

Delmarva iBudget Tool Revisions

Quick Reference Guide – CDC+ Consultant

Overview: The CDC+ Consultant tool has decreased from 37 to 35 standards. There are five new standards under the common standards for WSC's and three new standards related to CDC+ Consultants. A total of 14 standards from the old HCBS review tools have been removed-these are shaded in gray. Administrative standards specific to Consultants/WSCs include a two new training requirements.

The table below compares the old to the new.

Service Specific Standards:

Old – HCBS Waiver	New - iBudget
The current Medicaid Waiver Eligibility Worksheet is in the record and complete.	Level of care is reevaluated at least annually.
	Level of care is completed accurately using the correct instrument/form. (NEW)
	Person receiving services is given a choice of waiver services or institutional care at least annually.
The current Support Plan is in the record and is complete.	The Support Plan is updated within 12 months of recipient's last Support Plan.
	The Support Plan is updated/revised when warranted by changes in the needs of the person receiving services. (NEW)
Current Support Plan was distributed to participant/legal guardian & CDC+ Representative within the required timeframes.	The Support Plan is provided to the individual and when applicable, the legal representative, within required time frames.
	Support Plan includes supports and services consistent with assessed needs. (NEW)
	Support Plan reflects support and services necessary to address assessed risks. (NEW)
The current Support Plan reflects the individual's personal goals.	Support Plan reflects the personal goals of the person receiving

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	services.
Generic resources/supports are identified in the current Support Plan.	The current Support Plan includes natural, generic, community and paid supports for the person receiving services.
	Services are delivered in accordance with the Cost Plan. (NEW)
	The Support Coordinator is in compliance with billing procedures and the Medicaid provider agreement. (Previously reviewed under another standard)
Participant Monthly Review forms reflecting required monthly contact/activities (i.e. Annual HV's, bi-annual FF, TC's etc.) are filed in the participant's record prior to billing each month.	Participant Monthly Review Tool and/or Progress Notes reflecting required monthly contact/activities are filed in the participant's record prior to billing each month.
The Consultant addresses the participant's health and health care needs.	The Support Coordinator monitors to ensure the person's health and health care needs are addressed.
The Consultant addresses the participant's safety needs and safety skills.	The Support Coordinator monitors to ensure person's safety needs are addressed.
Consultant is aware of history regarding abuse, neglect and/or exploitation for the participant.	The Support Coordinator is aware of the person's history regarding abuse, neglect, and/or exploitation.
The Consultant is aware of the participant's definition of abuse, neglect, and exploitation, and how the participant would report any incidents.	The Support Coordinator assists the person receiving services to define abuse, neglect, and exploitation including how the person receiving services would report any incidents.
Completed/signed Participant-Consultant Agreement is in the record.	Completed/signed Participant-Consultant Agreement is in the record.
Completed/signed CDC+ Consent Form is in the record.	Completed/signed CDC+ Consent Form is in the record.
Completed/signed Participant-Representative Agreement is in the record.	Completed/signed Participant-Representative Agreement is in the record.
Completed/signed Purchasing Plan is in the record.	All applicable completed/signed Purchasing Plans are in the record.

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	The Purchasing Plan reflects the goals/needs outlined in Participant's Support Plan. (NEW)
	All applicable completed/signed Quick Updates are in the record. (NEW)
Participant's Information Update form is completed/ submitted to Area CDC+ liaison as needed.	Participant's Information Update form is completed and submitted to Regional/Area CDC+ liaison as needed.
When correctly completed/submitted by the participant/CDC+ Representative, Consultant submits Purchasing Plans by the 10th of the month.	When correctly completed/submitted by the Participant/CDC+ Representative, Consultant submits Purchasing Plans by the 10th of the month.
Consultant provides technical assistance to participant as necessary to meet participant's and Representative's needs.	Consultant provides technical assistance to participant as necessary to meet Participant's and Representative's needs.
Consultant has taken action to correct any overspending by the participant.	Consultant has taken action to correct any overspending by the Participant.
Consultant initiates Corrective Action when appropriate.	Consultant initiates Corrective Action when appropriate.
Completed/signed Corrective Action Plan is in the record.	Completed/signed Corrective Action Plan is in the record.
	If applicable, an approved Corrective Action Plan is being followed. (NEW)
The Emergency Back-up Plan is in the record and is reviewed annually.	The Emergency Back-up Plan is in the record and is reviewed annually.
	How many DHE/Vendor changes for the Participant? (not scored just data collected)
	How many WSC/Consultant changes for the Participant? (not scored just data collected)
<i>The Support Plan reflects the individual's choices and preferences.</i>	
<i>Community life is addressed in the current Support Plan.</i>	

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<i>The Consultant addresses the individual's personal goals.</i>	
<i>Consultant is aware of person's recent progress towards or achievement of personal goals.</i>	
<i>Consultant addresses individuals/legal representative's expectations of services received.</i>	
<i>The participant/legal guardian and CDC+ Representative are provided with education related to the benefits of Medication Reviews and preventive healthcare screenings.</i>	
<i>The participant/legal guardian and CDC+ Representative are provided with education related to his/her own safety needs, i.e. natural disasters, community safety, home safety, etc.</i>	
<i>Consultant can describe how participants are empowered to make informed decisions regarding their own health.</i>	
<i>The Consultant can describe how participants are empowered to make informed decisions regarding their own safety.</i>	
<i>The Consultant has responded to indicators of fraud, abuse, neglect or exploitation and has reported any findings to proper authorities.</i>	
<i>Consultant has a back-up Consultant to provide supports in the event he/she is unavailable.</i>	
<i>Current Support Plan was completed/submitted to APD Area office w/in required timeframes.</i>	
<i>The current approved Cost Plan is in the record.</i>	
<i>Consultant assists participant with maintaining Medicaid eligibility and notifies employee's and Area CDC+ liaison when it is determined</i>	

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<i>a participant is ineligible for Medicaid.</i>	

Administrative Standards: This references those administrative standards specific **CDC+ Consultants**. Please refer to the Administrative (All) document for information on Administrative requirements applicable to CDC+ Consultants as well as other service 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.
The provider received mandatory Statewide pre-service training.	The provider received mandatory Statewide pre-service training.
The provider received mandatory Area- specific training.	The provider received mandatory Regional/Area- specific training.
The provider received 24 hours of ongoing annual job related training.	The provider received 24 hours of ongoing annual job related training.
Provider received a Certificate of Consultant Training from a designated APD trainer. (CDC+)	Provider received a Certificate of Consultant Training from a designated APD trainer. (CDC+)
	The provider received training related to annual re-evaluation of the Level of Care (Medicaid Waiver Eligibility Worksheet). (NEW - Curriculum not developed yet)
	The provider successfully completed APD’s web-based course entitled <i>Introduction to Social Security Work Incentives</i> within one year of receiving their certificate of enrollment as a Support Coordination provider. (NEW)