

Delmarva iBudget Tool Revisions

Quick Reference Guide – Behavior Assistant Services

Overview: The Behavior Assistant Services tool has decreased from 18 to 14 standards. Some existing standards were expanded into multiple standards so providers can receive credit when they meet some, but not all, requirements. There are five new standards and a total of 10 standards from the old HCBS review tool have been removed—these are shaded in gray. There are two new Administrative standards specific to Behavior Assistant Services, related to supplemental training and supervision by the responsible Behavior Analyst.

The table below compares the old to the new.

Service Specific Standards:

Old – HCBS Waiver	New - iBudget
The provider has service logs for each date of service.	The provider has complete Daily Progress Notes for each date of service provided and billed during the period under review. (Service Logs changed to Daily Progress Notes)
The responsible Behavior Analysis Services Local Review Committee chairperson or designee approves Behavior Assistant services.	The responsible Behavior Analysis Services Local Review Committee chairperson or designee approves Behavior Assistant services.
Provider has current approved Behavioral Analysis services plan prior to claims submission.	The current and complete Behavior Analysis Service Plan covering services provided and billed during the period under review is in the record.
Provider maintains monthly/quarterly summaries and graphic displays of effects of behavioral service plan.	A Quarterly Summary covering services provided and billed during the period under review is in the record.
	The third Quarterly/Annual Report covering services provided and billed during the period under review is in the record. (NEW)
	The provider collects data each month and sends to the Behavior Analyst. (NEW)

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Old – HCBS Waiver	New - iBudget
Provider maintains current service authorization(s) for the service being rendered and billed.	The provider maintains accurate Service Authorization(s) covering services provided and billed during the period under review.
Provider renders the service in accordance with the service authorization and the Handbook.	The provider renders the service in accordance with the Service Authorization and the Handbook.
	The Provider is in compliance with billing procedures and the Medicaid provider agreement. (Previously reviewed under another standard)
	Services are not rendered and billed in excess of 32 units of service per date. (NEW)
Training for parents, caregivers and staff on the Behavior Plan is documented.	Training for parents, caregivers and staff on the Behavior Analysis Service Plan is documented.
	The provider assists the individual/legal representative to know about rights. (NEW)
	The provider has a method in place to gather information about the individual's physical, behavioral and emotional health on an ongoing basis. (NEW)
The provider submits documents to the Waiver Support Coordinator as required.	The provider submits documents to the Waiver Support Coordinator as required.
<i>Provider has documentation of required monitoring/supervision by responsible CBA.</i>	
<i>The provider has evidence of LRC approval on the current behavior plan.</i>	

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Old – HCBS Waiver	New - iBudget
<i>The approved behavior plan is being implemented as written and as approved.</i>	
<i>Approved behavior plan identifies time limit and plan for fading or discontinuing the service.</i>	
<i>The provider addresses the individual's goals.</i>	
<i>The provider addresses the individual's choices and preferences.</i>	
<i>Provider addresses person's interests regarding community participation and involvement.</i>	
<i>The provider is aware of the person's progress towards or achievement of personal goals.</i>	
<i>Provider addresses person's/legal representative's expectations regarding services received</i>	
<i>Services are provided at mutually agreed upon times and settings.</i>	

Administrative Standards: This section references Administrative standards specific **only to Behavior Assistants.** Please refer to the Administrative (All) document for information on Administrative requirements applicable to all providers.

Old – HCBS Waiver	New - iBudget
The provider meets all minimum educational requirements and levels of experience.	The provider meets all minimum educational requirements and levels of experience.

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Old – HCBS Waiver	New - iBudget
The provider has completed at least 20 contact hours of face-to-face competency-based instruction with performance-based validation/re-certification.	The provider has completed at least 20 contact hours of face-to-face competency-based instruction with performance-based validation/re-certification.
	Provider completed at least eight hours of supplemental training in general behavior analysis skills for annual recertification. (NEW)
	Quarterly evidence of monthly supervision by the responsible Behavior Analyst is documented. (NEW)

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