



statewide quality assurance program



Florida Statewide Quality Assurance Program

2016 Revised Discovery Process

Quality Council March 2016





How will updates be implemented?

- iBudget Handbook effective date
 - 9/3/2015
- Delmarva Tools implementation date
 - 1/1/2016



How will updates be implemented?

- New iBudget requirements subject to review effective 1/1/2016.
- Revisions not related to the iBudget Handbook are subject to full 12-month retrospective review.



What can providers do?

- Review the iBudget Handbook for all services you render and the relevant administrative sections to see if there are new requirements.
- Review the Delmarva Tools for any applicable new standards or Not Met reasons.
- Review the Delmarva Tools for revisions to standards or Not Met reasons that may be new to the tools but not specific to the iBudget Handbook.



PDR – Discovery Tool Format

- Overview page
- Standard
- Protocol
 - Including reference source and page numbers
- Not Met Reasons
 - Potential billing discrepancy indicator (B)
 - Alert indicator (A)



Administrative Tool

Key Updates



PDR – Administrative Tool

- Administrative Tool Components
 - Education and Experience requirements
 - Policies & Procedures (Agency Only)
 - Background Screening
 - Training requirements



PDR – Administrative Tool

- Importance of documenting accurate date of hire and employment history
 - Enrolled/hired prior to 9/3/15
 - Enrolled/hired 9/3/15 or after
- High School Diploma/GED
 - New for LSD1, Personal Supports, Respite



PDR – Administrative Tool

New Policies and Procedures

Written policies and procedures detailing:

- How the provider will ensure compliance with background screening and five-year rescreening.
- Hours/days of operation and notification process to be used if the provider is unable to provide services for a specific time and day scheduled.



PDR – Administrative Tool

New Policies and Procedures

Written policies and procedures detailing:

- Methods for ensuring person's confidentiality and maintaining/storing records in a secure manner.
- Methods for management and accounting of personal funds, of all individuals in the care of, or receiving services from, the provider.



PDR – Administrative Tool Background Screening

Acceptable BGS Documentation has changed effective 5/25/15

- Affidavit of Good Moral Character
 - Must use APD Affidavit (CDC+ Directly Hired Employees must use CDC+ Affidavit)
- Clearinghouse FDLE/FBI
 - Must have Eligible result under APD General (CDC+ Eligible result under APD CDC or APD Developmental Disability Centers)



PDR – Administrative Tool Training

- *Requirements for all Waiver Providers*
 - Available on APD Website
 - Enrollment/hire date prior to 9/3/15 - complete by 3/2/17
 - Enrollment/hire date 9/3/15 and after - complete within 90 days of hire



PDR – Administrative Tool Training

- *Direct Care Core Competencies*
 - Not yet available
 - Once available will include:
 - ✓ Person Centered Planning
 - ✓ Introduction to Developmental Disabilities
 - ✓ Maintaining Health and Safety
 - ✓ Individual Choices, Rights & Responsibilities



PDR – Administrative Tool Training

- *First Aid*
 - New for all
- *HIV/AIDS*
 - New for WSCs/Consultants, LSD2
- *CPR*
 - New for WSCs/Consultants, LSD2



PDR – Administrative Tool Training

- Approved Training Sources
- Approved Trainers
 - Appendix J
- Trainer Credentials
- TRAIN Florida



PDR – Administrative Tool Training

New Annual In-Service Requirements

- Life Skills Development 1 and Personal Supports: 4 hours
- Behavior Assistant: 8 hours
- Residential Habilitation Standard, Behavior Focus and Intensive Behavior: 8 hours
- Support Coordinator: 24 hours – expectations redefined



PDR – Administrative Tool Training

- *Introduction to Social Security Work Incentives*
 - Life Skills Development 2
 - Supported Living Coach
 - Support Coordinator



Service Specific Record Review Tool Key Updates



PDR - Service Specific Record Review

Does provider documentation demonstrate:

- Service meets the needs/desired outcomes of the person
- Service matches the description of the service in the iBudget Handbook
- Service stays within the limitations of the iBudget Handbook and rate tables
- Service matches the person's Support Plan



WSC Tool Key Updates



PDR – Waiver Support Coordinators

- #9 Support Plan Distribution - revision
- #12 Safety Plan - new
- #15 Service Authorizations for termed providers - revision
- #16 Review of provider documentation - revision



PDR – Waiver Support Coordinators

- #19 Progress Notes demonstrate pre-Support Plan planning activities - *new
- #20 ALF contact requirements - new
- #21 Supported Living Quarterly Home Visit responsibilities – revision
- #22 For SL Situation- the roles are defined in SP



Provider Key Tool Updates



PDR – Provider

- Daily Attendance Logs
 - LSD3 requires the Time Period (8:32am-2:16pm) with end of month rounding
- Service Logs
 - LSD1, LSD2, Personal Supports, Respite include follow up for health and safety if applicable
- Daily Progress Notes
 - Supported Living Coach – Not Met reasons more specific



PDR – Behavior

- Behavior Assistant (BAS) & Behavior Analysis (BA) Service Logs/Daily Progress Notes
 - Summary of the person's activities, as well as observations, data collection, and planning (BAS)
 - Progress toward behavior related goals/outcomes (BA, BAS)
 - How provider or intervention addressed the person's behavior related goal(s) (BA, BAS)
 - Follow up for health and safety if applicable (BA, BAS)
- Approved LRC Review of Behavior Analysis Services Eligibility (BASE) form



PDR – Provider

- Implementation Plan (RH, SLC, LSD3)/Employment Stability Plan (LSD2)
 - Within 30 days from receipt of Support Plan
- Quarterly Summaries
 - New required content specific to Behavior Analysis
- Third Quarter/Annual Report
 - Due 60 days prior to Support Plan effective date
 - New required content specific to Behavior Analysis
- Documentation submission to the WSC
 - No later than 10 days after billing



PDR – Provider

- Rendering Respite (Or Transportation) to a relative
 - Requires written approval from the APD Regional office and must be maintained in both provider's and WSC's files.
- Personal Supports
 - Required documentation/approvals in place when billing by the quarter hour above the daily rate (24qh max).



Reporting - Verified ANE

- Verified reports from Department of Children and Families (DCF)
 - 10 percentage points for 1st verified report within period of review
 - 15 percentage points for 2 or more verified reports within period of review



How your score is calculated: Compliance

Compliance Review Components	Weighted Met	Weighted Total
Administrative	9	17
Qualifications and Training	44	47
Observation(s)	57	69
SSRR(s)	14	23
Weighted Total	230	288
Calculated Compliance Score		79.8%



How your score is calculated: Person Centered Practices

Person Centered Practices Review Components	Weighted Met	Weighted Total
Provider/Staff interview Results	69	123
Weighted Total	69	123
Calculated Person Centered Practices Score		56.0%



How your score is calculated: Overall

PDR Review Components	Weighted Met	Weighted Total
Compliance	230	288
Person Centered Practices	69	123
Weighted Total	299	411
Calculated Score		72.7%
Number of Alerts*	2	-10
Number of Verified ANE Reports*	1	-10
Calculated PDR Score		52.7%



Reconsiderations

- Process applicable only to standards with identified billing discrepancies
- Requests must be submitted in writing on the Reconsideration Request form and received within 30 days of the mailing date of the PDR report
- Documentation not made available at the time of the initial review will not be accepted
- Only one request for reconsideration per PDR will be processed
- Requests are conducted by a Regional Manager within 30 days of receipt



Website

All Review Tools & Procedures are
posted on Delmarva's Florida website
www.dfmc-florida.org

Thank You!!!



Questions

