

Welcome!

To hear the audio portion of this presentation, please call:
1 (877) 820-7831. When prompted, enter participant
code: 616165#

Upon entry to this WebEx, your telephone lines **will be muted**. You will have an opportunity to ask questions at the end of the training. We will begin shortly!

*Reminder - certified family home providers may apply this training time towards their certification training requirements.

Home and Community Based Settings: Provider Training

Overview of the Provider Self- Assessment Coming into Compliance with HCBS Regulations August 16, 2016

Note: This meeting will be recorded. The recording will be posted to the HCBS webpage

Webinar Topics for Today

- Background
- Purpose of the provider self-assessment
- Intent of the new HCBS Rules
- Introduction to the self-assessment document
- Compliance timeline review
- Upcoming additional training opportunities
- Questions or comments

Background

- The Centers for Medicare and Medicaid Services (CMS) published regulations in 2014 that implemented new requirements for state Medicaid HCBS programs.
- CMS required states to develop Statewide Transition Plans that describe the state's plan to ensure full compliance with the regulations no later than March 2019.
- Idaho will submit version 4 of its Statewide Transition Plan to CMS by July 29, 2016. This plan describes the steps that Idaho Medicaid is taking to move into full compliance.

Intent of the HCBS Regulations

- To ensure that individuals receiving long-term services and supports through home and community based service have full access to benefits of community living and the opportunity to receive services in the most integrated setting appropriate.
- To enhance the quality of HCBS and provide protections to participant.

In essence the regulations strive to afford all participants receiving HCB services the same rights, the same opportunities for community engagement and the same controls and choices as all of us have day to day.

Introduction to the Provider Self-Assessment:

The self-assessment document can be found on the HCBS webpage at:

www.HCBS.dhw.idaho.gov

It is also available in hard copy upon request at any regional Medicaid office or at the Medicaid Central office in Boise.

- **Coeur D'Alene**
- **Caldwell**
- **Twin Falls**
- **Idaho Falls**
- **Lewiston**
- **Boise**
- **Pocatello**

The HCBS Home Page

- Our homepage is where materials related to this project are hosted.
- www.HCBS.dhw.idaho.gov.

HOME AND COMMUNITY BASED SERVICES (HCBS)

New Series of HCBS Trainings Continues

Mark your calendars: The next training will be a WebEx held on Tuesday, August 2, 2016 from 1-2 p.m. Mountain Time (12 noon for Northern Idaho). This training will repeat the introduction to the provider toolkit as a collection of tools to assist providers to be compliant with HCBS federal regulations and IDAPA rules. Below is the information you need to join us. The Power Point slides and the provider toolkit are currently available on this site.

Please note that a full training schedule of all planned trainings is posted on this website as well. Just go to the What's New section and click on "Training Schedule Spring Thru Fall 2016" for all the details.

We hope you will join us!

Topic: Overview of HCBS Provider Toolkit for residential and non-residential providers.

Date: Tuesday, August 2, 2016

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WebEx Series 11 PowerPoint

Frequently Asked Questions

FAQs
CMS FAQs
Guardianship FAQs
Institution and Heightened Scrutiny FAQs
Restricting HCBS Setting Qualities FAQs

What's New

Training Schedule Spring thru Fall 2016
IDAPA Rules 16.03.10
IDAPA Rules 16.03.13
HCBS Waivers - Public Input Comments and Responses

Provider Toolkit

Collapse All Expand All
+ Toolkit

Resources

Idaho Transition Plan - Version 1
Idaho Transition Plan - Version 2
Idaho Transition Plan - Version 3
Idaho Transition Plan - Version 3 Updated
Idaho Transition Plan - Version 4
CMS Response to Idaho Transition Plan

The HCBS Home Page

- All materials developed will be uploaded to this site.
- All WebEx presentations from series 9 forward will be uploaded to the Department's YouTube channel with a link under the corresponding WebEx presentation.

WebEx Presentations

[Collapse All](#) [Expand All](#)

- WebEx Series 1
- WebEx Series 2
- WebEx Series 3
- WebEx Series 4
- WebEx Series 5
- WebEx Series 6
- WebEx Series 7
- WebEx Series 8
- WebEx Series 9
- WebEx Series 10
- Video
- WebEx Series 11

If you would like to be notified when this webpage is updated, please click on the 'Monitor this Page' button below and sign up for updates.

MONITOR THIS PAGE

How it works:

- The provider self-assessment is a document that providers of HCBS services must complete.
- Each provider must complete one assessment for each site that they provide services to.
- Instructions are listed on page two of the assessment.
- In most situations, QA/QI staff will contact providers a day or two in advance to schedule the onsite assessment.
- The providers that we will focus on for this training are: Certified Family Homes, Residential Assisted Living Facilities, Developmental Disability Agencies, and Adult Day Health facilities.

Provider Information

- Complete all of the information on the provider information page.
- Providers should mark as many setting types as they provider services for.

Setting Type *(Please mark all that apply):*

Certified Family Home

Residential Assisted Living Facility

Developmental Disabilities Agency (Children)

Adult Day Health

Developmental Disabilities Agency (Adult)

Setting Qualities

- Pages four and five of the self-assessment outline the Center for Medicare and Medicaid Services (CMS) setting qualities.
- IDAPA rule support for HCBS qualities is listed on page 5.
 - <http://adminrules.idaho.gov/rules/current/16/0310.pdf>
- Remember that all providers must have this document completed with corresponding evidence and on-site by December 31, 2016.

The Self-Assessment

- All questions on this form are mandatory to complete.
- All questions require that you describe how you are compliant and a description of the evidence that you would be able to provide.
- Some provider types may experience questions that do not apply to them. Providers in these situation will need to explain in the response/evidence box, why the questions do not apply.
- Questions 1-16 apply to each provider who provides HCBS services in Idaho.

The Self-Assessment

- The Evidence Box must include
 - Written description of the evidence that proves your compliance
 - Description must be relevant to the question asked

The Self-Assessment

- What can be used evidence?
 - Policies and procedures with corresponding progress notes
 - Transportation, visitor, or activity logs
 - Observable schedules
 - Training curriculum
 - Residency agreement
 - Employee or resident handbooks
 - Participant interviews

Self-Assessment Cont.

Self-Assessment Questions

1. How do you accommodate individuals who are employed, seeking employment or volunteering?	Response/Evidence: Click here to enter text.
2. How do you regularly provide opportunities (once per week or more) for individuals to leave the setting to participate in community activities for skill building or socialization?	Response/Evidence: Click here to enter text.
3. How do you support individuals in purchasing goods and services of their choosing with their own money during times in the community?	Response/Evidence: Click here to enter text.
4. How do you inform individuals of their rights?	Response/Evidence: Click here to enter text.
5. What evidence do you have to support that you are trained on and complying with privacy/confidentiality policies and practices?	Response/Evidence: Click here to enter text.

Self-Assessment Cont.

6. How do you provide space and opportunity for individuals to have privacy?	Response/Evidence: Click here to enter text.
7. How do you ensure that individuals are free from the use of unauthorized restraints (chemical, mechanical, or physical restraints or use of seclusion)?	Response/Evidence: Click here to enter text.
8. How do you ensure that individuals are free from coercion?	Response/Evidence: Click here to enter text.
9. How do you ensure individuals know how to file a complaint if they feel their rights have been violated?	Response/Evidence: Click here to enter text.
10. How do you respect individuals' dignity by offering activity options that are age appropriate (appropriate for the individual's chronological age)?	Response/Evidence: Click here to enter text.
11. How do you provide individuals with choices about how to spend their time while in this setting?	Response/Evidence: Click here to enter text.

Self-Assessment Cont.

<p>12. Are you flexible with such things as schedules, routines, arrival times, meal/snack times, etc? Please describe.</p>	<p>Response/Evidence: Click here to enter text.</p>
<p>13. How do you support individuals in choosing who they engage in activities with?</p>	<p>Response/Evidence: Click here to enter text.</p>
<p>14. What is your process to ensure that individuals can express their choices and preferences regarding how your services are provided?</p>	<p>Response/Evidence: Click here to enter text.</p>
<p>15. What is your process to facilitate individual choice of services by directing individuals to their person-centered planning team to adjust their service plan when needed?</p>	<p>Response/Evidence: Click here to enter text.</p>
<p>16. What is your process to ensure individuals have the opportunity to express their choices and preferences regarding who provides your services?</p>	<p>Response/Evidence: Click here to enter text.</p>

Self-Assessment Cont.



- This is the end of the assessment for developmental disability agencies and adult day health agencies
- Certified family home providers and Residential assisted living facilities must complete the rest of the assessment.

Self-Assessment Cont.

RALFs and Certified Family Homes (Residential Providers Only)

17. If you offer services such as medical care, dental care, hair styling services, physical therapy, etc. on site, are individuals free to access those same services in the community?	Response/Evidence: Click here to enter text.
18. Do all individuals have signed Admission Agreements that describe discharge/eviction criteria and timeframes that are in accordance with HCBS requirements?	Response/Evidence: Click here to enter text.
19. How do you provide individuals the opportunity to choose their roommate?	Response/Evidence: Click here to enter text.

Self-Assessment Cont.

20. How do you provide individuals the option to have a lock on their doors and to use their lock when they choose?	Response/Evidence: Click here to enter text.
21. How do you ensure that only appropriate people have a key to individuals' bedrooms?	Response/Evidence: Click here to enter text.
22. Do you allow individuals to furnish and decorate their living or sleeping units as they choose within the Admission Agreement provisions?	Response/Evidence: Click here to enter text.
23. How do you support individuals' choices of community activities or services that are based on their preferences and interests?	Response/Evidence: Click here to enter text.
24. How do you provide access to food at any time individuals choose?	Response/Evidence: Click here to enter text.
25. How do you ensure individuals may have visitors of their choosing at any time?	Response/Evidence: Click here to enter text.
26. How do you ensure the individual units/rooms meet each individual's accessibility needs?	Response/Evidence: Click here to enter text.

Self-Assessment Cont.

27. How do you ensure that common areas in the home/setting are physically accessible to individuals?	Response/Evidence: Click here to enter text.
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Use the Provider Toolkit

- Idaho Medicaid has completed and presented an HCBS provider toolkit.
- Toolkit is located on the HCBS website at:

www.hcbs.dhw.idaho.gov

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Provider Toolkit

Collapse All Expand All
 Toolkit

Use the Provider Toolkit

- The toolkit is also located at each regional office. We will have the toolkit available at satellite offices throughout the state by mid-August
- This toolkit was created to assist Medicaid HCBS providers to comply with federal regulations and IDAPA HCBS-related rules.

External Website

- All of the information that we have finalized is uploaded to our external website at: www.HCBS.dhw.idaho.gov

The screenshot shows a web browser window displaying the Idaho Department of Health and Welfare website. The URL in the address bar is <http://healthandwelfare.idaho.gov/Medical/Medicaid/HomeandCommunityBasedSettingsF>. The page features a navigation menu with options like Home, Children, Families, Food/Cash/Assistance, Health, Medical, Providers, About Us, and Contact Us. The main content area is titled "HOME AND COMMUNITY BASED SERVICES (HCBS)" and contains a section for "New Series of HCBS Trainings Continues". This section includes a paragraph about an upcoming WebEx training on August 2, 2016, and a list of links for frequently asked questions, what's new, provider toolkit, and resources. The left sidebar contains a "Medicaid" menu with various sub-links. The right sidebar contains "Frequently Asked Questions", "What's New", "Provider Toolkit", and "Resources".

IDAHO Department of Health and Welfare

July 29, 2016

Home Children Families Food/Cash/Assistance Health Medical Providers About Us Contact Us

You are here: Medical > Medicaid > Home and Community Based Settings: Final Rule

Medicaid

- Healthy Connections
- Home Care
- EPSDT
- Idaho Health Plan for Children
- Medicaid for Workers with Disabilities
- Medicaid Participants
- Medical Care
- Preventive Health Assistance
- Medical Care Advisory Committee
- School-Based Services
- Idaho Home Choice
- Children's Healthcare Improvement Collaboration
- Medicaid Behavioral Health Managed Care
- Long Term Care Managed Care
- Managed Care for Idaho Medicaid
- Home and Community Based Settings: Final Rule

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HCBS Provider Toolkit

The Division of Medicaid with the Department of Health and Welfare

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- Idaho Transition Plan - Version 3 Updated
- Idaho Transition Plan - Version 4
- CMS Response to Idaho Transition Plan
- Idaho's Response to CMS Comments with Page References
- Proof of Public Noticing (v3)
- Proof of Public Noticing (v4)
- Final Regulation

Compliance Timeline

July 1, 2016

Rules go into effect

January 1, 2017

Enforcement of HCBS
begins
Idaho's formal assessment
of HCBS settings begins

January 1, 2018

Transition of participants
to HCBS-compliant
settings if non-compliant
settings are identified.

Upcoming Training Opportunities

Date	Topic
<i>August 23</i> 1-2:00PM Mountain Time (12-1:00PM Pacific Time)	Repeat of How to Complete a Provider Self-Assessment (Teleconference Only)
<i>September 8</i> 1-2:00PM Mountain Time (12-1:00PM Pacific Time)	Question and Answer Session (Teleconference Only)
<i>September 14</i> 7-8:00PM Mountain Time (6-7PM Pacific Time)	Repeat of How to Complete a Provider Self-Assessment (WebEx and Teleconference)
<i>September 16</i> 9 am-12 pm MDT; 1-4 pm MDT	In Person Regional Training in Region 4 3232 Elder St Boise, ID 83705 Rooms D-E & D-W

Keep in Touch!

Additional training will be offered over the next several months. You can stay informed about training opportunities, educational materials, and other HCBS-related information by:

Visiting the HCBS webpage at: www.HCBS.dhw.idaho.gov

Emailing the program at: HCBSSettings@dhw.idaho.gov to be added to our distribution list.

Questions?

In a moment you will be able to unmute your line to ask a question. To unmute your line, press *6.

Only unmute if you are asking a question. Please re-mute your line by pressing *6 again after you have asked your question to maintain the audio quality.

