units of service are available: A unit of service for fifteen (15) minutes and a unit of service for one (1) hour. Fifty to 60 minutes is equal to one hour.

This is a direct service that must meet contractual conditions. This service is directed towards supporting individuals in maintaining integrated competitive jobs of their choice. The service consists of training individuals in job assignments, periodic follow-up and/or ongoing support with individuals and their employers. The service must be necessary for individuals to maintain acceptable job performance and work habits; including assistance in learning new work assignments, maintaining job skills, and achieving performance expectations of the employer.

Other examples of activities that may be associated with Job support include; participation in individual planning for employment, job analysis, employment related personal skills instruction, coordination of financial issues, training to assist individuals in using transportation to and from work, maintenance of appropriate work and interpersonal behaviors on the job, follow-along services at
the work site after OVR funded services are discontinued, technical assistance and instruction for the individual’s co-workers that will enable peer support, outreach with prospective employers on behalf of the individual including consultation on tax advantages and other benefits, and consultation with the OVR, benefits counseling agencies and provider networks under Ticket to Work on behalf of an individual.

Ongoing use of the service is limited to support for individuals that cannot be provided by the employer through regular supervisory channels and/or on-the-job resources that are available to employees who are non-disabled.

3.0 Specialized Therapies and Related Clinical Services

This category of services includes therapies, Nursing Service, Behavior Support and Nutritional Consultation. The therapy services include; Physical Therapy, Occupational Therapy, Speech and Language Therapy, Behavior Therapy and Visual/Mobility Therapy.

Physical Therapy, Occupational Therapy, Speech and Language Therapy, Nursing Services, Nutritional Consultation and the Behavior Therapies are State Medical Assistance Plan services and may only be funded through the waiver when the "State Plan" limitations have been reached or the state plan services are determined to be not medically necessary.

All specialized supports must meet applicable regulations and contractual conditions.

3.1 Physical Therapy

The unit of service is 15 minutes or as required by the Medical Assistance transaction code specific to the activity/procedure provided.

The Physical Therapy Practice Act, Act 110 of 1975, as amended December, 1985 defines physical therapy as follows: “...means the evaluation and treatment of any person by the utilization of the effective properties of physical measures such as mechanical stimulation, heat, cold, light, air, water, electricity, sound, massage, mobilization and the use of therapeutic exercises and rehabilitative procedures including training in functional activities, with or without assistive devices, for the purpose of limiting or preventing disability and alleviating or correcting any physical or mental conditions, and the performance of tests and measurements as an aid in diagnosis or evaluation of function.

3.2 Occupational Therapy

The unit of service is 15 minutes or as required by the Medical Assistance transaction code specific to the activity/procedure provided.
The Occupational Therapy Practice Act 140 of 1982 defines occupational therapy as follows: “The evaluation of learning and performance skills and the analysis, selection and adaptation of activities for an individual whose abilities to cope with the activities of daily living, to perform tasks normally performed at a given stage of development and to perform essential vocational tasks which are threatened or impaired by that person’s developmental deficiencies, aging process, environmental deprivation or physical, psychological, injury or illness, through specific techniques which include: (1) Planning and implementing activity programs to improve sensory and motor functioning at the level of performance for the individual’s stage of development. (2) Teaching skills, behaviors and attitudes crucial to the individual’s independent, productive and satisfying social functioning. (3) The design, fabrication and application of splints, not to include prosthetic or orthotic devices, and the adaptation of equipment necessary to assist patients in adjusting to a potential or actual impairment and instructing in the use of such devices and equipment. (4) Analyzing, selecting and adapting activities to maintain the individual’s optimal performance of tasks to prevent disability.”

3.3 Speech and Language Therapy

The unit of service is 15 minutes or as required by the Medical Assistance transaction code specific to the activity/procedure provided.

The Commonwealth of Pennsylvania, Pennsylvania Code, Title 49, Professional & Vocational Standards, Department of State, Chapter 45, State Board of Examiners in Speech-Language and Hearing provides the following service descriptions:

“Practice of audiology – The evaluation, counseling, habilitation and rehabilitation of individuals whose communication disorders center in whole or in part in the hearing function, including the prevention, identification, examination, diagnosis and treatment of conditions of the human auditory system, and including the examination for, and adapting of amplification or assistive devices.”

“Practice of speech-language pathology – The evaluation, counseling, habilitation and rehabilitation of individuals whose communicative disorders involve the functioning of speech, voice or language, including the prevention, identification, examination, diagnosis and treatment of conditions of the human speech-language system, and including the examination for, and adapting and use of assistive devices.”

“Practice of teaching the hearing-impaired – The evaluation and instruction in curriculum-based material and communication skills appropriate for individuals affected primarily by impaired hearing sensitivity, including the prevention, identification, assessment, diagnosis and remediation of conditions affecting the
educational and vocational development of deaf or hearing impaired persons, and including the examination for the adapting and use of assistive devices.”

3.4 Nursing Service

The unit of service is 15 minutes or as required by the Medical Assistance transaction code specific to the activity/procedure provided.

The Pennsylvania Code, Title 49, Professional & Vocational Standards, Department of State, Chapter 21, State Board of Nursing provides the following service definition:

“Practice of professional nursing – Diagnosing and treating human responses to actual or potential health problems through such service as case finding, health teaching, health counseling, provision of care supportive to or restorative of life and well-being, and executing medical regimens as prescribed by a licensed physician or dentist. The term does not include acts of medical diagnosis or prescription of medical, therapeutic or corrective measures, except as may be authorized by rules and regulations jointly promulgated by the State Board of Medicine and the Board, which rules and regulations will be implemented by the Board.”

3.4.0 Base (LPN) – Nursing services provided by a Licensed Practical Nurse within scope of practice.

3.4.1 Enhanced (RN) – Nursing service provided by a Registered Nurse within scope of practice.

3.5 Behavior Therapy

Behavior therapy is a direct service that must meet contractual conditions. It is the treatment by psychological means of the problem of an emotional nature in which a trained person deliberately establishes a professional relationship with an individual with the object of removing, modifying or retarding existing symptoms, of mediating disturbed patterns of behavior, and of promoting positive personality growth and development.

3.5.1 Individual Therapy

The unit of service is 30 minutes.

Direct service, consultation, and training within scope of practice.

3.5.2 Group Therapy

The unit of service is one (1) hour.
Direct service, consultation, and training within scope of practice.

3.6 Behavior Support

The unit of service is 15 minutes.

This service is for individuals who need assistance in interacting productively in the physical and social environments in which they are involved. Individuals’ behavior is the expression of their hopes, dreams, fears, anxieties, and priorities. It may be influenced by their knowledge and experiences and mental and physical illnesses. It may be labeled challenging when it does not conform to generally accepted social conduct.

This service includes functional assessment, the development of strategies based on assessment for supporting individuals in the environments in which they interact, and training/assisting individuals, staff and significant others in implementing the strategies.

There is no requirement for licensure of individuals who provide this service but Invitation to Qualify (ITQ) requirements will need to be met.

3.7 Nutritional Consultation

The unit of service is 15 minutes or as required by the Medical Assistance transaction code specific to the activity/procedure provided.

This service is for individuals who need nutritional evaluation and counseling. Effective diet management is important in the overall treatment of many disease processes and for a healthy lifestyle. This service may be indicated for individuals with high blood cholesterol, high blood pressure, obesity, eating disorders, osteoporosis, weight management issues, and other medical diagnoses.

3.8 Visual/Mobility Therapy

The unit of service is 15 minutes.

This therapy is for individuals who are blind or have visual impairments. The provision of therapy is for the purpose of increasing individuals’ travel skills and/or access to items used in activities of daily living.

This service may include evaluation and assessment of individuals and the environments in which they interact, direct service to individuals, and training of support individuals. The provision of this service may result in recommendations for adapting environments or purchasing adaptive appliances.
4.0 Respite Services

Respite services are for the temporary relief of the person/s normally responsible for the care and supervision of individuals in service. These services are not to replace the responsibility of members of the nuclear family to provide care and supervision that would normally occur in a family situation.

When there is an ongoing and regular need for the relief of caregivers, the more appropriate service is Home and Community Habilitation where there is the expectation that individuals will receive a service that is of greater benefit to them than basic care and supervision.

These services are limited to individuals residing in their own homes or in the homes of family, friends, companions, foster homes or domiciliary homes.

Twenty-four (24) hour Respite is limited to four weeks per fiscal year. Respite that is less than 24 hours is limited to a recommended maximum of four times per month but may be adjusted by the County MH/MR Office based on individual need. The Regional Offices in accordance with Title 55, Chapter 6350, Family Resource Services, Section 6350.16, Waiver option may approve waivers of these limitations on an individual basis. These limitations also apply to the respite services that are provided in camp settings that are included in the Other Services category.

Respite may not be provided in Nursing Homes, Hospitals, or ICFsMR.

There are two services included in this category of service. The services are Respite In-Home and Respite Out-Of-Home. Within each of the services, there are two service units. One service unit is 24 hours and the second service unit is 1 hour. If an individual uses less than 24 consecutive hours of respite, the appropriate service is one of the two services that have one-hour units. When an individual uses 24 or more consecutive hours of respite, the appropriate service would be one of the two services with a 24-hour unit for each consecutive 24-hour period and the appropriate service with a one-hour unit for any amount in excess of 24 hours or multiples of 24 hours.

Respite that is provided in camp settings is a non-ITQ service. See the non-ITQ category of services that is part of this document.

All respite services must meet applicable licensing regulations and contractual conditions.

4.1 Respite In-Home – 24 Hours

The unit of service is 24 hours.
This service is provided in individuals' private homes or in the private homes of family or friends. The service may also be provided in other unlicensed homes acceptable to individuals/families. This does not prohibit supporting individuals’ participation in activities in the community during the period of respite.

There is no requirement for the regular caregiver to be absent from the setting in which respite is provided.

4.1.0 Base – The In-Home Respite service is provided at a staff to individual ratio of 1:4.

4.1.1 Staff Support Level 1 – The In-Home Respite service is provided at a staff to individual ratio range of < 1:4 to > 1.1.

4.1.2 Staff Support Level 2 – The In-Home Respite service is provided at a staff to individual ratio of 1:1.

4.1.3 Staff Support Level 2 Enhanced – The In-Home Respite service is provided at a staff to individual ratio of 1:1 and the individual provider of service has had the specialized training or experience to appropriately address the exceptional needs of the individual for whom the service is planned.

4.2 Respite In-Home - < 24 Hours

This service is the same as 4.1 above except that the unit of service is one (1) hour.

4.2.0 Base – The In-Home Respite service is provided at a staff to individual ratio of 1:1.

4.2.1 Staff Support Level 1 – The In-Home Respite service is provided at a staff to individual ratio range of < 1:4 to > 1.1.

4.2.2 Staff Support Level 2 – The In-Home Respite service is provided at a staff to individual ratio of 1:1.

4.2.3 Staff Support Level 2 Enhanced – The In-Home Respite service is provided at a staff to individual ratio of 1:1 and the individual provider of service has had the specialized training or experience to appropriately address the exceptional needs of the individual for whom the service is planned.

4.3 Respite Out-Of-Home – 24 Hours
The unit of service is 24 hours.

This service is provided in licensed (3800, 5310, 6400 and 6500) homes. There is no prohibition of the support of individuals’ participation in activities in the community during the period of respite.

4.3.0 Base – The Out-of-Home Respite service is provided at a staff to individual ratio of 1:4.

4.3.1 Staff Support Level 1 – The Out-of-Home Respite service is provided at a staff to individual ratio range of < 1:4 to > 1.1.

4.3.2 Staff Support Level 2 – The Out-of-Home Respite service is provided at a staff to individual ratio of 1:1.

4.3.3 Staff Support Level 2 Enhanced – The Out-of-Home Respite service is provided at a staff to individual ratio of 1:1 and the individual provider of the service has had the specialized training and or experience to appropriately address the exceptional needs of the individual for whom service is planned.

4.4 Respite Out-Of-Home - <24 Hours

This service is the same as 4.3 above except that the unit of service is one (1) hour.

4.4.0 Base – The Out-of-Home Respite service is provided at a staff to individual ratio of 1:4.

4.4.1 Staff Support Level 1 – The Out-of-Home Respite service is provided at a staff to individual ratio range of < 1:4 to > 1.1.

4.4.2 Staff Support Level 2 – The Out-of-Home Respite service is provided at a staff to individual ratio of 1:1.

4.4.3 Staff Support Level 2 Enhanced – The Out-of-Home Respite service is provided at a staff to individual ratio of 1:1 and the individual provider of the service has had the specialized training and or experience to appropriately address the exceptional needs of the individual for whom service is planned.

5.0 Transportation Service

This service is the provision of transportation for individuals to enable them to access services, activities, or supports in accordance with their individual support plans (ISPs).
This includes transportation that is provided by Adult Training Facilities, Pre-Vocational Service and Transitional Work Service providers who transport individuals to and from their homes and provider sites. It is not transportation that is an integral part of the provision of activities within these service settings nor is it transportation associated with residential services. In both of these cases, costs of transportation are included in the rates charged for the specific service.

This is a service that may also be provided by family members, friends, and others not affiliated with a provider agency.

Public transportation is a non-ITQ service.

5.1 Transportation – Mile

The unit of service is one (1) mile.

This transportation service is provided by family, friends, or others not affiliated with a provider agency. The unit of service is one (1) mile. When transportation is provided to more than one individual at a time, the total number of units of service that are to be provided are equitably divided among the individuals for whom transportation is provided. The rate may not exceed the current state rate for mileage reimbursement.

5.2 Transportation – Trip

This is transportation by provider agencies (excluding transportation for residential services) for which costs are determined on a per trip basis. A trip equals one (1) unit of service. A trip is either transportation to a provider site from an individual’s home or from the provider site to the individual’s home. Taking an individual to a program site and returning the individual to his/her home is two (2) trips or two (2) units of service.

5.2.1 Zone 1

Zone 1 is a defined geographical area that is the shortest distance from the program site.

5.2.2 Zone 2

Zone 2 is a defined geographical area that is a middle distance from the program site.

5.2.3 Zone 3

Zone 3 is a defined geographical area that is the longest distance from the program site.
6.0 Home and Community Service (ITQ Level II)

These services are provided to support individuals in the same or similar manner as Home and Community Habilitation, a service that requires providers to qualify through the Invitation to Qualify Level I process (ITQ I). The primary difference in service categories relates to the provider qualification process.

6.1 Older Adult Day Service

The unit of service is one (1) session.

This is a direct service that must meet the regulatory requirements of the Pennsylvania Code, Title 6, Part 1 (Aging), Chapter 11, Older Adult Daily Living Centers.

By regulation, an older adult daily living center is a premise operated for profit or not-for-profit in which older adult daily living services are simultaneously provided for four or more clients who are not relatives of the operator for part of a 24-hour day.

A person served must be 60 years of age or 18 years of age or older and have post-stroke dementia, Parkinsonism or a dementia-related disease such as Alzheimer’s or other organic brain syndrome.

Services are provided to individuals to assist in meeting their personal care and social needs.

6.2 JCAHO Accredited/MA Certified Non-Residential Agencies Providing Community Habilitation

Two units of service are available: A unit of service for fifteen (15) minutes and a unit of service for one (1) hour. Fifty to 60 minutes is equal to one hour.

This is a direct service that must meet contractual conditions that is provided in home and community settings to assist individuals in acquiring, retaining, and improving self-help, socialization and adaptive skills.

6.3 Home Finding

The unit of service is a one-time flat fee.

This is a direct and/or indirect service that must meet contractual provisions that assists individuals to have their own homes. The Home Finding service includes assistance with the following activities related to self-determined housing for individuals who rent, lease or purchase homes:
• Development of a comprehensive individual housing assessment and action plan,

• Work with landlords including public housing agencies to facilitate understanding of the housing needs of individuals and the support they may need in maintaining their homes,

• The provision of housing options education and/or training,

• Pre-purchase and post-purchase home ownership training or counseling, including assistance in creating support groups,

• Assessment and recommendation of physical adaptations/modifications to meet an individual’s need,

• Location of and purchase, lease or rental of affordable accessible housing, and

• Establishing a household.

7.0 Other Services (Non-ITQ Services)

7.1 Environmental Accessibility Adaptations

The unit of service is a fee that is the cost of the completion of the adaptation/s.

This service is provided to improve individuals’ independence in activities of daily living in their homes and communities and/or to make possible their continued care and support in their homes or the homes of family members.

This is made possible through physical adaptations to individuals’/families’ private properties and vehicles. The adaptations provide for safe and independent or assisted access to homes and rooms within homes, for the safe and functional use of furnishings and appliances within homes, and/or to facilitate individuals’ involvement in activities of daily living or other activities in accordance with their ISPs.

Physical adaptations may consist of installation, repair, and when necessary to comply with rental or lease agreements, return of properties to their original condition.

Maximum state and federal funding is limited to $20,000 per household, which includes adaptations to any personal vehicles used by the person/family residing in the household. If the individual moves, a new $20,000 limit is set.
Physical adaptations to a household are limited to the following items:

- Ramps for egress to the home, rooms within the home, or vehicle;
- Handrails and grab bars in and around the home;
- Adaptation of a smoke/fire alarm or detection system for individuals with sensory impairments;
- Widening of doorways, landings, hallways, and sidewalks;
- Modification of counters or work surfaces, major appliances, and furnishings including built-in furnishings in rooms such as kitchens, bathrooms and bedrooms necessary for use by the individual; and,
- Stair glider and elevating systems.

Adaptations that add to the total square footage of the home are excluded from this service.

Physical adaptations to household vehicles are limited to the following:

- Vehicular lifts;
- Interior alterations of seats, for proper positioning and safety of the individual; and,
- Other customized devices necessary for the safe transportation of the individual.

All adaptations to the household shall be provided in accordance with applicable building codes.

7.2 Adaptive Appliances/Equipment

The unit of service is a fee that is the cost of the appliance/s or adaptation of an appliance/s.

This service is provided for individuals to improve their independence in activities of daily living in the home and community. This is made possible through the purchase of adaptive appliances and equipment or the modification of standard appliances and equipment for functional use by individuals.

Examples of appliances and equipment that are or may be adapted include but are not limited to; eating utensils such as scoop plates, spout cups, and silverware with modified handles, cooking and cleaning equipment, personal care
items such as toothbrushes, soap holders, or washcloths, communication devices such as electronic language boards, switching devices used to control electrical appliances or thermostats, reaching devices, or other devices or equipment as specified in the individuals’ plans.

The following adaptive devices and appliances are excluded from Federal and State financial participation under the waivers:

- Instructional supplies, workbooks, and materials used as habilitation or training aid to the provider,
- Durable medical equipment, and
- Home modifications and adaptations that are affixed to the individuals home.

7.3 Habilitation Supplies

The unit of service is the cost of the supplies.

These are supplies for direct use by individuals and/or caregivers to address health and safety needs. These supplies are limited to adult incontinence products, physician ordered dietary supplements and latex gloves.

7.4 Homemaker/Chore

The unit of service is the negotiated cost of the activity provided.

This is an indirect service to individuals and is the provision of general household activities such as meal preparation and routine house cleaning. More extensive services are also included when those services are necessary to maintain the home in a clean, sanitary and safe condition. More extensive duties include washing floors, walls, and windows; repairs such as tacking down rugs or loose tiles; moving heavy furniture to ensure safe access and egress; and yard maintenance.

This service may only be provided when persons regularly responsible for these activities are temporarily absent or unable to manage the home and care for themselves or others in the home; or, where neither the service recipient or anyone else in the household is capable of performing or financially providing for the service and where no other relative, caregiver, landlord, community/volunteer agency, or third party payer is capable of, or responsible for, the provision of the service. In the case of rental property, the responsibility of the landlord, pursuant to the lease agreement, will be examined prior to authorization of service.
The initial duration of this service is limited to one month. A mandatory 2-week interval must be observed for evaluation purposes prior to any extension of this service. After six (6) weeks, additional criteria must be met to extend the service. An extension requires the County MH/MR Office to document the lack of feasibility of other alternatives. Specific goals must be determined and reasonable time limits to meet them must be established. Consolidated Waiver funding for this service may not exceed $2000 per fiscal year. There is no funding cap on this service in the P/FDSW.

7.5 Public Transportation

The unit of service is one month.

Public transportation services are provided to individuals to enable them to gain access to waiver and other community services and resources specified in their Individual Support Plans.

The utilization of public transportation promotes self-determination and is made available to individuals as a cost effective means of accessing services.

Public transportation tokens and transit passes can be purchased by the County/Joinder, County/Joinder contracted service providers, service coordination units, County/Joinder contracted payment agents, or Intermediary Service Organizations (ISOs).

Tokens/passes can be provided to individuals on a daily, weekly or monthly basis.

7.6 Career Education

The unit of service is a fee that is the cost of the specific course of study, training, or apprenticeship.

This service is support that enables individuals to pursue careers by taking continuing education courses, training and apprenticeships beyond high school. The service shall consist of individuals’ tuition, instruction, books, supplies and tutoring.

Documentation will be maintained in the files of individuals receiving this service to satisfy the state assurance that the service is not otherwise available under a program funded under section 110 of the Rehabilitation Act of 1973 or section 602(16) and (17) of the Individuals with Disabilities Education Act (20 U.S.C. 1401 (16 and 17)).

7.7 Respite – Overnight Camp
The unit of cost is one (1) session.

Twenty-four (24) hour Respite including Respite – Overnight Camp is limited to four weeks per fiscal year. The Regional Offices in accordance with Title 55, Chapter 6350, Family Resource Services, Section 6350.16, Waiver option, may approve waivers of these limitations on an individual basis.

This service is the temporary support/supervision of individuals in the absence/relief of their regular caregivers. This service is provided in a residential camp setting. This respite service in combination with any overnight respite used in the services, Respite In-Home or Respite Out-Of-Home is limited to 30 days per year.

7.8 Respite – Day Camp

The unit of cost is one (1) session. (One (1) session is equal to four (4) occasions of use.

Respite that is less than 24 hours including Respite – Day Camp is limited to a recommended maximum of four times per month but may be adjusted by the County MH/MR Office based on individual need. The Regional Offices in accordance with Title 55, Chapter 6350, Family Resource Services, Section 6350.16, Waiver option, may approve waivers of these limitations on an individual basis.

This service is the temporary support/supervision of individuals in the absence/relief of their regular caregivers. This service is provided in a day camp setting.

7.0 Intermediary Service Organization (ISO)

The unit of service is one (1) month.

An Intermediary Service Organization (ISO) provides an indirect service that must meet contractual conditions. The service assists individuals/representatives in the employment and management of individual providers of service of their choice.

ISOs were developed in conjunction with self-directed support service programs to perform two primary functions. The first function is to facilitate individuals’/representatives’ use of self-directed support services by reducing the employer-related burden through the provision of appropriate fiscal and supportive services. The second function is to assure the State and counties that self-directed support services are being provided in compliance with federal, state, and local program, tax, and labor requirements related to the employment of qualified support service workers.
8.1 ISO Service

The service provided by an ISO may include:

Under the Vendor Fiscal/Employer Agent ISO model;

- Functioning as an employer agent on behalf of individuals and their representatives for the limited purpose of withholding, filing and paying federal employment taxes and income taxes, as required for the individuals’ qualified support services workers.

Under the Agency with Choice ISO model;

- Invoicing the government agency for services rendered,
- Processing employment documents,
- Conducting criminal background checks on prospective workers,
- Preparing and disbursing payroll checks,
- Providing workers compensation for workers,
- Providing a variety of support services to individuals/representatives (i.e., skills training, development and maintenance of a worker registry, and conducting individual needs assessments),
- Conducting worker training, and
- Monitoring quality of services provided and individual/representative satisfaction.