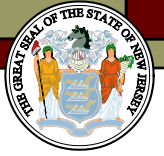


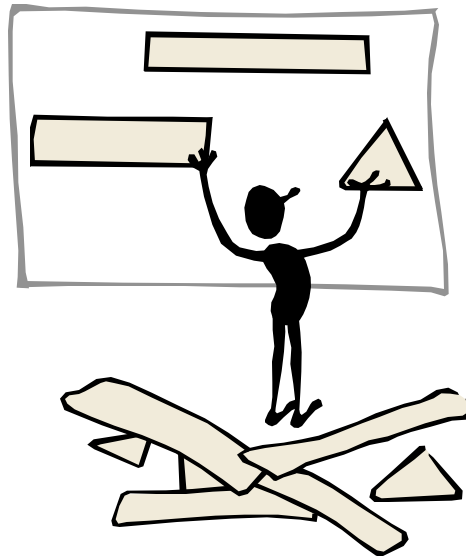
Division of Developmental Disabilities (DDD)

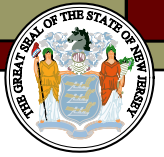
Day Habilitation Certification Process

Office of Quality Improvement
November 2014



Changes to Day Services





Current Day Service Definition

Current World

- Day Habilitation is the process of providing those comprehensive services that are deemed necessary to meet the needs of individuals with developmental disabilities in individual programs and services designed to achieve objectives of improved health, welfare and the realization of individuals' maximum physical, social, psychological and vocational potential for useful and productive activities. Although the specific services will be described in an individual's Service Plan, habilitation services are designed to develop, maintain and/or maximize the individual's independent functioning in self-care, physical and emotional growth, socialization, communication, and vocational skills.
- Maximum Hours- 25 weekly



Revised Definition of Day Habilitation

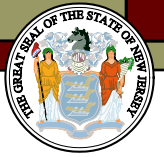
New World

- Services that provide education and training to acquire the skills and experience needed to participate in the community, consistent with the participant's Service Plan. This may include activities to support participants with building problem-solving skills, self-help, social skills, adaptive skills, daily living skills, and leisure skills. Activities and environments are designed to foster the acquisition of skills, building positive social behavior and interpersonal competence, greater independence and personal choice. Services are provided during daytime hours and do not include employment-related training. Day Habilitation may be offered in a center-based or community-based setting.
- Maximum hours- 30 weekly
- Not allowable in residential settings



Home and Community Based Services (HCBS) Final Rule on Settings

- ❑ The Final Rule applies to all Home and Community Based settings including day and prevocational programs.
- ❑ The Final Rule states that settings with the effect of isolating individuals from the broader community of individuals not receiving Medicaid HCBS will not be allowable.

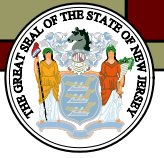


Home and Community Based Services (HCBS) Final Rule on Settings

- ❑ Examples of settings that are considered to isolate include:
 - ❑ Settings designed specifically for people with disabilities or a certain type of disability
 - ❑ Settings which are primarily/exclusively for people with disabilities and on-site staff provides many services to them
 - ❑ Settings designed to provide people with disabilities with multiple services and activities on-site, including housing, day services, medical, behavioral and therapeutic services.
- ❑ Five Year Transition Plan is forthcoming which will detail actions needed to come into compliance with setting requirements.

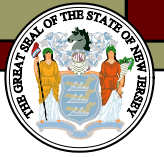
For more information regarding HCBS Final Rule :

<http://www.cms.gov/Newsroom/MediaReleaseDatabase/Fact-Sheets/2014-Fact-sheets-items/2014-01-10-2.html>



Why implement Day Habilitation Certification?

- ❑ Part of the System-wide Fee For Service Transformation
- ❑ Ensures that potential providers meet the minimum standard at time of application and ongoing
- ❑ Provides a consistent ongoing method to evaluate services
 - ❑ Policy Implementation
 - ❑ Delivery of Services

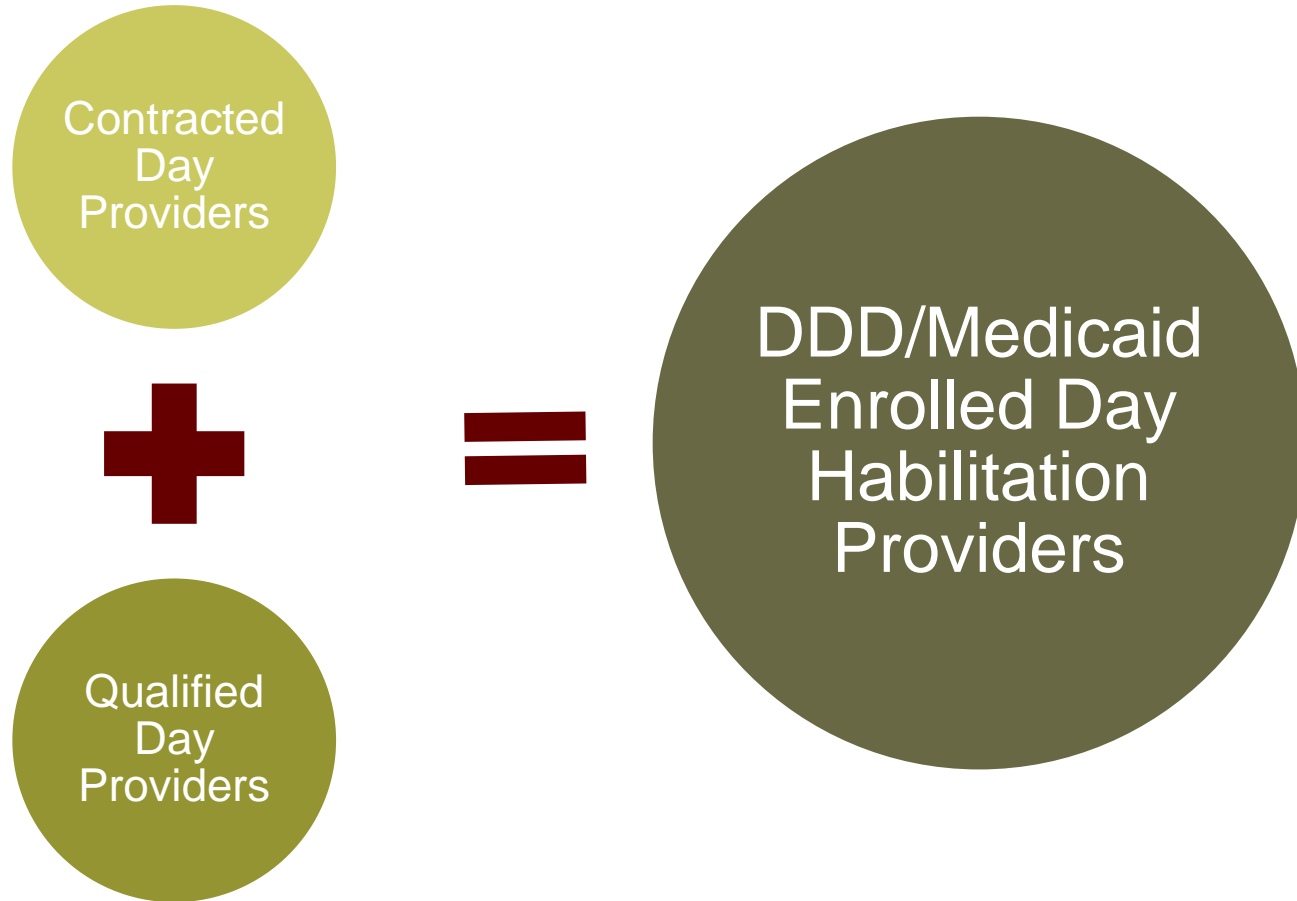


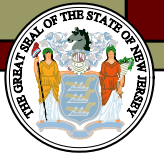
Current Service Systems

Service System	Qualified Day Service Providers	Contracted Day Service Providers
Approval Process	Facilitated by the Coordinator of Agency Qualification <ul style="list-style-type: none"> • Service Delivery Plan • Sample Calendar 	Facilitated by Regional Day Unit in coordination with Contract Administration <ul style="list-style-type: none"> • Program Description • Annex A • Facility Review
Programmatic Requirements	Adult Day Program Manual (Recommended)	Adult Day Program Manual (Mandatory)
Training Requirements	NJ Pre-Services trainings (Recommended)	NJ Pre-Service Trainings (Mandatory)
Monitoring Requirements	None	<ul style="list-style-type: none"> • Monthly Reports/Attendance • Day Program Compliance Audits (As per Waiver)



Merging of Service Systems





Future System

Service System	DDD/Medicaid Enrolled Day Habilitation Providers
Approval Process	Medicaid Application <ul style="list-style-type: none"> • Day Habilitation Certification Required to submit application
Programmatic Requirements	Mandatory adherence to DDD Day Habilitation Standards
Training Requirements	Mandatory as per standard guidelines. Providers will have future access to College of Direct Support
Monitoring Requirements	Mandatory. Day Habilitation Providers must have a current certification in order to maintain status as DDD/Medicaid Enrolled Day Habilitation Provider.



Who does Day Habilitation Certification apply to?

- ❑ Any provider who is interested in becoming a DDD/Medicaid Enrolled Day Habilitation Provider must obtain Day Habilitation Certification in order to submit application.
- ❑ Does not apply to any other DDD Service such as:
 - ❑ Supported Employment
 - ❑ Group Supported Employment
 - ❑ Prevocational Training (including volunteering)
 - ❑ Career Planning

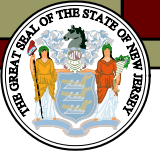
Please see Service Definitions and Qualifications available at:

http://www.state.nj.us/humanservices/ddd/documents/Documents%20for%20Web/Service_Defs_and_Qualifications%20-%20SP%2009-2012.pdf



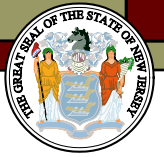
Day Certification Basics

- ❑ Applies to all Day Habilitation Providers
- ❑ Required for each specific program site
- ❑ Non-transferable
- ❑ Time-limited



How do I obtain certification?

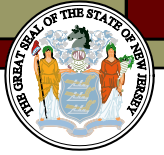




Contracted Day Service Provider Initial Certification Process

Contracted Day Service Providers will be issued a Day Habilitation Certification based upon their most recent Day Program Audit overall compliance rating for each individual program site.

3 Year Certification	Contracted Day Providers who have been audited within the last three years and have received an <u>overall</u> compliance rating of 86% or higher.
2 Year Certification	Contracted Day Providers who have been audited between January 1, 2008 and December 31, 2011 and have received an <u>overall</u> compliance rating of 86% or higher.
1 Year Certification	Contracted Day Providers who have been audited, between January 1, 2008 and today, and received an <u>overall</u> compliance rating 85% and below.



Qualified Day and Prospective Day Habilitation Provider Process

- ❑ Complete and submit the Application for Provisional Day Habilitation Certification
- ❑ Submit Required Supportive Documentation (subject for review and approval) :
 - ❑ A Service Delivery Plan
 - ❑ Activity Calendar
 - ❑ Personnel Policies & Procedures
 - ❑ Emergency Policies & Procedures
- ❑ Interview
- ❑ Provisional Certification will be issued to applicants who have been determined to meet the minimum requirements.
 - ❑ Provisional certification is valid for 1 year

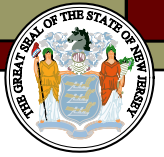
Provisional Certification Guidelines and Application available at:

http://www.state.nj.us/humanservices/ddd/services/day/day_habilitation_certification.html



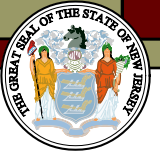
Facility Inspections

- ❑ A Facility Inspection will be conducted within 45 days of certification for applicants who have indicated that they actively own or lease a facility to provide services.
- ❑ Applicants who do not actively own or lease a site at the time of certification shall:
 - ❑ Notify DDD once a space has been secured
 - ❑ A facility inspection will be scheduled within 45 days of purchase or lease notification.
 - ❑ Provisional Certification is valid for 1 year. Should a program fail to find a site prior to certification expiration, a new application for provisional certification shall be made.
- ❑ Upon completion of a satisfactory facility inspection the program will be activated in the DDD /Medicaid System.



I've obtained Certification...now what?

- ❑ Apply to become a DDD/Medicaid Day Habilitation Provider
- ❑ Upon successful completion of the DDD/Medicaid Day Habilitation Application the program will be added to the DDD/Medicaid Approved Provider List
 - ❑ Database currently in development
- ❑ The DDD/Medicaid Approved Provider System (part of the Fee for Service System Change) is anticipated to be operational July 2015
 - ❑ Day Habilitation Services may not be provided until this Fee For Service System is operational



How do I maintain certification?

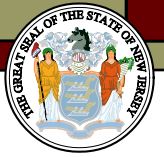




Maintaining Day Certification

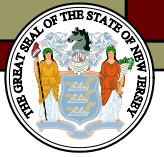
- ❑ Prior to expiration of certification a Division representative will contact you to schedule the next audit. Audits will continue to be a coordinated effort between Quality Improvement and Regional Day Service personnel.

- ❑ Audits will be based upon DDD's current auditing process with the following improvements:
 - ❑ Merging Administrative and Programmatic Reviews
 - ❑ Standards will be identified as Critical or Significant
 - ❑ Corrective Action Plans & Follow up
 - ❑ Assignment of Certification Levels



New Programmatic Audit

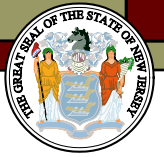
- ❑ 10% review of personnel files (site specific)
 - ❑ Minimum of 3 personnel files
 - ❑ Personnel files must be available at time of review
- ❑ 10 % review of all participant files
 - ❑ Minimum of 3 individual files
- ❑ Facility Inspection
- ❑ Medication Storage (if applicable)
- ❑ Medication Records (if applicable)



New Day Habilitation Standards Weights

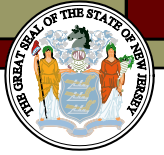
- ❑ **Day Habilitation Providers are required to operate in compliance with Day Habilitation Standards Manual (currently under revision).**

- ❑ **All Day Habilitation standards have an associated weight.**
 - **Critical-** defined as urgent and needing immediate attention due to potential jeopardy of participant's health, welfare, safety and daily facility operations; direct violation of any Division Circular or Policy or documentation pertaining to Medicaid billing.
 - **Significant-** defined as those standards that identify a system-wide issue that would impede the program from meeting regulatory requirements or meeting the specific support needs of individual receiving services as identified in the plan of care.



Implementation of Corrective Action Plans

- ❑ Corrective Action Plan (CAP) required to be submitted within 30 days of receipt of Compliance Report, indicating the following:
 - ❑ Remedial actions taken to bring the standards listed to full compliance
 - ❑ Ongoing monitoring efforts to ensure that remediation efforts are sustained
 - ❑ Executive Director or CEO signature
- ❑ Division review/approval of CAP to ensure it is satisfactory
- ❑ Mandatory follow up for all conditional certifications to ensure CAP is implemented
 - ❑ Division reserves the right to conduct follow for all certification levels
- ❑ Technical Assistance will be available upon request (may be recommended or required in certain circumstances).
- ❑ Failure to submit and/or implement the CAP shall result in non-renewal of Day Habilitation Certification initiating Medicaid disenrollment.



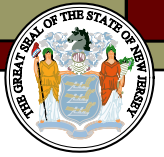
Assignment of Certifications

Certification Level	Ongoing Certification Process
3 Year	Certification is awarded for compliance scores of 86% and above in both Critical and Significant standards.
1 Year	Will be awarded when compliance scores fall between 85% and 70% in Critical and/or Significant standards.
Conditional	<p>This certification is awarded when compliance score is 69% or below in Critical and/or Significant standards.</p> <ul style="list-style-type: none"> • Certification valid for up to six months • Mandatory Follow-Up to ensure Corrective Action Plan has been implemented • Failure to remediate issues may result in development/expansion restrictions and/or possible initiation of the Medicaid Disenrollment Process



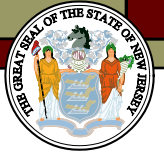
DDD Communications

To receive regular updates via our e-news bulletin, *Division Update*, please send an email to DDD.Communications@dhs.state.nj.us with "Division Update Subscribe" in the subject line (and be sure to add the Division Communications email to your safe sender list).



Helpful Links

- ❑ Day Habilitation Certification Site
http://www.state.nj.us/humanservices/ddd/services/day/day_habilitation_certification.html
- ❑ HCBS Final Rule
<http://www.cms.gov/Newsroom/MediaReleaseDatabase/Fact-Sheets/2014-Fact-sheets-items/2014-01-10-2.html>
- ❑ Fee For Service Help Desk
DDD.FeeForService@dhs.state.nj.us



Questions/Comments

Please send all questions/comments to:

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