

Delmarva iBudget Tool Revisions

Quick Reference Guide – Administrative (All)

Overview: Under iBudget, only Agency providers are reviewed on the Policy and Procedure standards outlined below. Solo providers, regardless of the service provided, are not required to present policies and procedures for review. Four new Policy and Procedure standards have been added. A total of 12 standards from the current HCBS Administrative review tool have been removed, these are shaded in Gray.

All providers will continue to be reviewed on the Administrative Training Standards. There are 5 new Training standards. However, until the iBudget handbook is promulgated and an effective date is determined these new standards will not be reviewed. In addition, under the iBudget handbook a number of existing Training standards will be collapsed into a single training called Core Competencies. Delmarva will continue to review for these trainings separately until the Handbook is promulgated and the new Core Competencies curriculum is developed.

The table below compares the old to the new.

Policies & Procedures: Only required for Agency Providers

Old – HCBS Waiver	New – iBudget
The provider has written policies and procedures governing how a person-centered approach to services will be provided in order to meet the needs of the recipients served and to achieve the personal goals on the support plan.	The provider has written policies and procedures governing how the provider will use a person centered approach to identify individually determined goals and to promote choice.
The provider has written policies and procedures that will promote the health and safety of every recipient who receives services (to include Abuse/Neglect, Incident Reports, Bill of Rights).	The provider has written policies and procedures with a detailed description of how the provider will protect health, safety and wellbeing of the individuals served.
	The provider has written policies and procedures detailing how the provider will ensure compliance with background screening and five year rescreening. (NEW)
	The provider has written policies and procedures detailing

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	hours/days of operation and the notification process to be used if the provider is unable to provide services for a specific time/day scheduled, including arrangement of a qualified backup provider. (NEW)
The provider has written policies and procedures which detail the safe administration and handling of medication in order to assure the health and safety of recipients served; if it is the policy of the provider that the provider or the provider's staff(s)	The provider has written policies and procedures which detail how the provider will ensure the individuals' medications are administered and handled safely.
The provider has written policies and procedures to ensure the smooth transition of the recipient between providers and other supports and services.	The provider has written policies and procedures that will include a description of how the provider will ensure a smooth transition to and from another provider if desired by the individual or legal representative.
The provider has written policies and procedures to address grievances.	The provider has written policies and procedures detailing the process the provider will use to address individual complaints and grievances regarding possible service delivery issues.
	The provider has written policies and procedures detailing how the provider will ensure individual confidentiality, and the maintaining and storage of records in a secure manner. (NEW)
The provider has identified and addressed <i>trends</i> related to abuse, neglect, and exploitation.	The provider has identified and addressed concerns related to abuse, neglect, and exploitation.
All instances of abuse, neglect, and exploitation have been reported.	All instances of abuse, neglect, and exploitation have been reported.
The provider <i>tracks</i> and addresses medication errors (if administering medication).	If applicable, the provider addresses medication errors.

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Old – HCBS Waiver	New – iBudget
	If applicable, the provider has written policies and procedures related to the use of Reactive Strategies. (NEW – still have questions on when/how to apply).
The provider tracks and addresses all incident reports.	The provider addresses all incident reports.
<i>The provider is able to describe the organization's person centered planning process, i.e. developing Implementation Plans, Support Plans, etc.</i>	
<i>The provider can describe procedures for reporting any rights violations.</i>	
<i>The provider has evidence of teaching individuals/legal representatives about their rights, e.g. signed receipt of the Bill of Rights of Persons with developmental disability, at least once annually.</i>	
<i>The provider maintains a log of all grievances.</i>	
<i>The provider has evidence of teaching the individual/legal representative about the grievance policy.</i>	
<i>Individuals sign the provider's grievance policy within 30 days of beginning services and annually thereafter.</i>	
<i>The provider has written policies and procedures that address the provider's staff training plan and that specify how pre-service and in-service activities will be carried out including HIV/AIDS training pursuant to Chapter 381.0035, F.S., CPR, and all other mandated training.</i>	

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<i>The provider has a written policy for conducting self-assessments.</i>	
<i>The provider has completed a Self Assessment including all required components at least once in the past year.</i>	
<i>The provider has taken quality improvement actions as a result of the self assessment.</i>	
<i>The provider maintains a current table of organization, including board of directors (when applicable), directors, supervisors, support staff, and all other employees.</i>	
<i>The provider updates policies and procedures in a timely manner.</i>	

Employee specific requirements: This section is for those trainings/requirements that apply to **all providers**. Additional service specific required trainings will be broken out by service separately.

Old – HCBS Waiver	New - iBudget
The provider has completed all aspects of required Level II Background Screening.	The provider has completed all aspects of required Level II Background Screening.
The provider received training in Zero Tolerance.	The provider received training in Zero Tolerance.
The provider received training in HIPAA.	The provider received training in HIPAA.
The provider received training in Direct Care Core Competency.	The provider received training in Core Competencies. NOTE: This training curriculum is still being developed but plan is for this one training to take the place of Direct Care Core

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	Competency, Person Centered Approach, Choice & Rights, required documentation & scope of service.
The provider received training in Person Centered Approach/Personal Outcome Measures.	Will eventually be rolled into Core Competencies but will remain as separate standard until then.
The provider received training with an emphasis on choice and rights	Will eventually be rolled into Core Competencies but will remain as separate standard until then.
The provider received training in the development and implementation of the required documentation for each waiver service provided.	Will eventually be rolled into Core Competencies but will remain as separate standard until then.
The provider received training specific to the scope of the services rendered.	Will eventually be rolled into Core Competencies but will remain as separate standard until then.
	The provider received training in First Aid. (NEW for all accept residential providers - but we have never looked for it in the current process) Update: First Aid is not required for WSC's.
The provider received training on the Medicaid Waiver Services Agreement, its Attachments and the Developmental Disabilities Waiver Services Coverage and Limitations Handbook and its appendices.	The provider received training on the Developmental Disabilities Individual Budgeting Medicaid Waiver Coverage and Limitations Handbook. (NEW because we have a new HB)
If applicable, the provider received training in Medication Administration per FAC 65G-7.	If applicable, the provider received training in Medication Administration.
If applicable, the provider has been validated on medication administration per FAC 65G-7.	If applicable, the provider has been validated on Medication Administration.

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	When applicable, the provider received training in an Agency approved curriculum for crisis management procedures consistent with the requirements of the Reactive Strategies rule (65G-4, FAC). (NEW – still have questions on how to apply)
The provider received training in HIV/AIDS.	The provider received training in HIV/AIDS/Infection Control. (New for WSCs, Behavior Analysts and Life Skills 2)
The provider received training in Cardiopulmonary Resuscitation (CPR).	The provider received training in CPR (New Behavior Analysts and Life Skills 2) Update: First Aid is not required for WSC's.
Drivers of transportation vehicles are licensed to drive vehicles used.	Drivers of transportation vehicles are licensed to drive vehicles used.
Vehicles used for transportation are properly insured and properly registered.	Vehicles used for transportation are properly insured. (Broken out)
Vehicles used for transportation are properly insured and properly registered.	Vehicles used for transportation are properly registered. (Broken out)