

Delmarva iBudget Tool Revisions

Quick Reference Guide – In Home Supports/Personal Supports

Overview: In Home Supports, Personal Care Assistance, and Respite for Adults are incorporated into Personal Supports under iBudget. The review tool for In Home Supports Services has decreased from 18 to 15 standards. There is one new standard and a total of nine standards from the old HCBS review tool have been removed—these are shaded in gray. Administrative standards specific to Personal Support Providers include a new training requirement requiring providers of Personal Supports to have four hours of in-service training annually.

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 Service Logs covering services provided and billed during the period under review.
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)
	Personal Supports rendered in excess of 32 quarter hour units per day are billed at the daily rate. (Previously reviewed under another standard)
	The provider renders services only to individuals living in their own home or family home. (Previously reviewed under another standard)
	Provider renders service only to individual's age 21 or older. (Or 18-20 living in a supported living situation or their own home). (Previously

Delmarva iBudget Tool Revisions

Quick Reference Guide – In Home Supports/Personal Supports

Old – HCBS Waiver	New - iBudget
	reviewed under another standard)
Services are rendered in individual's home or while individual is engaged in community activity.	Services are rendered only in the individual's own home, family home or while the individual is engaged in a community activity.
When in-home support worker lives in individual's home, support worker pays an equal share.	When the Personal Supports worker lives in the individual's home, the support worker pays an equal share of the room and board for the home.
If the individual is receiving in-home supports and supported living coaching, there is evidence of coordination between the services.	If the individual is receiving Personal Supports and Supported Living Coaching, there is evidence of coordination between the services.
The provider addresses the individual's choices and preferences.	The provider addresses the individual's choices and preferences.
Provider addresses the person's interests regarding community participation and involvement.	The provider assists the individual to increase community participation and involvement based on his/her interests.
	The provider assists the individual/legal representative to know about rights. (NEW)
The provider has a system in place to gather historical information about the person's behavioral and emotional health, with the person's/legal representative's consent.	The provider has a method in place to gather information about the individual's physical, behavioral and emotional health on an ongoing basis.
The Provider submits documents to the Waiver Support Coordinator as required.	The Provider submits documents to the Waiver Support Coordinator as required.
<i>Record includes monthly/quarterly summaries that reflect progress toward the personal goals.</i>	
<i>If renting, the lease (mortgage) is in the name of the individual receiving the service.</i>	
<i>Provider or provider's immediate family is not recipient's landlord or</i>	

Delmarva iBudget Tool Revisions

Quick Reference Guide – In Home Supports/Personal Supports

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<i>has ownership of housing unit.</i>	
<i>The service is provided in accordance with an outcome on the individual's support plan.</i>	
<i>The provider addresses the individual's goals.</i>	
<i>Services are rendered in licensed facilities only with specific APD authority.</i>	
<i>The provider is aware of the person's progress towards or achievement of personal goals.</i>	
<i>The provider addresses the person's/legal representative's expectations regarding the services.</i>	
<i>Services are provided at mutually agreed upon times and settings.</i>	

Administrative Standards: This references those administrative standards specific **only to Personal Support providers**. Please refer to the Administrative (All) document for information on Administrative requirements applicable to all providers including Personal Supports.

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 has completed 4 hours of annual in-service training. (NEW)