

**OHIO NETWORK FOR INNOVATION (ONI)
HCBS HOMEMAKER PERSONAL CARE POLICY**

I. SUBJECT

All Directors of Operation, Supervisors of Direct Support Professionals, Direct Support Professionals, and Volunteers of *ONI* shall abide by the policy outline. No provider associate shall seek special privileges, criticize employees publicly, disclose confidential information or consider a complaint by or against an employee, service, or program of the provider.

II. PURPOSE

In compliance with ORC 5123:2-9-30 (C) (5-6) and (D) (1-9), a written policy for Homemaker Personal Care procedures that improve the services delivered will be developed. The policy will address *ONI*'s management practices and will adhere to the requirement of the rule.

III. POLICY

ONI will adhere to the 5123:2-9-30 rule by ensuring training and service delivery requirements are met. *ONI* will develop a process to review and manage overtime of staff members who provide homemaker personal care in a manner that ensures the health and safety of individuals served and staff members. Consideration will be given to the specific needs of the individual, the abilities of staff members and the patterns of overtime with the goal of reducing overtime.

IV. APPLICATION

Requirements of training

ONI will ensure each direct support professional (DSP) completes the following prior to providing services to the individual:

- a. On-the-job training specific to each individual he or she serves that includes:
 - i. What is important to the individual
 - ii. What is important for the individual
 - iii. The individuals support needs, such as behavioral support strategies, management of individual funds, and/or medication administration/delegated nursing
- b. Eight hours of training in accordance with standards established by DODD, including but not limited to, the roles and responsibilities of direct support professionals:
 - i. Person-Centered planning
 - ii. Community integration
 - iii. Self-determination
 - iv. Self-advocacy
 - v. Rights of the individual, 5123.62 to 5123.64 of the Revised Code
 - vi. Rule 5123-17-02 of Administrative Code including a review of health and welfare alerts issued by DODD since the previous year's training.

- vii. Requirements relative to the DSP's role in providing behavioral support.

Training will be conducted through various on-line and in-person means. ONI has identified the following acceptable training sources:

- a. DODD My Learning
- b. Academy for DSP
- c. County Board or COG sponsored training
- d. In-person staff meetings
- e. Self-directed online or continuing education courses through local resources

A written record of trainings will be maintained by ONI and shall include:

- a. Name of person receiving training
- b. Date of training
- c. Training topic
- d. Duration of training
- e. Instructor's name
- f. Brief description of training

Requirements of Service Delivery

Homemaker personal care shall be provided in accordance with the individual service plan. ONI shall participate in the individual service plan development meetings.

ONI will not provide homemaker personal care in combination with money management or shared living to the same individual.

ONI will not provide homemaker personal care to an individual at the same time as residential respite.

When authorized to perform homemaker activities on behalf of the individual, ONI can provide homemaker personal care services at times when individual is not physically present.

Homemaker personal care will not be provided by ONI at the same time the individual is receiving adult day support, group employment support, individual employment support or vocational habilitation.

ONI will not bill for homemaker personal care provided by the driver during the same time non-medical transportation at the per-trip rate is provided.

When necessary, ONI will:

- a. Arrange for substitute coverage by a DODD certified provider who is identified in the individual service plan
- b. Notify individual or legally responsible person in the event that substitute coverage is necessary.
- c. Notify person indicated in individual service plan when appropriate substitute coverage is not available.

Homemaker personal care will be billed in fifteen-minute billing units.

ONI will utilize electronic visit verification in accordance with rule 5160-1-40 of the Administrative Code, excluding on-site/on-call.

ONI will utilize a documented process for reviewing and reducing overtime.

ONI will document services provided in a manner that validates payment for Medicaid services. The documentation will include:

- a. Type of service
- b. Date of service
- c. Place of service
- d. Name of individual receiving service
- e. Medicaid number of the person receiving service
- f. Name of provider
- g. Provider contract number
- h. Written or electronic signature of the person delivering the service or initials of the person delivering service if a signature and corresponding initials are on file with ONI
- i. Group size
- j. Description and details of the services delivered that directly relate to the services specified in the approved individual support plan
- k. Number of units of the delivered service or continuous amount of uninterrupted time during which the service was provided.
- l. Times the delivered service started and stopped

V. DEVELOPMENT OF PROCEDURES

ONI and/or board of directors authorizes the CEO or designee to develop and implement written procedures consistent with agency policy and applicable rules, regulations, and statutes.

Adopted:

Revised: