

## **Table of Contents**

**State/Territory Name: IA**

**State Plan Amendment (SPA) #: 21-0010**

This file contains the following documents in the order listed:

- 1) Approval Letter
- 2) Summary Form (with 179-like data)
- 3) Approved SPA Pages



**Medicaid and CHIP Operations Group**

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May 16, 2022

Elizabeth Matney, Medicaid Director  
Department of Human Services  
1305 East Walnut Street  
Des Moines, IA 50319

RE: IA-21-0010 Iowa §1915(i) home and community-based habilitation services benefit state plan amendment (SPA)

Dear Director Matney:

The Centers for Medicare & Medicaid Services (CMS) is approving the state's request to amend its 1915(i) state plan home and community-based services (HCBS) benefit, transmittal number IA-21-0010. The effective date for this amendment is May 16, 2022. With this amendment, the state is:

- Adding a new assessment tool, the LOCUS/CALOCUS. This tool will be used to evaluate whether individuals meet the 1915(i) needs-based eligibility criteria and to determine the level of need for 1915(i) services
- Amending the needs-based criteria
- Adding provider qualifications and services standards
- Amending the performance measures to align with the HCBS 1915(c) Waiver performance measures

Enclosed are the following approved SPA pages that should be incorporated into your approved state plan:

- Attachment 3.1–C Pages 1 through 84

The state has identified its intent to use money realized from section 9817 of the American Rescue Plan (ARP). Approval of this action does not constitute approval of the state's spending plan. The state must have an approved spending plan to use the money realized from section 9817 of the ARP.

It is important to note that CMS' approval of this change to the state's 1915(i) HCBS state plan benefit solely addresses the state's compliance with the applicable Medicaid authorities. CMS' approval does not address the state's independent and separate obligations under federal laws including, but not limited to, the Americans with Disabilities Act, Section 504 of the



Rehabilitation Act, or the Supreme Court’s Olmstead decision. Guidance from the Department of Justice concerning compliance with the Americans with Disabilities Act and the Olmstead decision is available at [http://www.ada.gov/olmstead/q&a\\_olmstead.htm](http://www.ada.gov/olmstead/q&a_olmstead.htm).

If you have any questions concerning this information, please contact me at (410) 786-7561. You may also contact Shante Shaw at [shante.shaw@cms.hhs.gov](mailto:shante.shaw@cms.hhs.gov) or (206) 615-2346

Sincerely,

George P. Failla, Jr., Director  
Division of HCBS Operations and Oversight

Enclosure

cc: Kevin R. Slaven, CMS  
Michala Walker, CMS  
Laura Dangelo, CMS  
Deanna Clark, CMS

<b>TRANSMITTAL AND NOTICE OF APPROVAL OF STATE PLAN MATERIAL FOR: CENTERS FOR MEDICARE &amp; MEDICAID SERVICES</b>		1. TRANSMITTAL NUMBER <u>2 1 — 0 1 0</u>	2. STATE <b>IOWA</b>
		3. PROGRAM IDENTIFICATION: TITLE XIX OF THE SOCIAL SECURITY ACT (MEDICAID)	
TO: REGIONAL ADMINISTRATOR CENTERS FOR MEDICARE & MEDICAID SERVICES DEPARTMENT OF HEALTH AND HUMAN SERVICES		4. PROPOSED EFFECTIVE DATE Date SPA is approved by CMS <b>July 1, 2021</b>	
5. TYPE OF PLAN MATERIAL (Check One)			
<input type="checkbox"/> NEW STATE PLAN <input type="checkbox"/> AMENDMENT TO BE CONSIDERED AS NEW PLAN <input checked="" type="checkbox"/> AMENDMENT			
COMPLETE BLOCKS 6 THRU 10 IF THIS IS AN AMENDMENT (Separate transmittal for each amendment)			
6. FEDERAL STATUTE/REGULATION CITATION <b>42 CFR 440.182</b>		7. FEDERAL BUDGET IMPACT a. FFY <u>2021</u> \$ <u>42,506</u> b. FFY <u>2022</u> \$ <u>171,097</u>	
8. PAGE NUMBER OF THE PLAN SECTION OR ATTACHMENT <b>Attachment 3.1-C, Pages 1-77-84</b> <del>Attachment 4.19-B, Page 17, 18</del>		9. PAGE NUMBER OF THE SUPERSEDED PLAN SECTION OR ATTACHMENT (If Applicable) <b>Attachment 3.1-C, Pages 1-77</b> <del>Attachment 4.19-B, Page 17, 18</del>	
10. SUBJECT OF AMENDMENT <b>This amendment amends the Habilitation eligibility criteria, replace the interRAI with the LOCUS/CALOCUS, implement Home Based Habilitation provider standards and service eligibility criteria &amp; implements the Individual Placement and Support (IPS) SE Model.</b>			
11. GOVERNOR'S REVIEW (Check One)			
<input checked="" type="checkbox"/> GOVERNOR'S OFFICE REPORTED NO COMMENT <input type="checkbox"/> OTHER, AS SPECIFIED <input type="checkbox"/> COMMENTS OF GOVERNOR'S OFFICE ENCLOSED <input type="checkbox"/> NO REPLY RECEIVED WITHIN 45 DAYS OF SUBMITTAL			
12. SIGNATURE OF STATE AGENCY OFFICIAL		16. RETURN TO	
13. TYPED NAME <b>Elizabeth Matney</b>		<b>ELIZABETH MATNEY MEDICAID DIRECTOR DEPARTMENT OF HUMAN SERVICES 1305 EAST WALNUT 5TH FLOOR DES MOINES IA 50319-0114</b>	
14. TITLE <b>MEDICAID DIRECTOR</b>			
15. DATE SUBMITTED <b>August 5, 2021</b>			
<b>FOR REGIONAL OFFICE USE ONLY</b>			
17. DATE RECEIVED <b>August 11, 2021</b>		18. DATE APPROVED <b>May 16, 2022</b>	
<b>PLAN APPROVED - ONE COPY ATTACHED</b>			
19. EFFECTIVE DATE OF APPROVED MATERIAL <b>May 16, 2022</b>		20. SIGNATURE OF REGIONAL OFFICIAL	
21. TYPED NAME <b>George P. Failla, Jr.</b>		22. TITLE <b>Director, Division of HCBS Operations and Oversight</b>	
23. REMARKS			

5.4.22: State authorizes for the pen and ink change to the effective date on the 172 form.  
5.11.22: State authorizes the pen and ink change to box 8 and 9 to remove the referenced 4.19-B pages and update the page numbering for the 3.1-C pages



**1915(i) State plan Home and Community-Based Services Administration and Operation**

The state implements the optional 1915(i) State plan Home and Community-Based Services (HCBS) benefit for elderly and disabled individuals as set forth below.

1. **Services.** (Specify the state's service title(s) for the HCBS defined under "Services" and listed in Attachment 4.19-B):

HCBS Habilitation Services & Case Management.

2. **Concurrent Operation with Other Programs.** (Indicate whether this benefit will operate concurrently with another Medicaid authority):

Select one:

<input type="radio"/>	Not applicable		
<input checked="" type="radio"/>	Applicable		
Check the applicable authority or authorities:			
<input type="checkbox"/>	<b>Services furnished under the provisions of §1915(a)(1)(a) of the Act.</b> The State contracts with a Managed Care Organization(s) (MCOs) and/or prepaid inpatient health plan(s) (PIHP) or prepaid ambulatory health plan(s) (PAHP) under the provisions of §1915(a)(1) of the Act for the delivery of 1915(i) State plan HCBS. Participants may <i>voluntarily</i> elect to receive <i>waiver</i> and other services through such MCOs or prepaid health plans. Contracts with these health plans are on file at the State Medicaid agency. <i>Specify:</i> <i>(a) the MCOs and/or health plans that furnish services under the provisions of §1915(a)(1).</i> <i>(b) the geographic areas served by these plans;</i> <i>(c) the specific 1915(i) State plan HCBS furnished by these plans;</i> <i>(d) how payments are made to the health plans; and</i> <i>(e) whether the 1915(a) contract has been submitted or previously approved.</i>		
<input checked="" type="radio"/>	<b>Waiver(s) authorized under §1915(b) of the Act.</b> <i>Specify the §1915(b) waiver program and indicate whether a §1915(b) waiver application has been submitted or previously approved:</i> Iowa High Quality Healthcare Initiative (Approved 2/23/16, Effective 4/1/16)		
Specify the §1915(b) authorities under which this program operates ( <i>check each that applies</i> ):			
<input checked="" type="checkbox"/>	§1915(b)(1) (mandated enrollment to managed care)	<input checked="" type="checkbox"/>	§1915(b)(3) (employ cost savings to furnish additional services)
<input type="checkbox"/>	§1915(b)(2) (central broker)	<input checked="" type="checkbox"/>	§1915(b)(4) (selective contracting/limit number of providers)
<input type="checkbox"/>	A program operated under §1932(a) of the Act.		

		<i>Specify the nature of the State Plan benefit and indicate whether the State Plan Amendment has been submitted or previously approved:</i>
	<input type="checkbox"/>	<b>A program authorized under §1115 of the Act.</b> <i>Specify the program:</i>

**3. State Medicaid Agency (SMA) Line of Authority for Operating the State plan HCBS Benefit.** *(Select one):*

X	The State plan HCBS benefit is operated by the SMA. Specify the SMA division/unit that has line authority for the operation of the program <i>(select one)</i> :	
X	The Medical Assistance Unit <i>(name of unit)</i> :	Iowa Medicaid
○	Another division/unit within the SMA that is separate from the Medical Assistance Unit <i>(name of division/unit)</i> <i>This includes administrations/divisions under the umbrella agency that have been identified as the Single State Medicaid Agency.</i>	
○	The State plan HCBS benefit is operated by <i>(name of agency)</i>	
	A separate agency of the state that is not a division/unit of the Medicaid agency. In accordance with 42 CFR §431.10, the Medicaid agency exercises administrative discretion in the administration and supervision of the State plan HCBS benefit and issues policies, rules and regulations related to the State plan HCBS benefit. The interagency agreement or memorandum of understanding that sets forth the authority and arrangements for this delegation of authority is available through the Medicaid agency to CMS upon request.	

**4. Distribution of State plan HCBS Operational and Administrative Functions.**

**X** (By checking this box the state assures that): When the Medicaid agency does not directly conduct an administrative function, it supervises the performance of the function and establishes and/or approves policies that affect the function. All functions not performed directly by the Medicaid agency must be delegated in writing and monitored by the Medicaid Agency. When a function is performed by an agency/entity other than the Medicaid agency, the agency/entity performing that function does not substitute its own judgment for that of the Medicaid agency with respect to the application of policies, rules and regulations. Furthermore, the Medicaid Agency assures that it maintains accountability for the performance of any operational, contractual, or local regional entities. In the following table, specify the entity or entities that have responsibility for conducting each of the operational and administrative functions listed (*check each that applies*):

(Check all agencies and/or entities that perform each function):

Function	Medicaid Agency	Other State Operating Agency	Contracted Entity	Local Non-State Entity
1. Individual State plan HCBS enrollment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Eligibility evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Review of participant service plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Prior authorization of State plan HCBS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Utilization management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Qualified provider enrollment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Execution of Medicaid provider agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Establishment of a consistent rate methodology for each State plan HCBS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Rules, policies, procedures, and information development governing the State plan HCBS benefit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Quality assurance and quality improvement activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

(Specify, as numbered above, the agencies/entities (other than the SMA) that perform each function):

1. Individuals are assisted with enrolling in the state plan HCBS Habilitation services through the Iowa Medicaid's Health Link managed care organizations (MCO), the case manager or integrated health home care coordinator.
2. The Department of Human Services' Income Maintenance Worker determines if the member is eligible for Medicaid and determines the member's income level. The Iowa Medicaid's Medical Services Unit determines if the member meets the needs-based criteria also referred to as the non-financial criteria for enrollment in state plan HCBS. MCOs complete the initial assessment tools and annual reassessment tools for their enrolled membership and provides the information to the Iowa Medicaid Medical Services Unit; the Medical Services Unit evaluates and annually reevaluates the member's eligibility maintaining review and approval authority.



3. Service plan review is carried out by the MCOs for Health Link enrollees. This function is also carried out by the Iowa Medicaid's contractor for medical services or Policy staff for individuals enrolled in fee-for-service.
4. Recommendation for prior authorization is done by the MCOs through the service plan review process for Health Link enrollees. This function is completed by Iowa Medicaid policy staff for individuals enrolled in fee-for-service.
5. Utilization management functions are set by Iowa Medicaid policy staff and are carried out by the MCOs for Health Link enrollees and the Iowa Medicaid's contractor for medical services for fee-for-service enrollees. Needs-based eligibility criteria are determined by Iowa Medicaid policy staff. MCOs complete the initial assessment tools and annual reassessment tools for their enrolled membership and provides the information to the Iowa Medicaid Medical Services Unit; the Medical Services Unit initially evaluates and annually reevaluates the member's eligibility maintaining review and approval authority. Parameters for prior authorization are determined by Iowa Medicaid policy staff, MCO service authorization systems and the contractor for medical services review and authorize treatment plan data.
6. Recruitment of providers may be done by Iowa Medicaid policy staff or by the MCOs.
7. Execution of the provider agreement is done by the Iowa Medicaid and reinforced through the contractual agreements between the MCOs and the provider. The provider agreement has been written by the Iowa Medicaid staff in conjunction with the Iowa Attorney General's office.
8. Establishment of a consistent rate is done by the Iowa Medicaid for the fee-for-service reimbursement and by the MCOs with the participation by Iowa Medicaid policy staff.
9. Training and technical assistance is overseen by Iowa Medicaid policy staff and primarily implemented by the Iowa Medicaid's HCBS quality assurance and improvement contractor. The MCOs and the Iowa Medicaid policy staff also conduct training as needed.
10. Quality monitoring is overseen primarily by Iowa Medicaid policy staff and primarily implemented by the Iowa Medicaid's HCBS quality assurance and improvement contractor. The MCOs also maintain a quality assurance monitoring system for the Habilitation service provider network.

*(By checking the following boxes the State assures that):*

5.  **Conflict of Interest Standards.** The state assures the independence of persons performing evaluations, assessments, and plans of care. Written conflict of interest standards ensure, at a minimum, that persons performing these functions are not:
- related by blood or marriage to the individual, or any paid caregiver of the individual
  - financially responsible for the individual
  - empowered to make financial or health-related decisions on behalf of the individual
  - providers of State plan HCBS for the individual, or those who have interest in or are employed by a provider of State plan HCBS; except, at the option of the state, when providers are given responsibility to perform assessments and plans of care because such individuals are the only willing and qualified entity in a geographic area, and the state devises conflict of interest protections. *(If the state chooses this option, specify the conflict of interest protections the state will implement):*



6.  **Fair Hearings and Appeals.** The state assures that individuals have opportunities for fair hearings and appeals in accordance with 42 CFR 431 Subpart E.
7.  **No FFP for Room and Board.** The state has methodology to prevent claims for Federal financial participation for room and board in State plan HCBS.
8.  **Non-duplication of services.** State plan HCBS will not be provided to an individual at the same time as another service that is the same in nature and scope regardless of source, including Federal, state, local, and private entities. For habilitation services, the state includes within the record of each individual an explanation that these services do not include special education and related services defined in the Individuals with Disabilities Education Improvement Act of 2004 that otherwise are available to the individual through a local education agency, or vocational rehabilitation services that otherwise are available to the individual through a program funded under §110 of the Rehabilitation Act of 1973.

**Number Served**

**1. Projected Number of Unduplicated Individuals To Be Served Annually.**

(Specify for year one. Years 2-5 optional):

Annual Period	From	To	Projected Number of Participants
Year 1	07/01/2022	06/30/2023	6,975

2.  **Annual Reporting.** (By checking this box the state agrees to): annually report the actual number of unduplicated individuals served and the estimated number of individuals for the following year.

**Financial Eligibility**

1.  **Medicaid Eligible.** (By checking this box the state assures that): Individuals receiving State plan HCBS are included in an eligibility group that is covered under the State’s Medicaid Plan and have income that does not exceed 150% of the Federal Poverty Line (FPL). (This election does not include the optional categorically needy eligibility group specified at §1902(a)(10)(A)(ii)(XXII) of the Social Security Act.)
2.  **New 1915(i) Medicaid Eligibility Group.** In addition to providing State plan HCBS to individuals described in item 1 above, the state is **also** covering the optional categorically needy eligibility group of individuals under 1902(a)(10)(A)(ii)(XXII) who are eligible for HCBS under the needs-based criteria established under 1915(i)(1)(A) and have income that does not exceed 150% of the federal poverty level, or who are eligible for HCBS under a waiver approved for the state under section 1915(c), (d) or (e) or section 1115 to provide such services to individuals whose income does not exceed 300% of the supplemental security income benefit rate (as described in Attachment 2.2A, pages \_\_\_ and \_\_\_ of the State Plan).

3. **Medically Needy (Select one):**

<input type="checkbox"/> The State does not provide State plan HCBS to the medically needy.
<input checked="" type="checkbox"/> The State provides State plan HCBS to the medically needy. (Select one):
<input type="checkbox"/> The state elects to disregard the requirements section of 1902(a)(10)(C)(i)(III) of the Social Security Act relating to community income and resource rules for the medically needy. When a state makes this election, medically needy individuals receive only 1915(i) services.
<input checked="" type="checkbox"/> The state does not elect to disregard the requirements at section 1902(a)(10)(C)(i)(III) of the Social Security Act.

**Evaluation/Reevaluation of Eligibility**

1. **Responsibility for Performing Evaluations / Reevaluations.** Eligibility for the State plan HCBS benefit must be determined through an independent evaluation of each individual). Independent evaluations/reevaluations to determine whether applicants are eligible for the State plan HCBS benefit are performed (*Select one*):

<input checked="" type="checkbox"/>	Directly by the Medicaid agency
<input type="checkbox"/>	By Other ( <i>specify State agency or entity under contract with the State Medicaid agency</i> ):

2. **Qualifications of Individuals Performing Evaluation/Reevaluation.** The independent evaluation is performed by an agent that is independent and qualified. There are qualifications (that are reasonably related to performing evaluations) for the individual responsible for evaluation/reevaluation of needs-based eligibility for State plan HCBS. (*Specify qualifications*):

Individuals performing evaluations must: <ul style="list-style-type: none"><li>▪ be a masters' level mental health professional;</li><li>▪ have a four-year health-related degree; or</li><li>▪ Be a registered nurse licensed in the State of Iowa with a minimum of 2 years' experience providing relevant services.</li></ul>
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3. **Process for Performing Evaluation/Reevaluation.** Describe the process for evaluating whether individuals meet the needs-based State plan HCBS eligibility criteria and any instrument(s) used to make this determination. If the reevaluation process differs from the evaluation process, describe the differences:

The Iowa Medicaid provides financial eligibility data daily to the MCOs. A member requesting Habilitation services must be Medicaid eligible and have income that does not exceed 150% FPL.

It is the responsibility of the case manager (CM), integrated health home care coordinator (IHHCC), or community-based case manager (CBCM) to assure the assessment is initiated as required to complete the initial needs-based eligibility determination. The initial LOCUS/CALOCUS assessment is completed by the Core Standardized Assessment (CSA) contractor and then sent to the CM/IHHCC/CBCM who uploads the assessment to the Iowa Medicaid MSU. The Iowa Medicaid MSU is responsible for determining the needs-based eligibility based on the completed assessment scoring tool, the comprehensive assessment and social history as well as any other supporting documentation as applicable.

If the member meets the criteria, Habilitation is approved and the MCO, CM/IHHCC/CBCM are notified. The CM/IHHCC/CBCM coordinates the interdisciplinary team meeting to develop the service plan. Once developed, the service plan is submitted to the MCO for Health Link enrollees, or the Medical Services Unit for fee-for-service enrollees for service authorization.

If it is determined that the member will not meet the eligibility criteria for Habilitation based on the results of the LOCUS/ CALOCUS Scoring Tool, the CSA contractor or MCO will complete the interRAI- CMH assessment to determine whether the individual will be eligible for Habilitation based on the results of the previously approved assessment and other supporting documentation.

This process is repeated annually or more often as the member's circumstances or situation dictates to determine continued eligibility and to reauthorize services.

The Continued Stay Review (CSR) is completed annually and uses the same assessment tool as is used with the initial needs-based eligibility determination. It is the responsibility of the service worker, case manager, health home coordinator, or community-based case manager to assure the assessment is initiated as required to complete the CSR. For fee-for-service participants, the IoWANS system sends out a milestone 60 days prior to the CSR date to remind service workers, case managers and health home coordinators of the upcoming annual reevaluation of need-based eligibility process.

MCOs complete the initial assessment tools and annual reassessment tools annually, and when the MCO becomes aware that the member's functional or medical status has changed in a way that may affect needs-based eligibility for their enrolled membership and provides the information to the Iowa Medicaid Medical Services Unit. The Medical Services Unit initially evaluates and annually reevaluates the member's eligibility maintaining review and approval authority. Additionally, any member or provider can request a reassessment at any time. Once the reassessment is complete, the MCO submits the assessment tool and other supporting documentation via upload to the Iowa Medicaid MSU. The State retains authority for determining Medicaid categorical, financial, needs based eligibility or needs-based eligibility and enrolling participants into a Medicaid eligibility category. MCOs track and report assessment and reassessment data, including, but not limited to, reassessment completion date. MCOs are required to notify Iowa Medicaid of any member that has the



appearance of no longer meeting needs-based eligibility. The Iowa Medicaid MSU completes the reevaluation and determines needs-based eligibility. As the State is a neutral third party with approval authority, there is no conflict of interest.

4.  **Reevaluation Schedule.** *(By checking this box the state assures that):* Needs-based eligibility reevaluations are conducted at least every twelve months.
5.  **Needs-based HCBS Eligibility Criteria.** *(By checking this box the state assures that):* Needs-based criteria are used to evaluate and reevaluate whether an individual is eligible for State plan HCBS.

The criteria take into account the individual's support needs, and may include other risk factors: *(Specify the needs-based criteria):*

The individual needs assistance demonstrated by meeting at least two of the following criteria on a continuing or intermittent basis for at least twelve months

- The individual needs assistance to obtain and/or maintain employment.
- The individual needs financial assistance to reside independently in the community.
- The individual needs significant assistance to establish or maintain a personal social support system.
- The individual needs assistance with at least one activities of daily living (ADLs) or instrumental activities of daily living (IADLs) to reside independently in the community.
- The individual needs assistance with management and intervention of maladaptive or anti-social behaviors to ensure the safety of the individual and/or others.

**AND** The individual meets at least one of the following risk factors:

- A history of inpatient, partial hospitalization, or emergency psychiatric treatment more than once in the individual's life; or
- The individual has a history of continuous professional psychiatric supportive care other than hospitalization; or
- The individual has a history of involvement with the criminal justice system; or
- Services available in the individual's community have not been able to meet the individual's needs; or
- The individual has a history of unemployment or employment in a sheltered setting or poor work history; or
- The individual has a history of homelessness or is at risk of homelessness

6.  **Needs-based Institutional and Waiver Criteria.** *(By checking this box the state assures that):* There are needs-based criteria for receipt of institutional services and participation in certain waivers that are more stringent than the criteria above for receipt of State plan HCBS. If the state has revised institutional level of care to reflect more stringent needs-based criteria, individuals receiving institutional services and participating in certain waivers on the date that more stringent criteria become effective are exempt from the new criteria until such time as they no longer require that level of care. *(Complete chart below to summarize*

*the needs-based criteria for State Plan HCBS and corresponding more-stringent criteria for each of the following institutions):*

<b>State plan HCBS needs-based eligibility criteria</b>	<b>NF (&amp; NF LOC** waivers)</b>	<b>ICF/IID (&amp; ICF/IID LOC waivers)</b>	<b>Applicable Hospital* (&amp; Hospital LOC waivers)</b>
<p>The individual needs assistance demonstrated by meeting at least two of the following criteria on a continuing or intermittent basis for at least twelve months</p> <ul style="list-style-type: none"> <li>• The individual needs assistance to obtain and/or maintain employment.</li> <li>• The individual needs financial assistance to reside independently in the community.</li> <li>• The individual needs significant assistance to establish or maintain a personal social support system.</li> <li>• The individual needs assistance with at least one activities of daily living (ADLs) or instrumental activities of daily living (IADLs) to reside independently in the community.</li> <li>• The individual needs assistance with management and intervention of maladaptive or anti-social</li> </ul>	<p>“Nursing facility level of care” means that the following conditions are met:</p> <ol style="list-style-type: none"> <li>1. The presence of a physical or mental impairment which restricts the member’s daily ability to perform the essential activities of daily living, bathing, dressing, and personal hygiene, and impedes the member’s capacity to live independently.</li> <li>2. The member’s physical or mental impairment is such that self-execution of required nursing care is improbable or impossible</li> </ol>	<p>“Intermediate care facility for persons with an intellectual disability level of care” means that the individual has a diagnosis of intellectual disability made in accordance with the criteria provided in the current version of the Diagnostic and Statistical Manual of Mental Disorders published by the American Psychiatric Association; or has a related condition as defined in 42 CFR 435.1009; and needs assistance in at least three of the following major life areas: mobility, musculoskeletal skills, activities of daily living, domestic skills, toileting, eating skills, vision, hearing or speech or both, gross/fine motor skills, sensory-taste, smell, tactile, academic skills, vocational skills, social/community skills, behavior, and health care</p>	<p>“Psychiatric medical institution for children level of care” means that the member has been diagnosed with a serious emotional disturbance and an independent team as identified in 441—subrule 85.22(3) has certified that ambulatory care resources available in the community do not meet the treatment needs of the recipient, that proper treatment of the recipient’s psychiatric condition requires services on an inpatient basis under the direction of a physician, and that the services can reasonably be expected to improve the recipient’s condition or prevent further regression so that the services will no longer be needed</p>

<p>behaviors to ensure the safety of the individual and/or others.</p> <p><b><u>And</u></b> The individual meets at least one of the following risk factors:</p> <ul style="list-style-type: none"><li>• A history of inpatient, partial hospitalization, or emergency psychiatric treatment more than once in the individual's life; or</li><li>• The individual has a history of continuous professional psychiatric supportive care other than hospitalization; or</li><li>• The individual has a history of involvement with the criminal justice system; or</li><li>• Services available in the individual's community have not been able to meet the individual's needs; or</li><li>• The individual has a history of unemployment or employment in a sheltered setting or poor work history; or</li><li>• The individual has a history of homelessness or is at risk of homelessness</li></ul>			
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\*Long Term Care/Chronic Care Hospital  
\*\*LOC= level of care

7. **Target Group(s).** The state elects to target this 1915(i) State plan HCBS benefit to a specific population based on age, disability, diagnosis, and/or eligibility group. With this election, the state will operate this program for a period of 5 years. At least 90 days prior to the end of this 5 year period, the state may request CMS renewal of this benefit for additional 5-year terms in accordance with 1915(i)(7)(C). (*Specify target group(s)*):

(By checking the following boxes the State assures that):

8.  **Adjustment Authority.** The state will notify CMS and the public at least 60 days before exercising the option to modify needs-based eligibility criteria in accord with 1915(i)(1)(D)(ii).
9.  **Home and Community-Based Settings.** The State plan HCBS benefit will be furnished to individuals who reside and receive HCBS in their home or in the community, not in an institution. (*Explain how residential and non-residential settings in this SPA comply with Federal HCB Settings requirements at 42 CFR 441.710(a)-(b) and associated CMS guidance. Include a description of the settings where individuals will reside and where individuals will receive HCBS, and how these settings meet the Federal HCB Settings requirements, at the time of submission and in the future*):

(Note: In the *Quality Improvement Strategy (QIS)* portion of this SPA, the state will be prompted to include how the state Medicaid agency will monitor to ensure that all settings meet federal HCB Setting requirements, at the time of this submission and ongoing.)

All residential settings where Habilitation services are provided must document the following in the member's service or treatment plan:

- a. The setting is integrated in, and facilitates the individual's full access to, the greater community, including opportunities to seek employment and work in competitive integrated settings, engage in community life, control personal resources, and receive services in the community, like individuals without disabilities;
- b. The setting is selected by the individual among all available alternatives and identified in the person-centered service plan;
- c. An individual's essential personal rights of privacy, dignity and respect, and freedom from coercion and restraint are protected;
- d. Individual initiative, autonomy and independence in making major life choices, including but not limited to, daily activities, physical environment, and with whom to interact are optimized and not regimented; and
- e. Individual choice regarding services and supports, and who provides them, is facilitated.

Residential settings that are provider owned or provider controlled or operated including licensed Residential Care Facilities (RCF) for 16 or fewer persons must document the following in the member's service or treatment plan:

- a. The setting is integrated in, and facilitates the individual's full access to, the greater community, including opportunities to seek employment and work in competitive integrated settings, engage in community life, control personal resources, and receive services in the community, like individuals without disabilities;



- b. The setting is selected by the individual among all available alternatives and identified in the person-centered service plan;
- c. An individual's essential personal rights of privacy, dignity and respect, and freedom from coercion and restraint are protected;
- d. Individual initiative, autonomy and independence in making major life choices, including but not limited to, daily activities, physical environment, and with whom to interact are optimized and not regimented;
- e. Individual choice regarding services and supports, and who provides them, is facilitated;
- f. Any modifications of the conditions (for example to address the safety needs of an individual with dementia) must be supported by a specific assessed need and documented in the person-centered services plan;
- g. The unit or dwelling is a specific physical place that can be owned, rented, or occupied under a legally enforceable agreement by the individual receiving services, and the individual has, at a minimum, the same responsibilities and protections from eviction that tenants have under the landlord/tenant law of the State, county, city, or other designated entity. For settings in which landlord tenant laws do not apply, there must be a lease, residency agreement, or other form of written agreement in place for each HCBS participant, and that the document provides protections that address eviction processes and appeals comparable to those provided under the jurisdiction's landlord tenant law;
- h. Each individual has privacy in their sleeping or living unit.
- i. Units have entrance doors lockable by the individual, with only appropriate staff having keys to doors;
- j. Individuals sharing units have a choice of roommates in that setting;
- k. Individuals have the freedom to furnish and decorate their sleeping or living units within the lease or other agreement;
- l. Individuals have the freedom and support to control their own schedules and activities, and have access to food at any time;
- m. Individuals are able to have visitors of their choosing at any time; and
- n. The setting is physically accessible to the individual.

For 1915(i) State plan home and community-based services, settings that are not home and community-based are defined at §447.710(a)(2) as follows: A nursing facility, an institution for mental disease, an intermediate care facility for individuals with intellectual disabilities, a hospital, or any other locations that have qualities of institutional setting, as determined by the Secretary.

### **Setting Requirements**

In accordance with the state's transition planning requirements to be effective on the date approved by CMS, Habilitation services may not be provided in settings that are presumed to have institutional qualities and do not meet the rule's requirements for home and community-based settings. These settings include those in a publicly or privately-owned facility that provide inpatient treatment, on the grounds of, or immediately adjacent to, a public institutional; or that have the effect of isolating individuals receiving Medicaid-funded HCBS from the broader community of individuals not receiving Medicaid-funded HCBS.

Iowa assures that the settings transition plan included in this state plan amendment will be subject to any provisions or requirements included in the State's approved Statewide Transition Plan. Iowa will implement any required changes upon approval of the Statewide Transition Plan and will make conforming changes to its 1915(i) State plan benefit when it submits the next amendment.



A copy of the State’s STP can be found at <https://dhs.iowa.gov/ime/about/initiatives/HCBS/TransitionPlans>.

Iowa is taking a multifaceted approach to assessment of settings compliance. This includes a systemic review of the State’s rules and policies and a high-level settings analysis. A comprehensive review of state administrative rules, Medicaid policy manuals, and other state standards such as provider agreements has been conducted. The matrix below provides a crosswalk from the federal regulations to the state administrative rules and provides the status of actions needed for any gaps that were identified.

<p><b>Federal Requirement:</b> Settings are integrated in and support full access of individuals receiving Medicaid HCBS to the greater community, including opportunities to seek employment and work in competitive integrated settings, engage in community life, control personal resources, and receive services in the community, to the same degree of access as individuals not receiving Medicaid HCBS.</p>			
<b>State Rule</b>	<b>Determination</b>	<b>Action Needed</b>	<b>Timeline</b>
For 1915(i) Habilitation Services, home-based habilitation services, community inclusion is addressed in 441—78.27(7)“a”; and for day habilitation services in 441—78.27(8)“a”.	Supports	None	N/A
For HCBS Habilitation Services supported employment services, opportunities to pursue competitive work in integrated settings is addressed in 441—IAC—78.27(10)“b”.	Supports	None	N/A
<p><b>Federal Requirement:</b> Settings are selected by the individual from among setting options including non-disability specific settings and an option for a private unit in a residential setting. The setting options are identified and documented in the person-centered service plan and are based on the individual’s needs, preferences, and, for residential settings, resources available for room and board.</p>			
<b>State Rule</b>	<b>Determination</b>	<b>Action Needed</b>	<b>Timeline</b>
For 1915(i) Habilitation Services, service plan requirements related to needs, choice, and desired individual outcomes are addressed in 441—IAC—78.27(4)“a”.	Supports	None	N/A
<p><b>Federal Requirement:</b> Settings ensure an individual’s rights of privacy, dignity, respect, and freedom from coercion and restraint.</p>			
<b>State Rule</b>	<b>Determination</b>	<b>Action Needed</b>	<b>Timeline</b>
For 1915(i) Habilitation Services, restraints and restrictions are addressed in 441—IAC—77.25(4) and 441—IAC—78.27(4)“c”.	Supports	None	N/A
<p><b>Federal Requirement:</b> Settings optimize, but do not regiment, individual initiative, autonomy, and independence in making life choices including but not limited to, daily activities, physical environment, and with whom to interact.</p>			



State Rule	Determination	Action Needed	Timeline
For 1915(i) Habilitation Services, individual preferences are addressed in 441-IAC -78.27 (4)" a" and use of settings used by the general public is addressed in 441-IAC 78.27(8)" b", 78.27(9)" a" (2)" b" and 441-IAC 78.27(10)" a" (3)	Supports	None	N/A
<b>Federal Requirement:</b> Settings facilitate individual choice regarding services and supports, and who provides them.			
State Rule	Determination	Action Needed	Timeline
For 1915(i) Habilitation Services, individual choice in services and providers is addressed in 441—IAC—78.27(4)	Supports	None	N/A
<b>Federal Requirement:</b> In provider-owned or controlled residential settings, the setting is a specific physical place that is owned, rented, or occupied under a legally enforceable agreement by the individual receiving services, and the individual has the same responsibilities and protections from eviction as all tenants under landlord tenant law of state, county, city or other designated entity. In settings where tenant laws do not apply, a lease, residency agreement or other written agreement is in place providing protections to address eviction processes and appeals comparable to those provided under the jurisdiction’s landlord tenant law.			
State Rule	Determination	Action Needed	Timeline
Habilitation Services program, which do not have a requirement of this type.	Possible conflict	Rules will be amended to clarify.	Rulemaking process will be initiated by April 1, 2016, with projected effective date of January 1, 2017.
<b>Federal Requirement:</b> In provider-owned or controlled residential settings, each individual has privacy in their sleeping or living unit.			
State Rule	Determination	Action Needed	Timeline
No applicable rule found.	Silent	Rules will be amended to add this requirement.	Rulemaking process will be initiated by April 1, 2016, with projected effective date of January 1, 2017.
<b>Federal Requirement:</b> In provider-owned or controlled residential settings, units have entrance doors lockable by the individual, with only appropriate staff having keys to doors.			
State Rule	Determination	Action Needed	Timeline

No applicable rule found.	Silent	Rules will be amended to add this requirement.	Rulemaking process will be initiated by April 1, 2016, with projected effective date of January 1, 2017.
<b>Federal Requirement:</b> In provider-owned or controlled residential settings individuals sharing units have a choice of roommates.			
<b>State Rule</b>	<b>Determination</b>	<b>Action Needed</b>	<b>Timeline</b>
No applicable rule found.	Silent	Rules will be amended to add this requirement.	Rulemaking process will be initiated by April 1, 2016, with projected effective date of January 1, 2017,
<b>Federal Requirement:</b> In provider-owned or controlled residential settings, individuals have the freedom to furnish and decorate their sleeping or living units within the lease or other agreement.			
<b>State Rule</b>	<b>Determination</b>	<b>Action Needed</b>	<b>Timeline</b>
For any HCBS service provided in a residential care facility, 441—IAC—54.4(4) states that a facility “may” allow residents to provide their own furnishings.	Possibly Conflicts	Rule will be amended to explicitly allow residents to furnish and decorate their units.	Rulemaking process will be initiated by April 1, 2016, with projected effective date of January 1, 2017.
<b>Federal Requirement:</b> In provider-owned or controlled residential settings individuals have the freedom and support to control their schedules and activities and have access to food any time.			
<b>State Rule</b>	<b>Determination</b>	<b>Action Needed</b>	<b>Timeline</b>
No applicable rule found.	Silent	Rules will be amended to add this requirement.	Rulemaking process will be initiated by April 1, 2016, with projected effective date of January 1, 2017,
<b>Federal Requirement:</b> In provider-owned or controlled residential settings individuals may have visitors of their choosing at any time.			
<b>State Rule</b>	<b>Determination</b>	<b>Action Needed</b>	<b>Timeline</b>



No applicable rule found.	Silent	Rules will be amended to add this requirement.	Rulemaking process will be initiated by April 1, 2016, with projected effective date of January 1, 2017.
<b>Federal Requirement:</b> In provider-owned or controlled residential settings the setting is physically accessible to the individual.			
<b>State Rule</b>	<b>Determination</b>	<b>Action Needed</b>	<b>Timeline</b>
No applicable rule found.	Silent	Rules will be amended to add this requirement.	Rulemaking process will be initiated by April 1, 2016, with projected effective date of January 1, 2017.

Licensed Residential Facilities

For licensed facilities in which HCBS may be provided, the following survey and certification agency rules were reviewed. These rules are not under the purview of the Iowa Medicaid program and as such Iowa Medicaid cannot directly make changes to these rules. Iowa Medicaid will consult with and make recommendations for changes to the Iowa Department of Inspections and Appeals (DIA), the entity that is responsible for survey and certification activities for residential care facilities and other licensed settings.

<b>Survey and Certification Administrative Rules Summary of Results</b>	
<b>Rule</b>	<b>Result</b>
481—IAC—57: Residential Care Facilities	Supports: rights to privacy, resident choice in service planning, choice in daily activities.  Possible conflicts: discharge process may not offer protections equivalent to landlord tenant law, choice of roommate may be limited in certain situations, access to food at any time may be limited, access to visitors may be limited, daily schedules may be routinized.
481—IAC—62: Residential Care Facilities for Persons with Mental Illness	Supports: service plan based on individual needs and preferences, services in least restrictive environment.  Possible conflicts: discharge process may not offer protections equivalent to landlord tenant law, choice of roommate may be limited in certain situations, access to food at any time may be limited, access to visitors may be limited, daily schedules may be routinized.
481—IAC—63: Residential Care	Supports: service plan based on individual needs and preferences, services in least restrictive environment.

Facilities for the Intellectually Disabled	Possible conflicts: discharge process may not offer protections equivalent to landlord tenant law, choice of roommate may be limited in certain situations, access to food at any time may be limited, access to visitors may be limited, daily schedules may be routinized.
481—IAC—69: Assisted Living Programs	Supports: Occupancy agreement must conform to landlord tenant law, service plan based on individual needs and preferences, managed risk policies uphold autonomy, lockable doors on each unit.
481—IAC—70: Adult Day Services	Supports: Service planning process is individualized to the assessed needs the member. Activities are planned based on the needs identified in a member’s service plan and members are afforded choice in participation of program activities.  Possible conflicts: ADC rules are either non-specific or silent on access to food, and use of community resources in service programming.

Systemic Assessment: Settings Analysis

As an initial step in assessing compliance, Iowa examined the settings associated with the services available in each of the state’s HCBS programs in order to guide the state’s approach to further assessment activities.

Rationale for determinations:

✓	Settings where these services provided fully comply with the regulation because the services by their nature are individualized, provided in the community or the member’s private home, and allow full access to the broader community according to individual needs and preferences. Individuals choose which services and supports they receive and who provides them. Providers of these services will not undergo the site-specific assessment process.
?	Certain settings where these services are provided may require changes to fully comply with the regulation. Providers of these services will undergo the assessment process, and when necessary, the remediation or heightened scrutiny processes.

Results are indicated in the following chart:

Services by Program	1915(i) Habilitation
Case Management	✓
Day Habilitation	?
Home-Based Habilitation	?
Prevocational Services	?
Supported Employment	✓

Regardless of classification in the above chart, any licensed facility in which an HCBS service is provided, will be evaluated using the method described in the STP to determine whether the setting should be subject to the heightened scrutiny process.

Site-Specific Assessment Process

Assessment activities are outlined as follows:



ID	Activity	Start Date	End Date
1	Issue Guidance for Providers	10/1/2014	10/14/2014
2	2014 Provider Self-Assessment	10/1/2014	6/30/2015
3	Provider Self-Assessment Qualitative Validation	5/1/2015	7/31/2015
4	Provider Stakeholder Group	9/1/2015	12/31/2015
5	Preliminary Onsite Assessment by HCBS Quality Oversight Unit	12/1/2014	6/30/2016
6	2015 HCBS Provider Self-Assessment	9/1/2015	6/30/2016
7	Onsite Assessment Training for MCO Community-Based Case Managers	10/1/2016	10/30/2016
8	Onsite Assessment of non-residential settings by HCBS Quality Oversight Unit	10/1/2016	3/31/18
9	Onsite Assessment by MCO Community-Based Case Managers	11/1/2016	9/30/17
10	Submission of the final Statewide Transition Plan	7/1/2017	6/30/18
11	2016 and Ongoing Provider Self-Assessment	10/1/2016	12/31/2018
12	Ongoing provider onsite assessments	1/1/2017	3/31/2018
13	Iowa Participant Experience Survey (IPES)	12/1/2014	12/31/2018
14	Ongoing information, updates and announcements	4/1/16	3/17/19
15	Ongoing stakeholder input from members, families, advocates, providers and other interested parties.	7/1/16	12/31/18

Site-Specific Assessment Outcomes (Remediation)

Iowa’s remediation process capitalizes on existing HCBS quality assurance processes including identification of remediation strategies for each identified issue, and ongoing review of remediation status and compliance. The state may also prescribe certain requirements for providers to become compliant. Providers that fail to remediate noncompliant settings timely may be subject to sanctions by the department. Possible sanctions include:

- A term of probation for participation in the medical assistance program.
- Suspension of payments in whole or in part.
- Suspension from participation in the medical assistance program.
- Termination from participation in the medical assistance program.

Iowa Administrative Code 441-79.2(249A) identifies the grounds for sanctions and appeal rights of providers.

Remediation activities are outlined as follows:

ID	Activity	Start Date	End Date
1	Initial Public and Provider Education and Resource	4/1/2014	11/30/2014
2	Provider Assessment Findings	12/1/2014	3/31/2018
3	Provider Individual Remediation	12/1/2014	6/30/2018
4	Onsite Compliance Reviews	12/1/2014	6/30/2018

5	Data Collection	12/1/2014	3/16/2019
6	Provider Sanctions	12/1/2014	3/16/2019
7	Member Transitions to Compliant Settings	12/1/2014	3/16/2019
8	Rules Changes	4/1/16	9/30/17
9	Rule Change collaboration with DIA	7/1/16	12/31/16



**Person-Centered Planning & Service Delivery**

(By checking the following boxes the state assures that):

1.  There is an independent assessment of individuals determined to be eligible for the State plan HCBS benefit. The assessment meets federal requirements at 42 CFR §441.720.
2.  Based on the independent assessment, there is a person-centered service plan for each individual determined to be eligible for the State plan HCBS benefit. The person-centered service plan is developed using a person-centered service planning process in accordance with 42 CFR §441.725(a), and the written person-centered service plan meets federal requirements at 42 CFR §441.725(b).
3.  The person-centered service plan is reviewed, and revised upon reassessment of functional need as required under 42 CFR §441.720, at least every 12 months, when the individual's circumstances or needs change significantly, and at the request of the individual.
4. **Responsibility for Face-to-Face Assessment of an Individual's Support Needs and Capabilities.** There are educational/professional qualifications (that are reasonably related to performing assessments) of the individuals who will be responsible for conducting the independent assessment, including specific training in assessment of individuals with need for HCBS. *(Specify qualifications):*

Educational/professional qualifications of individuals conducting assessments are as follows:

1. Has a bachelor's degree with 30 semester hours or equivalent quarter hours in a human services field (including but not limited to, psychology, social work, mental health counseling, marriage and family therapy, nursing, education, occupational therapy, and recreational therapy) and at least one year of experience in the delivery of relevant services, or
2. Has an Iowa license to practice as a registered nurse and at least three years of experience in the delivery of relevant services, or
3. Licensed masters level mental health professional – LISW, LMHC or LMFT
4. A doctorate degree in psychology, social work, mental health counseling, marriage and family therapy, nursing, education, occupational therapy, and recreational therapy

5. **Responsibility for Development of Person-Centered Service Plan.** There are qualifications (that are reasonably related to developing service plans) for persons responsible for the development of the individualized, person-centered service plan. *(Specify qualifications):*

Individualized, person-centered plans of care will be developed by individuals with the following educational/professional qualifications:

1. Has a bachelor's degree with 30 semester hours or equivalent quarter hours in a human services field (including but not limited to, psychology, social work, mental health counseling, marriage and family therapy, nursing, education, occupational therapy, and recreational therapy) and at least one year of experience in the delivery of relevant services, or
2. Has an Iowa license to practice as a registered nurse and at least three years of experience in the delivery of relevant services, or
3. Licensed masters level mental health professional – LISW, LMHC or LMFT
4. A doctorate degree in psychology, social work, mental health counseling, marriage and family therapy, nursing, education, occupational therapy, and recreational therapy

**6. Supporting the Participant in Development of Person-Centered Service Plan.** Supports and information are made available to the participant (and/or the additional parties specified, as appropriate) to direct and be actively engaged in the person-centered service plan development process. *(Specify: (a) the supports and information made available, and (b) the participant's authority to determine who is included in the process):*

- (a) The service plan or treatment plan is developed by the participant and his or her interdisciplinary team based on information from the needs-based assessment, and taking into account the participant's social history, and treatment and service history. The case manager, integrated health home coordinator or MCO community-based case manager acts as an advocate for the participant in this process and is a source of information for the participant and the team. The participant and the team identify the participant's strengths, needs, preferences desired outcomes, and his or her desires in order to determine the scope of services needed. The case manager, integrated health home care coordinator or MCO community-based case manager informs the participant of all available Medicaid and non-Medicaid services. The participant is encouraged to choose goals based on his or her own desires while recognizing the need for supports to attain those goals.
- (b) The interdisciplinary team includes the participant, his or her legal representative if applicable, the case manager, integrated health home coordinator or MCO community-based case manager, and any other persons the participant chooses, which may include service providers. Individuals that are not Medicaid providers are not reimbursed for their participation.
- (c) The FFS CM, IHHCC or the member's MCO ensures that the comprehensive service plan :
  - a. Includes people chosen by the member.
  - b. Provides necessary information and support to the member to ensure that the member directs the process to the maximum extent possible.
  - c. Is timely and occurs at times and locations of convenience to the member.
  - d. Reflects cultural considerations and uses plain language.
  - e. Includes strategies for solving a disagreement.
  - f. Offers choices to the member regarding services and supports the member receives and from whom.
  - g. Provides method to request updates.
  - h. Is conducted to reflect what is important to the member to ensure delivery of services in a manner reflecting personal preferences and ensuring health and welfare.
  - i. Identifies the strengths, preferences, needs (clinical and support), and desired outcomes of the member.
  - j. May include whether and what services are self-directed.
  - k. Includes individually identified goals and preferences related to relationships, community participation, employment, income and savings, healthcare and wellness, education and others.
  - l. Includes risk factors and plans to minimize them.
  - m. Is signed by all individuals and providers responsible for its implementation and a copy of the plan must be provided to the member and the member's representative.

The FFS CM, IHHCC or the member's MCO ensures that the written comprehensive service plan documentation:



- a. Reflects the member's strengths and preferences.
- b. Reflects clinical and support needs.
- c. Includes observable and measurable goals and desired outcomes.
- d. Identify interventions and supports needed to meet those goals with incremental action steps, as appropriate.
- e. Identifies the staff people, businesses, or organizations responsible for carrying out the interventions or supports.
- f. Identifies for a member receiving Supported community living:
  - a. The member's living environment at the time of enrollment,
  - b. The number of hours per day of on-site staff supervision needed by the member, and
  - c. The number of other members who will live with the member in the living unit.
- g. Reflects providers of services and supports, including unpaid supports provided voluntarily in lieu of state plan HCBS, including:
  - a. Name of the provider
  - b. Service authorized
  - c. Units of service authorized
- h. Includes risk factors and measures in place to minimize risk.
- i. Includes individualized backup plans and strategies when needed.
- j. Identifies any health and safety issues that apply to the member based on information gathered before the team meeting, including a risk assessment.
- k. Identifies an emergency backup support and crisis response system to address problems or issues arising when support services are interrupted or delayed or the member's needs change.
- l. Providers of applicable services shall provide for emergency backup staff.
- m. Includes individuals important in supporting the member.
- n. Includes the names of the individuals responsible for monitoring the plan.
- o. Is written in plain language and understandable to the member.
- p. Documents who is responsible for monitoring the plan.
- q. Documents the informed consent of the member for any restrictions on the member's rights, including maintenance of personal funds and self-administration of medications, the need for the restriction, and either a plan to restore those rights or written documentation that a plan is not necessary or appropriate.
- r. Any rights restrictions must be implemented in accordance with 441 IAC 77.25(4).
- s. Includes the signatures of all individuals and providers responsible.
- t. Is distributed to the member and others involved in the plan.
- u. Includes purchase and control of self-directed services.
- v. Excludes unnecessary or inappropriate services and supports.
- w. Describes how a participant is informed of services available under the State Plan.

**7. Informed Choice of Providers.** *(Describe how participants are assisted in obtaining information about and selecting from among qualified providers of the 1915(i) services in the person-centered service plan):*

The case manager, MCO community-based case manager or integrated health home care coordinator informs the participant and his or her interdisciplinary team of all available qualified providers. This is part of the interdisciplinary team process when the service plan is developed, and again whenever it is renewed or revised. Participants are encouraged to meet with the available providers before choosing a provider.

**8. Process for Making Person-Centered Service Plan Subject to the Approval of the Medicaid Agency.**  
*(Describe the process by which the person-centered service plan is made subject to the approval of the Medicaid agency):*

The Iowa Department of Human Services has developed a computer system named the Institutional and Waiver Authorization and Narrative System (IoWANS) to support certain Medicaid programs. This system assists with tracking information and monitoring the service plan and enforces parameters such as unit and rate caps set by the department.

For 1915(i) participants who are not enrolled with an MCO through the Iowa HealthLink, the case manager or IHHCC initiates a request for services through this system, and Iowa Medicaid staff responds to the request for 1915(i) services. Case managers or IHHCCs complete the assessment of the need for services and submit it to the Iowa Medicaid Medical Services Unit for evaluation of program eligibility. The case manager or IHHCC is also responsible for entering the service plan information such as the services to be received, the effective dates, the amount of each service, and the selected provider into IoWANS, where it is reviewed for authorization by Iowa Medicaid Medical Services staff.

For 1915(i) participants who are enrolled in the Iowa HealthLink, the MCOs have established a process for reviewing treatment plans and authorizing units of services. A determination is made by the MCO for the appropriate services and units based on the assessment, treatment plan and other services the member may be receiving. The State reviewed the MCO service planning process during the readiness review and retains oversight of the MCO person-centered service planning process through a variety of monitoring and oversight strategies as described in the Quality Improvement Strategy Section.

**9. Maintenance of Person-Centered Service Plan Forms.** Written copies or electronic facsimiles of service plans are maintained for a minimum period of 3 years as required by 45 CFR §74.53. Service plans are maintained by the following *(check each that applies)*:

<input type="checkbox"/>	Medicaid agency	<input type="checkbox"/>	Operating agency	<input type="checkbox"/>	Case manager
<input checked="" type="checkbox"/>	Other <i>(specify)</i> :	Integrated Health Home Care Coordinator for participants who are enrolled in an Integrated Health Home. The case manager or IHHCC maintains service plans for fee-for-service members. MCO community-based case managers or IHHCCs maintain MCO member service plans.			

**Services**

**1. State plan HCBS.** *(Complete the following table for each service. Copy table as needed):*

<b>Service Specifications</b> <i>(Specify a service title for the HCBS listed in Attachment 4.19-B that the state plans to cover):</i>	
Service Title:	HCBS Case Management
Service Definition (Scope):	
Services that assist participants in gaining access to needed waiver and other State plan services, as well as medical, social, educational, and other services, regardless of the funding source for the services to which access is gained. Individuals who receive Targeted Case Management or Integrated Health Home services under the Medicaid State plan cannot also receive case management under Section 1915(i).	

Members that are categorized as Medically Needy receive Targeted Case Management or 1915(i) Case Management (when they do not qualify for state plan Targeted Case Management) until the member is attributed and enrolled in an IHH. Reimbursement is not available for case management under multiple authorities. Because individuals can only be enrolled in one case management program, duplicate billing is avoided. Participants are free to choose their provider.			
Additional needs-based criteria for receiving the service, if applicable ( <i>specify</i> ):			
Participants have a need for support and assistance in accessing services.			
Specify limits (if any) on the amount, duration, or scope of this service. Per 42 CFR Section 440.240, services available to any categorically needy recipient cannot be less in amount, duration and scope than those services available to a medically needy recipient, and services must be equal for any individual within a group. States must also separately address standard state plan service questions related to sufficiency of services.			
( <i>Choose each that applies</i> ):			
<input type="checkbox"/>	Categorically needy ( <i>specify limits</i> ):		
<input type="checkbox"/>	Medically needy ( <i>specify limits</i> ):		
<b>Provider Qualifications</b> ( <i>For each type of provider. Copy rows as needed</i> ):			
Provider Type <i>(Specify)</i> :	License <i>(Specify)</i> :	Certification ( <i>Specify</i> ):	Other Standard <i>(Specify)</i> :
Case Management Provider		Providers must be certified under Iowa Administrative Code 441-24, which includes meeting the following qualifications: <ol style="list-style-type: none"> <li>1. Has a bachelor's degree with 30 semester hours or equivalent semester hours or equivalent quarter hours in a human services field (including but not limited to, psychology, social work, mental health counseling, marriage and family therapy, nursing, education, occupational therapy, and recreational therapy) and at least one year of experience in the delivery of relevant services.</li> <li style="text-align: center;">-Or-</li> <li>2. Has an Iowa license to practice as a registered nurse and at least three years of experience in the delivery of relevant services.</li> </ol>	Case Management Provider
<b>Verification of Provider Qualifications</b> ( <i>For each provider type listed above. Copy rows as needed</i> ):			
Provider Type <i>(Specify)</i> :	Entity Responsible for Verification <i>(Specify)</i> :		Frequency of Verification <i>(Specify)</i> :

Case Management Provider	Iowa Department of Human Services, Iowa Medicaid	Verified at initial certification and thereafter based on the length of the certification (either 270 days, 1 year, or 3 years)
<b>Service Delivery Method.</b> (Check each that applies):		
<input type="checkbox"/>	Participant-directed	<input checked="" type="checkbox"/> Provider managed

<b>Service Specifications</b> (Specify a service title for the HCBS listed in Attachment 4.19-B that the state plans to cover):	
Service Title:	Habilitation
Service Definition (Scope):	
<p>Services designed to assist participants in acquiring, retaining and improving the self-help, socialization and adaptive skills necessary to reside successfully in home and community-based settings.</p> <p>Components of this service include the following:</p> <p><b>Home-based Habilitation</b> means individually tailored supports that assist with the acquisition, retention, or improvement in skills related to living, working and recreating in the community. Home-based habilitation services are individualized supportive services provided in the member's home and community that assist the member to reside in the most integrated setting appropriate to the member's needs. Services are intended to provide for the daily living needs of the member and shall be available as needed during any 24-hour period. The specific support needs for each member shall be determined necessary by the interdisciplinary team and shall be identified in the member's comprehensive service plan. Covered supports include:</p> <ol style="list-style-type: none"> <li>1) Adaptive skill development;</li> <li>2) Assistance with activities of daily living to address daily living needs;</li> <li>3) Assistance with symptom management and participation in mental health treatment;</li> <li>4) Assistance with accessing physical and mental health care treatment, communication, and implementation of health care recommendations and treatment;</li> <li>5) Assistance with accessing and participating in substance use disorder treatment and services;</li> <li>6) Assistance with medication administration and medication management;</li> <li>7) Assistance with understanding communication whether verbal or written;</li> <li>8) Community inclusion and active participation in the community;</li> <li>9) Transportation;</li> <li>10) Adult educational supports, which may include assistance and support with enrolling in educational opportunities and participation in education and training;</li> <li>11) Social and leisure skill development;</li> <li>12) Personal care; and</li> <li>13) Protective oversight and supervision.</li> </ol> <p>Setting requirements. Home-based habilitation services shall occur in the member's home and community.</p>	



- 1) A member may live in the member's own home, within the home of the member's family or legal representative, or in another community living arrangement that meets the criteria in 441—subrule 77.25(5).
- 2) A member living with the member's family or legal representative is not subject to the criteria in 441—paragraphs 77.25(8) "c" and 77.25(8) "d."
- 3) A member may not reside in a licensed medical or health care facility or in a setting that is required to be licensed as a medical or health care facility.

2. Day Habilitation means services that provide opportunities and support for community inclusion and build interest in and develop skills for active participation in recreation, volunteerism and integrated community employment. Day habilitation provides assistance with acquisition, retention, or improvement of socialization, community participation, and daily living skills.

Scope. Day habilitation activities and environments are designed to foster the acquisition of skills, positive social behavior, greater independence, and personal choice. Services focus on supporting the member to participate in the community, develop social roles and relationships, and increase independence and the potential for employment. Services are designed to assist the member to attain or the member's individual goals as identified in the member's comprehensive service plan. Services may also provide wraparound support secondary to community employment. Day habilitation activities may include:

- (1) Identifying the member's interests, preferences, skills, strengths and contributions,
- (2) Identifying the conditions and supports necessary for full community inclusion and the potential for competitive integrated employment,
- (3) Planning and coordination of the member's individualized daily and weekly day habilitation schedule,
- (4) Developing skills and competencies necessary to pursue competitive integrated employment\
- (5) Participating in community activities related to hobbies, leisure, personal health, and wellness,
- (6) Participating in community activities related to cultural, civic, and religious interests,
- (7) Participating in adult learning opportunities,
- (8) Participating in volunteer opportunities,
- (9) Training and education in self-advocacy and self-determination to support the member's ability to make informed choices about where to live, work, and recreate,
- (10) Assistance with behavior management and self-regulation,
- (11) Use of transportation and other community resources,
- (12) Assistance with developing and maintaining natural relationships in the community,
- (13) Assistance with identifying and using natural supports,
- (14) Assistance with accessing financial literacy and benefits education,
- (15) Other activities deemed necessary to assist the member with full participation in the community,

Family training option. Day habilitation services may include training families in treatment and support methodologies or in the care and use of equipment. Family training may be provided in the member's home. The unit of service is 15 minutes. The units of services payable are limited to a maximum of 40 units per month.

Expected outcome of service. The expected outcome of day habilitation services is active participation in the community in which the member lives, works, and recreates. Members are expected to have opportunities to interact with individuals without disabilities in the

community, other than those providing direct services, to the same extent as individuals without disabilities.

**Setting.** Day habilitation shall take place in community-based, nonresidential settings separate from the member's residence. Family training may be provided in the member's home.

**Duration.** Day habilitation services shall be furnished for four or more hours per day on a regularly scheduled basis for one or more days per week or as specified in the member's comprehensive service plan. Meals provided as part of day habilitation shall not constitute a full nutritional regimen (three meals per day).

**Unit of service.** A unit of day habilitation is 15 minutes (up to 16 units per day) or a full day (4.25 to 8 hours).

**Concurrent services.** A member's comprehensive service plan may include two or more types of nonresidential habilitation services (e.g., day habilitation, individual supported employment, long-term job coaching, small-group supported employment, and prevocational services). However, more than one service may not be billed during the same period of time (e.g., the same hour).

**Transportation.** When transportation is provided to the day habilitation service location from the member's home and from the day habilitation service location to the member's home, the day habilitation provider may bill for the time spent transporting the member.

**3) Prevocational services** means services that provide career exploration, learning and work experiences, including volunteer opportunities, where the member can develop non-job-task-specific strengths and skills that lead to paid employment in individual community settings.

Prevocational services are provided to persons who are expected to be able to join the general workforce with the assistance of supported employment. Prevocational services are intended to develop and teach general employability skills relevant to successful participation in individual employment. These skills include but are not limited to:

- The ability to communicate effectively with supervisors, coworkers and customers,
- An understanding of generally accepted community workplace conduct and dress,
- The ability to follow directions,
- The ability to attend to tasks,
- Workplace problem-solving skills and strategies,
- General workplace safety and mobility training,
- The ability to navigate local transportation options,
- Financial literacy skills, and
- Skills related to obtaining employment.

Prevocational services include career exploration activities to facilitate successful transition to individual employment in the community. Participation in prevocational services is not a prerequisite for individual or small-group supported employment services.

**Career Exploration** Career exploration activities are designed to develop an individual career plan and facilitate the member's experientially-based informed choice regarding the goal of individual employment.

Career exploration may be provided in small groups of no more than four members to participate in career exploration activities that include:

- Business tours
- Attending industry education events
- Benefit information
- Financial literacy classes
- Attending career fairs

The expected outcome of Career Exploration is a documented Career Plan that will inform the member's employment service planning going forward.

The expected outcome of prevocational services is individual employment in the general workforce, or self-employment, in a setting typically found in the community, where the member interacts with individuals without disabilities, other than those providing services to the member or other individuals with disabilities, to the same extent that individuals without disabilities in comparable positions interact with other persons; and for which the member is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without disabilities

Setting. Prevocational services shall take place in community-based nonresidential settings.

Concurrent Services. A member's individual service plan may include two or more types of nonresidential habilitation services (e.g., individual supported employment, long-term job coaching, small-group supported employment, prevocational services, and day habilitation). More than one service may not be billed during the same period of time (e.g., the same hour).

#### **Prevocational Service Requirements**

To participate in prevocational services:

- (1) Member must be at least 16 years of age.
- (2) The services must not be available to the member through one of the following:
  1. Special education and related services as defined in the Individuals with Disabilities Education Act (20 U.S.C. 1401 et seq.); or
  2. A program funded under Section 110 of the Rehabilitation Act of 1973 (29 U.S.C. 730).
- (3) Have documented in the waiver service plan a goal to achieve or to sustain individual employment.
- (4) Have documented in the waiver service plan that the choice to receive individual supported employment services was offered and explained in a manner sufficient to

ensure informed choice, after which the choice to receive small-group supported employment services was made.

(5) Not reside in a medical institution.

Community transportation options (e.g., transportation provided by family, coworkers, carpools, volunteers, self or public transportation) shall be identified by the member's interdisciplinary team and utilized before the service provider provides the transportation to and from the service site for the member. If none of these options are available to a member, transportation between the member's place of residence and the service location may be included as a component part of prevocational services.

Personal care or personal assistance and protective oversight may be a component part of prevocational services, but may not comprise the entirety of the service

#### **4) Supported Employment**

##### **Individual Supported Employment**

Individual supported employment involves supports provided to, or on behalf of, the member that enable the member to obtain and maintain individual employment. Services are provided to members who need support because of their disabilities.

Individual supported employment services are services provided to, or on behalf of, the member that enable the member to obtain and maintain an individual job in competitive employment, customized employment or self-employment in an integrated work setting in the general workforce.

**Expected Outcome of Service.** The expected outcome of this service is sustained employment, or self-employment, paid at or above the minimum wage or the customary wage and level of benefits paid by an employer, in an integrated setting in the general workforce, in a job that meets personal and career goals. Successful transition to long-term job coaching, if needed, is also an expected outcome of this service. An expected outcome of supported self-employment is that the member earns income that is equal to or exceeds the average income for the chosen business within a reasonable period of time.

**Setting.** Individual supported employment services shall take place in integrated work settings.

For self-employment, the member's home can be considered an integrated work setting. Employment in the service provider's organization (not including a sheltered workshop or similar type of work setting where members are paid for the production of goods or services) can be considered employment in an integrated work setting in the general workforce if the employment occurs in a work setting where interactions are predominantly with coworkers or business associates who do not have disabilities or with the general public.

Individual employment strategies include but are not limited to:

- Customized employment,
- Individual placement and support, and
- Supported self-employment.



- Service activities are individualized and may include any combination of the following:
- Benefits education
- Career exploration (e.g., tours, informational interviews, job shadows)
- Employment assessment
- Assistive technology assessment
- Trial work experience
- Person-centered employment planning
- Development of visual or traditional résumés
- Job-seeking skills training and support
- Outreach to prospective employers on behalf of the member (e.g., job development; negotiation with prospective employers to customize, create or carve out a position for the member; employer needs analysis)
- Job analysis (e.g., work site assessment or job accommodations evaluation)
- Identifying and arranging transportation
- Career advancement services (e.g., assisting a member in making an upward career move or seeking promotion from an existing employer)
- Reemployment services (if necessary due to job loss)
- Financial literacy and asset development
- Other employment support services deemed necessary to enable the member to obtain employment
- Systematic instruction and support during initial on-the-job training including initial on-the-job training to stabilization
- Engagement of natural supports during initial period of employment
- Implementation of assistive technology solutions during initial period of employment
- Transportation of the member during service hours
- Initial on-the-job training to stabilization activity

### **Supported Self-Employment**

Individual employment may also include support to establish a viable self-employment opportunity, including home-based self-employment.

An expected outcome of supported self-employment is that the member earns income that is equal to or exceeds the average income for the chosen business within a reasonable period of time. In addition to the activities listed under Individual Supported Employment, assistance to establish self-employment may include:

Aid to the member in identifying potential business opportunities.

Assistance in the development of a business plan, including identifying potential sources of business financing and other assistance in developing and launching a business.

Identification of the long-term supports necessary for the individual to operate the business.

### **Long-Term Job Coaching**

Long-term job coaching is support provided to, or on behalf of, the member that enables the member to maintain an individual job in competitive employment, customized employment or self-employment in an integrated work setting in the general workforce.

Long-term job coaching services are provided to or on behalf of members who need support because of their disabilities and who are unlikely to maintain and advance in

individual employment absent the provision of supports. Long-term job coaching services shall provide individualized and ongoing support contacts at intervals necessary to promote successful job retention and advancement.

**Expected Outcome of Long-Term Job Coaching.** The expected outcome of this service is sustained employment paid at or above the minimum wage in an integrated setting in the general workforce, in a job that meets the member's personal and career goals.

An expected outcome of supported self-employment is that the member earns income that is equal to or exceeds the average income for the chosen business within a reasonable period of time.

**Setting.** Long-term job coaching services shall take place in integrated work settings.

For self-employment, the member's home can be considered an integrated work setting.

Employment in the service provider's organization (not including a sheltered workshop or similar type of work setting) can be considered employment in an integrated work setting in the general workforce if the employment occurs in a work setting where interactions are predominantly with coworkers or business associates who do not have disabilities, or with the general public, and if the position would exist within the provider's organization were the provider not being paid to provide the job coaching to the member.

#### Service Activities

Long-term job coaching services are designed to assist the member with learning and retaining individual employment, resulting in workplace integration, and which allows for the reduction of long-term job coaching over time. Services are individualized, and service plans are adjusted as support needs change and may include any combination of the following activities with or on behalf of the member:

- Job analysis
- Job training and systematic instruction
- Training and support for use of assistive technology and adaptive aids
- Engagement of natural supports
- Transportation coordination
- Job retention training and support
- Benefits education and ongoing support
- Supports for career advancement
- Financial literacy and asset development
- Employer consultation and support
- Negotiation with employer on behalf of the member (e.g., accommodations, employment conditions, access to natural supports, and wage and benefits)
- Other workplace support services may include services not specifically related to job skill training that enable the waiver member to be successful in integrating into the job setting
- Transportation of the member during service hours
- Career exploration services leading to increased hours or career advancement

#### **Self-Employment Long-Term Job Coaching**

Self-employment long-term job coaching may include support to maintain a self-employment opportunity, including home-based self-employment.

In addition to the activities listed under subparagraph 78.27(10) "b" (4), assistance to maintain self-employment may include:

- Ongoing identification of the supports necessary for the individual to operate the business;
- Ongoing assistance, counseling and guidance to maintain and grow the business; and
- Ongoing benefits education and support.

#### **Small Group Employment (2 to 8 Individuals)**

Small-group supported employment services are training and support activities provided in regular business or industry settings for groups of two to eight workers with disabilities.

The outcome of this service is sustained paid employment experience, skill development, career exploration and planning leading to referral for services to obtain individual integrated employment or self-employment for which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without disabilities.

Small-group supported employment services must be provided in a manner that promotes integration into the workplace and interaction between members and people without disabilities (e.g., customers, coworkers, natural supports) in those workplaces. Examples include, but are not limited to:

- Mobile crews and other business-based workgroups employing small groups of workers with disabilities in employment in integrated business settings.
- Small-group activities focused on career exploration and development of strengths and skills that contribute to successful participation in individual community employment.

**Expected Outcome of Service.** Small-group supported employment services are expected to enable the member to make reasonable and continued progress toward individual employment.

Participation in small-group supported employment services is not a prerequisite for individual supported employment services. The expected outcome of the service is sustained paid employment and skill development which leads to individual employment in the community.

**Setting.** Small-group supported employment services shall take place in integrated, community-based nonresidential settings separate from the member's residence.

**Service Activities.** Small-group supported employment services may include any combination of the following activities:

- Employment assessment
- Person-centered employment planning
- Job placement (limited to service necessary to facilitate hire into individual employment paid at minimum wage or higher for a member in small-group supported employment who receives an otherwise unsolicited offer of a job from a business where the member has been working in a mobile crew or enclave)
- Job analysis
- On-the-job training and systematic instruction
- Job coaching
- Transportation planning and training
- Benefits education



- Career exploration services leading to career advancement outcomes
- Other workplace support services may include services not specifically related to job skill training that enable the waiver member to be successful in integrating into the individual or community setting
- Transportation of the member during service hours

### **Individual Placement and Support**

Individual Placement and Support (IPS) means the evidenced based practice of supported employment (SE) that is guided by IPS Practice principles outlined by the IPS Employment Center at Westat, and as measured to be “exemplary”, “good”, “fair”, and “not supported employment” by their most recently published 25-item Fidelity Scale available online at [https://ipsworks.org/wp-content/uploads/2017/08/ips-fidelity-manual-3rd-edition\\_2-4-16.pdf](https://ipsworks.org/wp-content/uploads/2017/08/ips-fidelity-manual-3rd-edition_2-4-16.pdf)

IPS shall include:

1. Development of the career profile. The career profile includes previous work experience, goals, preferences, strengths, barriers, skills, disclosure preferences, career advancement/education/plan for graduation.
2. IPS team members are fully integrated with the behavioral health team, including participation in routine staffing meetings regarding IPS clients.
3. Addressing barriers to employment. Barriers to employment may be actual or perceived and support may include addressing justice system involvement, a lack of work history, limited housing, childcare, and transportation.
4. Rapid job search and systematic job development. Certified Employment Specialists (CESs) help members seek jobs directly, and do not provide extensive pre-employment assessment and training, or intermediate work experiences. The job process begins early, within 30 days of starting IPS services. This rapid job search is supported by CESs developing relationships with employers through multiple face-to-face meetings. CESs take time to learn about the employers' needs and the work environment while gathering information about job opportunities that might be a good fit for individuals they are working with.
5. Disclosure. Assuring that the individual makes an informed decision on disclosure of a disability to a prospective or current employer.
6. Job Accommodations and Assistive Technology. CESs identify and address job accommodations or technology needs.
7. Ongoing benefits counseling. CESs provide information on available work incentive programs, or referral to professional benefits counselors for a personalized work incentives plan for any state or federal entitlement.
8. Time unlimited follow along supports. These supports are planned for early in the employment process, are personalized, and follow the individual for as long as they need support. The focus is supporting the individual in becoming as independent as possible, and involving family members, co-workers, and other natural supports. These supports can be provided on or off the job site and focus on the continued acquisition and development of skills needed to maintain employment.

### **Service Requirements for All Supported Employment Services**

Community transportation options (e.g., transportation provided by family, coworkers, carpools, volunteers, self or public transportation) shall be identified by the member's interdisciplinary team and utilized before the service provider provides the transportation to

and from work for the member. If none of these options are available to a member, transportation between the member's place of residence and the employment or service location may be included as a component part of supported employment services.

Personal care or personal assistance and protective oversight may be a component part of supported employment services but may not comprise the entirety of the service.

Activities performed on behalf of a member receiving long-term job coaching or individual or small-group supported employment shall not comprise the entirety of the service.

Concurrent services. A member's individual service plan may include two or more types of nonresidential services (e.g., individual supported employment, long-term job coaching, small-group supported employment, prevocational services, and day habilitation). More than one service may not be billed during the same period of time (e.g., the same hour).

Integration requirements. In the performance of job duties, the member shall have regular contact with other employees or members of the general public who do not have disabilities, unless the absence of regular contact with other employees or the general public is typical for the job as performed by persons without disabilities.

Compensation. Members receiving these services are compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without disabilities.

For supported self-employment, the member earns income that is equal to or exceeds the average income for the chosen business within a reasonable period of time.

For small-group supported employment, if the member is not compensated at or above minimum wage, the compensation to the member shall be in accordance with all applicable state and federal labor laws and regulations.

Individuals receiving supported employment must have documented in the service plan a goal to achieve or to sustain individual employment

Additional needs-based criteria for receiving the service, if applicable (*specify*):

For dates of service on or before March 31, 2022, the Home-based habilitation services shall be available based on the member's assessed needs using the utilization management criteria in effect as of 04/01/2016.

For dates of service beginning April 1, 2022, Home-based habilitation services shall be available to members based on the member's most current LOCUS/CALOCUS actual disposition score, according to the following criteria:

(1) Intensive IV services are provided 24 hours per day. To be eligible for intensive IV services, a member must meet the following criteria:

1. The member has a LOCUS/CALOCUS actual disposition of level six medically managed residential services, and

2. The member meets the criteria in 441—subparagraph 25.6(8)“c”(3).

- (2) Intensive III services are provided 17 to 24 hours per day. To be eligible for intensive III services, the member must have a LOCUS/CALOCUS actual disposition of level five medically monitored residential services.
- (3) Intensive II services are provided 13 to 16.75 hours per day. To be eligible for intensive II services, the member must have a LOCUS/CALOCUS actual disposition of level four medically monitored non-residential services.
- (4) Intensive I services are provided 9 to 12.75 hours per day. To be eligible for intensive I service, the member must have a LOCUS/CALOCUS actual disposition of level three high intensity community-based services.
- (5) Medium need services are provided 4.25 to 8.75 hours per day as needed. To be eligible for medium need services, the member must have a LOCUS/CALOCUS actual disposition of level two low intensity community-based services.
- (6) Recovery transitional services are provided 2.25 to 4 hours per day as needed. To be eligible for recovery transitional services, the member must have a LOCUS/CALOCUS actual disposition of level one recovery maintenance and health management.
- (7) High recovery services are provided 0.25 to 2 hours per day as needed. To be eligible for high recovery services, the member must have a LOCUS/CALOCUS actual disposition of level zero.

Specify limits (if any) on the amount, duration, or scope of this service. Per 42 CFR Section 440.240, services available to any categorically needy recipient cannot be less in amount, duration and scope than those services available to a medically needy recipient, and services must be equal for any individual within a group. States must also separately address standard state plan service questions related to sufficiency of services. (*chose each that applies*):



**Categorically needy (specify limits):**

A unit of home-based habilitation is a day. The member is assigned a Home-Based Habilitation Tier based on the actual disposition score of the LOCUS/CALOCUS tool. For Intensive IV Tier 7 the member must also meet the criteria in 441.25.6(8).

Tier	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6	Tier 7
Description	High Recovery	Recovery Transitional	Medium Need	Intensive I	Intensive II	Intensive III	Intensive IV
Hours of Staff Supervision and Support	.25 to 2 hours per day as needed	2.25 to 4 hours per day as needed	4.25 to 8.75 hours per day as needed	9 to 12.75 hours per day	13 to 16.75 hours per day	17 to 24 hours per day	24 hours per day
<b>LOCUS Composite Score</b>	<b>07-09</b>	<b>10-13</b>	<b>14-16</b>	<b>17-19</b>	<b>20-22</b>	<b>23-27</b>	<b>28+</b>

**Home-based habilitation payment shall not be made for the following:**

- (1) Room and board and maintenance costs, including the cost of rent or mortgage, utilities, telephone, food, household supplies, and building maintenance, upkeep, or improvement.
- (2) Service activities associated with vocational services, day care, medical services, or case management.
- (3) Transportation to and from a day program.
- (4) Services provided to a member who lives in a licensed residential care facility of more than 16 persons.
- (5) Services provided to a member who lives in a facility that provides the same service as part of an inclusive or "bundled" service rate, such as a nursing facility or an intermediate care facility for persons with mental retardation.
- (6) Personal care and protective oversight and supervision may be a component part of home-based habilitation services but may not comprise the entirety of the service.

The current Fee schedule for Home Based Habilitation may be located online at:  
<http://dhs.iowa.gov/ime/providers/csrp/fee-schedule>

Day Habilitation is reimbursed at 15 min unit of service up to 16 units per day, or Daily (4.25 to 8 hours). The rates for Day habilitation are located at 441 IAC 79.1(2) <https://www.legis.iowa.gov/docs/iac/rule/07-05-2017.441.79.1.pdf>

Day habilitation payment shall not be made for the following:

- (1) Services that are available to the individual under a program funded under Section 110 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (20 U.S.C. 1401 et seq.). Documentation that funding is not available to the individual for the service under these programs shall be maintained in the service plan of each member receiving day habilitation services.
  - (2) Compensation to members for participating in day habilitation.
  - (3) Support for members volunteering in for-profit organizations and businesses.
  - (4) Support for members volunteering to benefit the day habilitation service provider.
- Prevocational services are reimbursed as an hourly unit of service.  
 Career exploration is an hourly unit of service.

The current HCBS Prevocational and Supported Employment fee schedule may be located at:  
<http://dhs.iowa.gov/ime/providers/csrp/fee-schedule>

**Prevocational Service Limitation**

There is a time limitation for members starting prevocational services. For members starting prevocational services after May 1, 2017, participation in these services is limited to 24 calendar months. This time limit can be extended to continue beyond 24 months if one or more of the following conditions apply:

- The member who is in prevocational services is also working in either individual or small-group community employment for at least the number of hours per week desired by the member, as identified in the member's current service plan; or
- The member who is in prevocational services is also working in either individual or small-group community employment for less than the number of hours per week the member desires, as identified in the member's current service plan, but the member has services documented in the member's current service plan, or through another identifiable funding source (e.g., Iowa vocational rehabilitation services (IVRS)), to increase the number of hours the member is working in either individual or small-group community employment; or
- The member is actively engaged in seeking individual or small-group community employment or individual self-employment, and services for this are included in the member's current service plan or services funded through another identifiable funding source (e.g., IVRS) are documented in the member's service plan; or
- The member has requested supported employment services from Medicaid and IVRS in the past 24 months, and the member's request has been denied or the member has been placed on a waiting list by both Medicaid and IVRS; or
- The member has been receiving individual supported employment services (or comparable services available through IVRS) for at least 18 months without obtaining individual or small-group community employment or individual self-employment; or
- The member is participating in career exploration activities.

#### Exclusions

- Prevocational services payment shall not be made for the following:
- Services that are available to the individual under a program funded under Section 110 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (20 U.S.C. 1401 et seq.).
- Documentation that funding is not available to the individual for the service under these programs shall be maintained in the service plan of each member receiving prevocational services.
- Services available to the individual that duplicate or replace education or related services defined in the Individuals with Disabilities Education Act (20 U.S.C. 1401 et seq.).
- Compensation to members for participating in prevocational services.
- Support for members volunteering in for-profit organizations and businesses

#### **Supported Employment (SE) services.**

Individual SE is reimbursed as an hourly unit of service.

Small Group SE is reimbursed as a 15 min unit of service.

Long Term Job Coaching SE is reimbursed as a monthly unit of service.

Individual Placement and Support (IPS) SE is reimbursed for each outcome achieved for the member participating in the IPS SE model

The current HCBS Prevocational and Supported Employment fee schedule may be located at: <http://dhs.iowa.gov/ime/providers/csrp/fee-schedule>

Individual SE

40 units for the initial authorization and 20 units for an extended authorization.

One initial and, if necessary, one extended authorization permitted per year not to exceed a total of 60 hourly units per year.

Long Term Job Coaching

Tier 1= 1 contact/month

Tier 2 = 2-8 hours/month

Tier 3 = 9-16 hours/month

Tier 4 = 17-25 hours/month

Tier 5 = 26 or more hours per month

Small Group SE

Tier 1 - Groups of 2-4

Tier 2 - Groups of 5-6

Tier 3 - Groups of 7-8

Individual Placement and Support (IPS) SE. Outcomes are as follows:

1. Outcome #1 completed employment plan
2. Outcome #2 first day of successful job placement
3. Outcome #3 forty-five days successful job retention
4. Outcome #4 ninety days successful job retention.





**Medically Needy**

A unit of home-based habilitation is a day. The member is assigned a Home-Based Habilitation Tier based on the actual disposition score of the LOCUS/CALOCUS tool. For Intensive IV Tier 7 the member must also meet the criteria in 441.25.6(8).

Tier	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6
Procedure Code/ Modifier	H2016 UA	H2016 UB	H2016 UC	H2016 UD	H2016 U8	H2016 U9
Description	High Recovery	Recovery Transitional	Medium Need	Intensive I	Intensive II	Intensive III
Hours of Staff Supervision and Support	.25 to 2 hours per day as needed	2.25 to 4 hours per day as needed	4.25 to 8.75 hours per day as needed	9 to 12.75 hours per day	13 to 16.75 hours per day	17 to 24 hours per day
<b>LOCUS Composite Score</b>	<b>07-09</b>	<b>10-13</b>	<b>14-16</b>	<b>17-19</b>	<b>20-22</b>	<b>23-27</b>

Home-based habilitation payment shall not be made for the following:

- (1) Room and board and maintenance costs, including the cost of rent or mortgage, utilities, telephone, food, household supplies, and building maintenance, upkeep, or improvement.
- (2) Service activities associated with vocational services, day care, medical services, or case management.
- (3) Transportation to and from a day program.
- (4) Services provided to a member who lives in a licensed residential care facility of more than 16 persons.
- (5) Services provided to a member who lives in a facility that provides the same service as part of an inclusive or "bundled" service rate, such as a nursing facility or an intermediate care facility for persons with mental retardation.
- (6) Personal care and protective oversight and supervision may be a component part of home-based habilitation services but may not comprise the entirety of the service.

The current Fee schedule for Home Based Habilitation may be located online at: <http://dhs.iowa.gov/ime/providers/csrp/fee-schedule>

Day Habilitation is reimbursed at 15 min unit of service up to 16 units per day, or Daily (4.25 to 8 hours) The rates for Day habilitation are located at 441 IAC 79.1(2) <https://www.legis.iowa.gov/docs/iac/rule/07-05-2017.441.79.1.pdf>

Day habilitation payment shall not be made for the following:

- (1) Services that are available to the individual under a program funded under Section 110 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (20 U.S.C. 1401 et seq.).

Documentation that funding is not available to the individual for the service under these programs shall be maintained in the service plan of each member receiving day habilitation services.

- (2) Compensation to members for participating in day habilitation.
- (3) Support for members volunteering in for-profit organizations and businesses.
- (4) Support for members volunteering to benefit the day habilitation service provider.

Prevocational services are reimbursed as an hourly unit of service. Career exploration is an hourly unit of service.

The current HCBS Prevocational and Supported Employment fee schedule may be located at: <http://dhs.iowa.gov/ime/providers/csrp/fee-schedule>

#### Prevocational Service Limitations

There is a time limitation for members starting prevocational services. For members starting prevocational services after May 1, 2017, participation in these services is limited to 24 calendar months. This time limit can be extended to continue beyond 24 months if one or more of the following conditions apply:

- The member who is in prevocational services is also working in either individual or small-group community employment for at least the number of hours per week desired by the member, as identified in the member's current service plan; or
- The member who is in prevocational services is also working in either individual or small-group community employment for less than the number of hours per week the member desires, as identified in the member's current service plan, but the member has services documented in the member's current service plan, or through another identifiable funding source (e.g., Iowa vocational rehabilitation services (IVRS)), to increase the number of hours the member is working in either individual or small-group community employment; or
- The member is actively engaged in seeking individual or small-group community employment or individual self-employment, and services for this are included in the member's current service plan or services funded through another identifiable funding source (e.g., IVRS) are documented in the member's service plan; or
- The member has requested supported employment services from Medicaid and IVRS in the past 24 months, and the member's request has been denied or the member has been placed on a waiting list by both Medicaid and IVRS; or
- The member has been receiving individual supported employment services (or comparable services available through IVRS) for at least 18 months without obtaining individual or small-group community employment or individual self-employment; or
- The member is participating in career exploration activities.

#### Exclusions

- Prevocational services payment shall not be made for the following:

- Services that are available to the individual under a program funded under Section 110 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (20 U.S.C. 1401 et seq.).
- Documentation that funding is not available to the individual for the service under these programs shall be maintained in the service plan of each member receiving prevocational services.
- Services available to the individual that duplicate or replace education or related services defined in the Individuals with Disabilities Education Act (20 U.S.C. 1401 et seq.).
- Compensation to members for participating in prevocational services.
- Support for members volunteering in for-profit organizations and businesses

**Supported Employment (SE) services.**

Individual SE is reimbursed as an hourly unit of service.

Small Group SE is reimbursed as a 15 min unit of service.

Long Term Job Coaching SE is reimbursed as a monthly unit of service.

Individual Placement and Support (IPS) SE is reimbursed for each outcome achieved for the member participating in the IPS SE model

The current HCBS Prevocational and Supported Employment fee schedule may be located at: <http://dhs.iowa.gov/ime/providers/cspr/fee-schedule>

**Individual SE**

40 units for the initial authorization and 20 units for an extended authorization.

One initial and, if necessary, one extended authorization permitted per year not to exceed a total of 60 hourly units per year.

**Long Term Job Coaching**

Tier 1= 1 contact/month

Tier 2 = 2-8 hours/month

Tier 3 = 9-16 hours/month

Tier 4 = 17-25 hours/month

Tier 5 = 26 or more hours per month

**Small Group SE**

Tier 1 - Groups of 2-4

Tier 2 - Groups of 5-6

Tier 3 - Groups of 7-8

**Individual Placement and Support (IPS) SE**

Outcomes are as follows:

1. Outcome #1 completed employment plan
2. Outcome #2 first day of successful job placement
3. Outcome #3 forty-five days successful job retention
4. Outcome #4 ninety days successful job retention.



<b>Provider Qualifications</b> <i>(For each type of provider. Copy rows as needed):</i>			
<b>Provider Type</b> <i>(Specify):</i>	<b>License</b> <i>(Specify):</i>	<b>Certification</b> <i>(Specify):</i>	<b>Other Standard</b> <i>(Specify):</i>
Home-based habilitation providers		<p>Meet any of the following:</p> <ul style="list-style-type: none"> <li>• Accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF)</li> <li>• Accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO)</li> <li>• Accredited by the Council on Accreditation (COA)</li> <li>• Accredited by the Council on Quality and Leadership (CQL)</li> <li>• Certified by the bureau of medical and long-term services and supports (MLTSS) of Iowa Medicaid as a provider of Supported Community Living for the HCBS ID Waiver under 441-IAC 77.37(1) through 77.37(14) or the HCBS BI Waiver under 441-IAC 77.39(1) through 77.39(10) and 77.39(13).</li> <li>• Certified by the department as a provider of Supported Community Living under 441-IAC 24.2 through 24.4(8) and 24.2(12).</li> <li>• Meet any of the above and meet the criteria at 441 IAC subrule 25.6(8) including designation as an intensive residential services provider by a Mental Health Disability Services Region.</li> </ul>	<p>Direct support staff providing home-based habilitation services shall meet the following minimum qualifications in addition to the other requirements outlined in this rule:</p> <p>(1) A person providing direct support shall be at least 18 years old and have a high school diploma or its equivalent.</p> <p>(2) A person providing direct support shall not be an immediate family member of the member receiving services.</p> <p>(3) A person providing direct support to members receiving intensive residential habilitation services shall complete 48 hours of training within the first year of employment in mental health and multi-occurring conditions pursuant to 441—subrule 25.6(8).</p> <p>(4) A person providing direct support to members receiving home-based habilitation services shall complete a minimum of 24 hours of training within the first year of employment in mental health and multi-occurring conditions, including but not limited to the following topics:</p> <ol style="list-style-type: none"> <li>1. Mental health diagnoses, symptomology, and treatment;</li> <li>2. Intervention strategies that may include applied behavioral analysis, motivational interviewing, or other evidence-based practices;</li> <li>3. Crisis management, intervention, and de-escalation;</li> </ol>

<p>Intensive Residential Home-Based Habilitation Providers</p>			<ol style="list-style-type: none"> <li>4. Psychiatric medications, common medications, and potential side effects;</li> <li>5. Member-specific medication protocols, supervision of self-administration of medication, and documentation;</li> <li>6. Substance use disorders and treatment;</li> <li>7. Other diagnoses or conditions present in the population served; and</li> <li>8. Individual-person-centered service plan, crisis plan, and behavioral support plan implementation.</li> </ol> <p>(5) A person providing direct support to members receiving home-based habilitation services shall complete a minimum of 12 hours of training annually on the topics listed in subparagraph 77.25(8) "b" (4), or other topics related to serving individuals with severe and persistent mental illness.</p>
<p>Day habilitation providers</p>		<p>Meet any of the following:</p> <ul style="list-style-type: none"> <li>• Accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF)</li> <li>• Accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO)</li> <li>• Accredited by the Council on Accreditation (COA)</li> <li>• Accredited by the Council on Quality and Leadership (CQL)</li> <li>• Accredited by the International Center for Clubhouse Development (ICCD)</li> <li>• Certified by the bureau of medical and long-term services and supports</li> </ul>	<p>Direct support staff providing day habilitation services shall meet the following minimum qualifications in addition to other requirements outlined in administrative rule:</p> <p>(1) A person providing direct support without line-of-sight supervision shall be at least 18 years of age and possess a high school diploma or equivalent degree. A person providing direct support with line-of sight supervision shall be 16 years of age or older.</p> <p>(2) A person providing direct support shall not be an immediate family member of the member.</p> <p>(3) A person providing direct support shall, within six months of hire or within six months of</p>

		<p>(MLTSS) of Iowa Medicaid as a provider as a provider of Day Habilitation for the HCBS ID Waiver under 441-IAC 77.37(13) and 77.37(27).</p> <ul style="list-style-type: none"> <li>• Certified by the department as a provider of Day Treatment under 441-IAC 24.2 through 24.4(8) and 24.4(10) or Supported Community Living under 441-IAC 24.2 through 24.4(8) and 24.2(12).</li> </ul>	<p>February 1, 2021, complete at least 9.5 hours of training in supporting members in the activities listed in 701— paragraph 78.27(8) “a,” as offered through DirectCourse or Relias or other nationally recognized training curriculum.</p> <p>(4) A person providing direct support shall annually complete 4 hours of continuing education in supporting members in the activities listed in 701— paragraph 78.27(8) “a,” as offered through DirectCourse or Relias or other nationally recognized training curriculum</p>
<p>Prevocational habilitation providers</p>		<p>Meet any of the following:</p> <ul style="list-style-type: none"> <li>• Accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF)</li> <li>• Accredited by the Council on Quality and Leadership (CQL)</li> <li>• Accredited by the International Center for Clubhouse Development (ICCD)</li> <li>• Certified by the bureau of medical and long-term services and supports (MLTSS) of Iowa Medicaid as a provider of Prevocational services for the HCBS ID Waiver under 441-IAC 77.37(13) and 77.37(26) or the HCBS BI Waiver under 441-IAC 77.39(22).</li> </ul>	<p>Providers responsible for the payroll of members shall have policies that ensure compliance with state and federal labor laws and regulations, which include, but are not limited to:</p> <ol style="list-style-type: none"> <li>(1) Subminimum wage laws and regulations, including the Workforce Investment Opportunity Act.</li> <li>(2) Member vacation, sick leave and holiday compensation.</li> <li>(3) Procedures for payment schedules and pay scale.</li> <li>(4) Procedures for provision of workers’ compensation insurance.</li> <li>(5) Procedures for the determination and review of commensurate wages.</li> </ol> <p>Direct support staff providing prevocational services shall meet the following minimum qualifications in addition to other requirements outlined in administrative rule:</p> <ol style="list-style-type: none"> <li>(1) A person providing direct support without line-of-sight supervision shall be at least 18 years of age and possess a high school diploma or equivalent degree. A person providing</li> </ol>



			<p>direct support with line-of-sight supervision shall be 16 years of age or older.</p> <p>(2) A person providing direct support shall not be an immediate family member of the member.</p> <p>(3) A person providing direct support shall, within 6 months of hire or within 6 months of May 4, 2016, complete at least 9.5 hours of employment service training as offered through DirectCourse or through the Association of Community Rehabilitation Educators (ACRE) certified training program.</p> <p>(4) Prevocational direct support staff shall complete 4 hours of continuing education in employment services annually</p>
<p>Supported employment habilitation providers</p>		<p>Meet any of the following:</p> <ul style="list-style-type: none"> <li>• Accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF)</li> <li>• Accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO)</li> <li>• Accredited by the Council on Accreditation (COA)</li> <li>• Accredited by the Council on Quality and Leadership (CQL)</li> <li>• Accredited by the International Center for Clubhouse Development (ICCD)</li> <li>• Certified by the bureau of medical and long-term services and supports (MLTSS) of Iowa Medicaid as a provider as a provider of Supported Employment for the HCBS ID Waiver under 441-IAC 77.37(1)</li> </ul>	<p>Providers responsible for the payroll of members shall have policies that ensure compliance with state and federal labor laws and regulations, which include, but are not limited to:</p> <p>(1) Subminimum wage laws and regulations, including the Workforce Investment Opportunity Act.</p> <p>(2) Member vacation, sick leave and holiday compensation.</p> <p>(3) Procedures for payment schedules and pay scale.</p> <p>(4) Procedures for provision of workers' compensation insurance.</p> <p>(5) Procedures for the determination and review of commensurate wages.</p> <p>Direct support staff providing individual or small-group supported employment or long-term job coaching services shall meet the following minimum</p>

<p>Individual Placement and Support SE Providers</p>		<p>through 77.37(13) and 77.37(16) or the HCBS BI waiver under 441-IAC 77.39(1) through 77.39(10) and 77.39(15).</p>	<p>qualifications in addition to other requirements outlined in administrative rule:</p> <p>(1) Individual supported employment: bachelor's degree or commensurate experience, preferably in human services, sociology, psychology, education, human resources, marketing, sales or business. The person must also hold nationally recognized certification (ACRE or College of Employment Services (CES) or similar) as an employment specialist or must earn this credential within 24 months of hire.</p> <p>(2) Long-term job coaching: associate degree, or high school diploma or equivalent and 6 months' relevant experience. A person providing direct support shall, within 6 months of hire complete at least 9.5 hours of employment services training as offered through DirectCourse or through the ACRE certified training program. The person must also hold or obtain, within 24 months of hire, nationally recognized certification in job training and coaching.</p> <p>(3) Small-group supported employment: associate degree, or high school diploma or equivalent and 6 months' relevant experience. A person providing direct support shall, within 6 months of hire complete at least 9.5 hours of employment services training as offered through DirectCourse or through the ACRE certified training program. The person must also hold or obtain, within 24 months of hire, nationally recognized certification in job training and coaching.</p>
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			<p>(4) Supported employment direct support staff shall complete 4 hours of continuing education in employment services annually</p> <ol style="list-style-type: none"><li>1. Providers shall be accredited to provide supported employment and have provided supported employment for a minimum of two years.</li><li>2. Providers shall demonstrate adequate funding has been secured for the training and technical assistance required for IPS implementation. Adequate funding is defined as at least the amount required for the start-up of one IPS team to complete all phases of IPS implementation. Evidence of such funding shall be made available to the department at the time of enrollment. Evidence may include a written funding agreement or other documentation from the funder</li><li>3. Providers shall receive training and technical assistance throughout IPS implementation from an IPS trainer. Evidence of the IPS team's agreement for such training and technical assistance shall be made available to the department at the time of enrollment.</li><li>4. Prospective IPS teams shall complete IPS implementation as defined in subrule 77.25(1) subrule 77.25(1) and as outlined by the IPS Center at Westat</li></ol>
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			<p>5. Prospective IPS teams are provisionally approved until the IPS team has obtained at least a “fair” score on a baseline fidelity review completed by IPS reviewers.</p> <ul style="list-style-type: none"><li>a) (Provisionally approved IPS teams shall complete IPS implementation phases 1 through 4a within twelve12 months of enrolling.</li><li>b) (Upon completion of IPS implementation phase 4a, provisionally approved IPS teams shall deliver IPS services according to the IPS outcomes model.</li><li>c) (Upon completion of IPS implementation phase 7, IPS teams are qualified to deliver IPS services, subject to the following:<ul style="list-style-type: none"><li>i. IPS teams must obtain a baseline fidelity review score of “fair” or better within 14 months of completion of IPS implementation phase 1. The fidelity review must be completed by IPS reviewers. The fidelity reviews shall be provided to the department upon receipt by the IPS team.</li><li>ii. In the event an IPS team fails to achieve a fidelity score of “fair” or better, the IPS team shall receive technical assistance to address areas recommended for improvement as identified in the fidelity review. If the subsequent fidelity review results in a</li></ul></li></ul>
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			<p>score of less than “fair” fidelity, the IPS team will be provisionally approved for no more than 12 months or until the fidelity score again reaches “fair” fidelity, whichever date is earliest.</p> <p>iii. IPS teams who do not achieve a “fair” fidelity score within 12 months from being provisionally approved will no longer be qualified to deliver IPS services until they again reach the minimum “fair” fidelity score.</p>
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**Verification of Provider Qualifications** (For each provider type listed above. Copy rows as needed):

Provider Type (Specify):	Entity Responsible for Verification (Specify):	Frequency of Verification (Specify):
Home-based habilitation providers	Iowa Department of Human Services, Iowa Medicaid	Verified at initial certification and thereafter based on the length of certification: <ul style="list-style-type: none"> <li>• Either 270 days, 1 year, or 3 years when certified by Iowa Medicaid as a provider for HCBS ID or BI Waivers or certified under IAC 441-24</li> <li>• Either 1 year or 3 years when accredited by CARF; either 3 years or 4 years when accredited by COA</li> <li>• 3 years when accredited by JCAHO</li> <li>• 4 years when accredited by CQL</li> </ul>
	MCO	Verified at initial certification and thereafter based on the length of the certification.
Day habilitation providers	Iowa Department of Human Services, Iowa Medicaid	Verified at initial certification and thereafter based on the length of certification: <ul style="list-style-type: none"> <li>• Either 270 days, 1 year, or 3 years when certified by the</li> </ul>

	MCO	<p>Iowa Medicaid as a provider for HCBS ID Waiver certified under IAC 441-24</p> <ul style="list-style-type: none"> <li>• Either 1 year or 3 years when accredited by CARF or ICCD</li> <li>• 3 years when accredited by JCAHO</li> <li>• 4 years when accredited by CQL</li> </ul> <p>Verified at initial certification and thereafter based on the length of the certification.</p>
Prevocational habilitation providers	<p>Iowa Department of Human Services, Iowa Medicaid</p> <p>MCO</p>	<p>Verified at initial certification and thereafter based on the length of certification:</p> <ul style="list-style-type: none"> <li>• Either 270 days, 1 year, or 3 years when certified by the Iowa Medicaid as a provider for HCBS ID or BI Waivers</li> <li>• Either 1 year or 3 years when accredited by CARF or ICCD</li> <li>• Either 3 years or 4 years when accredited by COA</li> <li>• 3 years when accredited by JCAHO</li> <li>• 4 years when accredited by CQL</li> </ul> <p>Verified at initial certification and thereafter based on the length of the certification.</p>
Supported employment habilitation providers	<p>Iowa Department of Human Services, Iowa Medicaid</p>	<p>Verified at initial certification and thereafter based on the length of certification:</p> <ul style="list-style-type: none"> <li>• Either 270 days, 1 year, or 3 years when certified by the Iowa Medicaid as a provider for HCBS ID or BI Waivers</li> <li>• Either 1 year or 3 years when accredited by CARF or ICCD</li> <li>• Either 3 years or 4 years when accredited by COA</li> <li>• 3 years when accredited by JCAHO</li> </ul>



	MCO	<ul style="list-style-type: none"> <li>• 4 years when accredited by CQL</li> </ul> <p>Verified at initial certification and thereafter based on the length of the certification.</p>
<b>Service Delivery Method.</b> <i>(Check each that applies):</i>		
<input type="checkbox"/>	Participant-directed	<input checked="" type="checkbox"/> Provider managed

2.  **Policies Concerning Payment for State plan HCBS Furnished by Relatives, Legally Responsible Individuals, and Legal Guardians.** *(By checking this box the state assures that):* There are policies pertaining to payment the state makes to qualified persons furnishing State plan HCBS, who are relatives of the individual. There are additional policies and controls if the state makes payment to qualified legally responsible individuals or legal guardians who provide State Plan HCBS. *(Specify (a) who may be paid to provide State plan HCBS; (b) the specific State plan HCBS that can be provided; (c) how the state ensures that the provision of services by such persons is in the best interest of the individual; (d) the state’s strategies for ongoing monitoring of services provided by such persons; (e) the controls to ensure that payments are made only for services rendered; and (f) if legally responsible individuals may provide personal care or similar services, the policies to determine and ensure that the services are extraordinary (over and above that which would ordinarily be provided by a legally responsible individual):*

The state does not make payment for State plan HCBS furnished by relatives, legally responsible individuals, or legal guardians.

**Participant-Direction of Services**

*Definition: Participant-direction means self-direction of services per §1915(i)(1)(G)(iii).*

1. **Election of Participant-Direction.** *(Select one):*

<input checked="" type="radio"/>	The state does not offer opportunity for participant-direction of State plan HCBS.
<input type="radio"/>	Every participant in State plan HCBS (or the participant’s representative) is afforded the opportunity to elect to direct services. Alternate service delivery methods are available for participants who decide not to direct their services.
<input type="radio"/>	Participants in State plan HCBS (or the participant’s representative) are afforded the opportunity to direct some or all of their services, subject to criteria specified by the state. <i>(Specify criteria):</i>

2. **Description of Participant-Direction.** *(Provide an overview of the opportunities for participant-direction under the State plan HCBS, including: (a) the nature of the opportunities afforded; (b) how participants may take advantage of these opportunities; (c) the entities that support individuals who direct their services and the supports that they provide; and, (d) other relevant information about the approach to participant-direction):*

3. **Limited Implementation of Participant-Direction.** *(Participant direction is a mode of service delivery, not a Medicaid service, and so is not subject to statewideness requirements. Select one):*

<input type="radio"/>	Participant direction is available in all geographic areas in which State plan HCBS are available.
<input type="radio"/>	Participant-direction is available only to individuals who reside in the following geographic areas or political subdivisions of the state. Individuals who reside in these areas may elect self-directed service delivery options offered by the state or may choose instead to receive comparable services through the benefit's standard service delivery methods that are in effect in all geographic areas in which State plan HCBS are available. <i>(Specify the areas of the state affected by this option):</i>

**4. Participant-Directed Services.** *(Indicate the State plan HCBS that may be participant-directed and the authority offered for each. Add lines as required):*

Participant-Directed Service	Employer Authority	Budget Authority
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

**5. Financial Management.** *(Select one):*

<input type="radio"/>	Financial Management is not furnished. Standard Medicaid payment mechanisms are used.
<input type="radio"/>	Financial Management is furnished as a Medicaid administrative activity necessary for administration of the Medicaid State plan.

**6.  Participant-Directed Person-Centered Service Plan.** *(By checking this box the state assures that):* Based on the independent assessment required under 42 CFR §441.720, the individualized person-centered service plan is developed jointly with the individual, meets federal requirements at 42 CFR §441.725, and:

- Specifies the State plan HCBS that the individual will be responsible for directing;
- Identifies the methods by which the individual will plan, direct or control services, including whether the individual will exercise authority over the employment of service providers and/or authority over expenditures from the individualized budget;
- Includes appropriate risk management techniques that explicitly recognize the roles and sharing of responsibilities in obtaining services in a self-directed manner and assures the appropriateness of this plan based upon the resources and support needs of the individual;
- Describes the process for facilitating voluntary and involuntary transition from self-direction including any circumstances under which transition out of self-direction is involuntary. There must be state procedures to ensure the continuity of services during the transition from self-direction to other service delivery methods; and
- Specifies the financial management supports to be provided.

**7. Voluntary and Involuntary Termination of Participant-Direction.** *(Describe how the state facilitates an individual's transition from participant-direction, and specify any circumstances when transition is involuntary):*

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**8. Opportunities for Participant-Direction**

**a. Participant-Employer Authority** (individual can select, manage, and dismiss State plan HCBS providers). *(Select one):*

<input checked="" type="checkbox"/>	The state does not offer opportunity for participant-employer authority.
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<input type="radio"/>	Participants may elect participant-employer Authority <i>(Check each that applies):</i>
<input type="checkbox"/>	<b>Participant/Co-Employer.</b> The participant (or the participant’s representative) functions as the co-employer (managing employer) of workers who provide waiver services. An agency is the common law employer of participant-selected/recruited staff and performs necessary payroll and human resources functions. Supports are available to assist the participant in conducting employer-related functions.
<input type="checkbox"/>	<b>Participant/Common Law Employer.</b> The participant (or the participant’s representative) is the common law employer of workers who provide waiver services. An IRS-approved Fiscal/Employer Agent functions as the participant’s agent in performing payroll and other employer responsibilities that are required by federal and state law. Supports are available to assist the participant in conducting employer-related functions.

**b. Participant–Budget Authority** (individual directs a budget that does not result in payment for medical assistance to the individual). *(Select one):*

<input checked="" type="checkbox"/>	The state does not offer opportunity for participants to direct a budget.
<input type="radio"/>	Participants may elect Participant–Budget Authority.
<input type="checkbox"/>	<b>Participant-Directed Budget.</b> <i>(Describe in detail the method(s) that are used to establish the amount of the budget over which the participant has authority, including the method for calculating the dollar values in the budget based on reliable costs and service utilization, is applied consistently to each participant, and is adjusted to reflect changes in individual assessments and service plans. Information about these method(s) must be made publicly available and included in the person-centered service plan.):</i>
<input type="checkbox"/>	<b>Expenditure Safeguards.</b> <i>(Describe the safeguards that have been established for the timely prevention of the premature depletion of the participant-directed budget or to address potential service delivery problems that may be associated with budget underutilization and the entity (or entities) responsible for implementing these safeguards.</i>



**Quality Improvement Strategy**

(Describe the state's quality improvement strategy in the tables below):

Discovery Activities					Remediation	
Requirement	Discovery Evidence (Performance Measures)	Discovery Activity (Source of Data & sample size)	Monitoring Responsibilities (Agency or entity that conducts discovery activities)	Frequency	Remediation Responsibilities (Who corrects, analyzes, and aggregates remediation activities; required timeframes for remediation)	Frequency (Analysis and Aggregation)
Service plans address assessed needs of 1915(i) participants, are updated annually, and document choice of services and providers.	<p>SP-1: Iowa Medicaid shall measure the number and percent of service plans that accurately reflect the members' assessed needs. The assessed needs must include, at a minimum, personal goals, health risks, and safety risks.</p> <p>NUMERATOR: Number of service plans that address all members assessed needs including health and safety risks and personal goals.</p> <p>DENOMINATOR: Number of service plans reviewed</p>	Member service plans are reviewed at a 95% confidence level on a three-year cycle. Data is inductively analyzed and reported to the state.	State Medicaid Agency & Contracted Entity (Including MCOs)	Data is Collected Monthly and Quarterly	<p>The MCO ensures that the Case Manager, Community-based Case Manager or Integrated Health Home Care Coordinator has addressed the member's health and safety needs in the member's service or treatment plan.</p> <p>The Medical Services Unit completes a quality assurance desk review of member service plans within 10 days of receipt. The Medical Services Unit sends review results, notification of any deficiency, and expectations for remediation to Contracted Entity (Including MCOs) within 2 business days of completing the review. The Contracted Entity (Including MCOs) addresses any deficiencies with the provider, Case Manager, or Integrated Health Home and target training and technical assistance to those deficiencies. General methods for problem correction at a systemic level include informational letters, provider training, and</p>	Data is Aggregated and Analyzed Continuously and Ongoing

					collaboration with stakeholders and changes in policy.	
	<p>SP-2: Iowa Medicaid will measure the number and percent of service plans which were revised when warranted by changes in the members' needs.</p> <p>NUMERATOR:</p> <p>Number of service plans updated or revised when warranted by changes to the member's needs.</p> <p>DENOMINATOR:</p> <p>Number of service plans reviewed that indicate a change in member needs.</p> <p>(# of statistically valid service plan reviews required for each waiver - data reported separately for each waiver)</p>	<p>Member service plans are reviewed at a 95% confidence level on a three-year cycle. Data is inductively analyzed and reported to the state.</p>	<p>Contracted Entity (Including MCOs)</p>	<p>Data is Collected Monthly and Quarterly</p>	<p>See SP-1 Above</p>	<p>Data is Aggregated and Analyzed Quarterly</p>

	<p>SP-3: Iowa Medicaid will measure the number and percent of service plans which are updated on or before the member's annual due date.</p> <p>NUMERATOR:          Number of service plans updated prior to the due date</p> <p>DENOMINATOR:          Number of service plans reviewed</p>	<p>Member service plans are reviewed at a 95% confidence level on a three-year cycle. Data is inductively analyzed and reported to the state.</p>	<p>Contracted Entity (Including MCOs)</p>	<p>Data is Collected Monthly and Quarterly</p>	<p>See SP-1 Above</p>	<p>Data is Aggregated and Analyzed Quarterly</p>
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	<p>SP-4: Iowa Medicaid will measure the number and percentage of members' service plans that identify all the following elements:</p> <ul style="list-style-type: none"> <li>• amount, duration, type, scope, and funding sources of all services</li> <li>• All services authorized in the service plan were provided as verified by supporting documentation</li> </ul> <p>NUMERATOR:          # Members service plans that identify type, scope and frequency of all services authorized in the service plan</p> <p>DENOMINATOR:          Number of service plans reviewed</p>	<p>Member service plans are reviewed at a 95% confidence level on a three-year cycle. Data is inductively analyzed and reported to the state.</p>	<p>Contracted Entity (Including MCOs)</p>	<p>Data is Collected Monthly and Quarterly</p>	<p>See SP-1 Above</p>	<p>Data is Aggregated and Analyzed Quarterly</p>
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	<p>SP-5: Iowa Medicaid will measure the number and percentage of members from the HCBS IPES who responded that they had a choice of services.</p> <p>NUMERATOR:</p> <p>Number of IPES respondents who responded that they had a choice of services</p> <p>DENOMINATOR:</p> <p>Number of IPES respondents that answered the question asking if they were a part of planning their services</p>	<p>Member service plans are reviewed at a 95% confidence level on a three-year cycle. Data is inductively analyzed and reported to the state.</p>	<p>Contracted Entity (Including MCOs)</p>	<p>Data is Collected Monthly and Quarterly</p>	<p>See SP-1 Above</p>	<p>Data is Aggregated and Analyzed Quarterly</p>
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	<p>SP-6: Iowa Medicaid will measure the number and percentage of service plans from the HCBS QA survey review that indicated the member had a choice of providers</p> <p>NUMERATOR:</p> <p>The total number of service plans reviewed which demonstrate choice of HCBS service providers</p> <p>"Demonstrate choice" refers to documentation located within the reviewed service plan that indicates the member was given a choice of HCBS service providers.</p> <p>DENOMINATOR:</p> <p>The total number of service plans reviewed</p>	<p>Member service plans are reviewed at a 95% confidence level on a three-year cycle. Data is inductively analyzed and reported to the state.</p>	<p>Contracted Entity (Including MCOs)</p>	<p>Data is Collected Monthly</p>	<p>See SP-1 Above</p>	<p>Data is Aggregated and Analyzed Quarterly</p>
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<p>Providers meet required qualifications.</p>	<p>QP-1: Iowa Medicaid will measure the number and percent of licensed or certification Habilitation provider enrollment applications verified against the appropriate licensing and/or certification entity</p> <p>NUMERATOR:          Number of providers verified against appropriate licensing and/or certification entity prior to providing services.</p> <p>Note: The entire population is captured in this measure. All providers new and current will be evaluated during this process.</p> <p>DENOMINATOR:          Number of licensed or certified Habilitation providers</p>	<p>Sampling Size: 100%</p>	<p>Contracted Entity (Including MCOs)</p>	<p>Data is Collected Monthly</p>	<p>Contracted Entities (Including MCOs) manage the provider networks and do not enroll providers who cannot meet the required qualifications. If it is discovered by the Provider Services unit or MCO during the review that the provider is not compliant in one of the enrollment and reenrollment state or federal provider requirements, they are required to correct the deficiency prior to enrollment or reenrollment approval. Until they make these corrections, they are ineligible to provide services to members. If it is discovered during HCBS Quality Oversight Unit review that providers are not adhering to provider training requirements, a corrective action plan is implemented. If corrective action attempts do not correct noncompliance, the provider is sanctioned for noncompliance and eventually disenrolled or terminated if noncompliance persists. General methods for problem correction at a systemic level include informational letters, provider training, collaboration with stakeholders, and changes in policy.</p>	<p>Data is Aggregated and Analyzed Quarterly</p>
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	<p>QP-2: Iowa Medicaid will measure the total number and percent of providers, specific by Habilitation service, that meet training requirements as outlined in State regulations.</p> <p>NUMERATOR:          Number of reviewed HCBS Habilitation providers which did not have a corrective action plan issued related to training</p> <p>DENOMINATOR:          Number of HCBS Habilitation providers that had a certification or periodic quality assurance review</p>	Sample Size: 100%	Contracted Entity (Including MCOs)	Data is Collected monthly and quarterly	See QP-1 Above	Data is Aggregated and Analyzed Quarterly
	<p>QP-3: Iowa Medicaid shall determine the number of non-licensed/ noncertified providers that met Habilitation requirements prior to direct service delivery</p> <p>NUMERATOR:          Number of non-</p>	Sampling Size: 100%	Contracted Entity (Including MCOs)	Data is Collected monthly and quarterly	See QP-1 Above	Data is Aggregated and Analyzed Quarterly

	licensed/noncertified providers who met Habilitation requirements prior to service delivery  DENOMINATOR: Number of non-licensed/noncertified enrolled providers					
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<p>Settings meet the home and community-based setting requirements as specified in this SPA and in accordance with 42 CFR 441.710(a)(1) and (2).</p>	<p>SR-1: Number and percent of service plans which indicate that the member resides in a setting that meets the HCB setting requirements.</p> <p>NUMERATOR: The total number of service plans reviewed which indicate that the member resides in a setting that meets the HCB setting requirements.</p> <p>DENOMINATOR: The total number of service plans reviewed</p>	<p>Member service plans are reviewed annually, and more frequently as member needs require, at a 95% confidence level on a three-year cycle.</p>	<p>Contracted Entity (Including MCOs)</p>	<p>Data is Collected Continuously and Ongoing</p>	<p>Contracted Entities (Including MCOs) ensure that Case Managers or Integrated Health Home Care Coordinators have addressed the member's health and safety risks during service authorization. The Iowa Medicaid Medical Services Unit completes the QA Service Plan Desk Review within 10 days of receipt of the information from the member's HCB service provider(s) and the Case Manager or IHH Care Coordinator. The Iowa Medicaid Medical Services Unit will send the review results to the MCO and the Case Manager or Integrated Health Home Coordinator within 2 business days of completing the review.</p>	<p>Data is Aggregated and Analyzed Quarterly</p>
	<p>SR-2: Number and percent of service plans which indicate that the member is receiving services in a setting that meets the HCB setting requirements.</p> <p>NUMERATOR: The total number of service plans reviewed which</p>	<p>Member service plans are reviewed annually, and more frequently as member needs require, at a 95% confidence level on a three-year cycle.</p>	<p>Contracted Entity (Including MCOs)</p>	<p>Data is Collected Continuously and Ongoing</p>	<p>Contracted Entities (Including MCOs) ensure that Case Managers or Integrated Health Home Care Coordinators have addressed the member's health and safety risks during service authorization. The Iowa Medicaid Medical Services Unit completes the QA Service Plan Desk Review within 10 days of receipt of the information from the member's HCB service provider(s) and the Case Manager or IHH Care Coordinator. The Iowa Medicaid</p>	<p>Data is Aggregated and Analyzed Quarterly</p>

	<p>indicate that the member is receiving services in a setting that meets the HCB setting requirements</p> <p>DENOMINATOR: The total number of service plans reviewed</p>				<p>Medical Services Unit will send the review results to the MCO and the Case Manager or Integrated Health Home Coordinator within 2 business days of completing the review.</p>	
<p>The SMA retains authority and responsibility for program operations and oversight.</p>	<p>AA-1: Iowa Medicaid shall measure the number and percent of required MCO HCBS PM Quarterly reports that are submitted timely</p> <p>NUMERATOR: Number of MCO HCBS PM Quarterly reports submitted timely.</p> <p>DENOMINATOR: Number of MCO HCBS PM Quarterly reports due in a calendar quarter.</p>	<p>Contracted Entity and MCO performance monitoring.</p> <p>Sampling: 100% Review</p>	<p>Contracted Entity (Including MCOs)</p>	<p>Data is Collected Monthly</p>	<p>Each operating agency within Iowa Medicaid is assigned state staff to serve as a contract manager. This position oversees the quality and timeliness of monthly scorecards and quarterly contract reports. Further, Iowa Medicaid holds a monthly manager meeting in which the account managers of each contracted unit present the operational and performance issues discovered and remediated within the past month. This allows all state staff to collectively sustain transparent administrative oversight. If the contract manager, or policy staff, discovers and documents a repeated deficiency in performance of the contracted unit, a plan for improved performance is developed. In addition, repeated deficiencies in contractual performance may result in a withholding of invoiced payment compensation.</p>	<p>Data is Aggregated and Analyzed Quarterly</p>



	<p>AA-2: Iowa Medicaid shall measure the number and percent of months in a calendar quarter that each MCO reported all HCBS PM data measures</p> <p>NUMERATOR:          Number of reviewed claims paid using Iowa Medicaid approved rate methodologies</p> <p>DENOMINATOR:          Number of reviewed paid claims</p>	<p>Contracted Entity performance monitoring.</p> <p>Sampling: 100% Review</p>	<p>Contracted Entity</p>	<p>Data is Collected Quarterly</p>	<p>See AA-1 Above,</p>	<p>Data is Aggregated and Analyzed Quarterly</p>
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<p>The SMA maintains financial accountability through payment of claims for services that are authorized and furnished to 1915(i) participants by qualified providers.</p>	<p>FA-1: Iowa Medicaid will determine the number and percent of FFS reviewed claims supported by provider documentation</p> <p>NUMERATOR: Number of reviewed paid claims where documents support the units of service</p> <p>DENOMINATOR: Number of reviewed paid claims</p>	<p>Program Integrity Unit</p> <p>Sampling: 95%+/- 5%</p>	<p>Contracted Entity (Including MCOs)</p>	<p>Data is Collected Quarterly</p>	<p>Program Integrity reviews claims and evaluates whether there was supporting documentation to validate the claim. The Managed Care Organizations will evaluate their claims. When the Program Integrity unit discovers situations where providers are missing documentation to support billing or coded incorrectly, monies are recouped, and technical assistance is given to prevent future occurrence. When the lack of supporting documentation and incorrect coding appears to be pervasive, the Program Integrity Unit may review additional claims, suspend the provider payments, require screening of all claims, referral to MFCU, or provider suspension. The data gathered from this process is stored in the Program Integrity tracking system and reported to the state on a monthly and quarterly basis.</p>	<p>Data is Aggregated and Analyzed Quarterly</p>
	<p>FA-2: Iowa Medicaid will determine the number of clean claims that are paid by the managed care organizations within the timeframes specified in the contract</p> <p>NUMERATOR: Number of clean claims that are paid</p>	<p>The Program Integrity (PI) unit</p> <p>Sampling :95%+/- 5%</p>	<p>Contracted Entity (Including MCOs)</p>	<p>Data is Collected Quarterly</p>	<p>See FA-1 Above</p>	<p>Data is Aggregated and Analyzed Quarterly</p>

	<p>by the managed care organization within the timeframes specified in the contract</p> <p>DENOMINATOR:          Number of Managed Care provider claims</p>					
	<p>FA-3: Iowa Medicaid will measure the number and percent of claims that are reimbursed according to the Iowa Administrative Code-approved rate methodology for the services provided</p> <p>NUMERATOR:          Number of reviewed claims paid using Iowa Medicaid approved rate methodologies</p> <p>DENOMINATOR:          Number of reviewed paid claims</p>	<p>Program Integrity Unit</p> <p>SAMPLING:          100% Sample</p>	<p>Contracted Entity (Including MCOs)</p>	<p>Data is Collected Monthly</p>	<p>See FA-1 Above</p>	<p>Data is Aggregated and Analyzed Quarterly</p>
	<p>FA-4 Iowa Medicaid will measure the number of capitation payments to the MCOs that are made</p>	<p>HCBS QIO</p> <p>SAMPLING:          100% Sample</p>	<p>Contracted Entity</p>	<p>Data is Collected Monthly</p>	<p>Iowa Medicaid Data Warehouse will pull data quarterly. Core will review the capitation payments on a monthly basis and ensure that the</p>	<p>Data is aggregated and analyzed Quarterly</p>

	<p>in accordance with the CMS approved actuarially sound rate methodology</p> <p>NUMERATOR: Number of Capitation payments made to the MCOs at the approved rates through the CMS certified MMIS.</p> <p>DENOMINATOR: Number of capitation payments made through the CMS certified MMIS</p>				<p>capitation amount paid is the approved CMS rate.</p>	
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<p>The state identifies, addresses and seeks to prevent incidents of abuse, neglect, and exploitation, including the use of restraints.</p>	<p>HW-1: Iowa Medicaid will measure the total number and percent of IAC-defined major critical incidents requiring follow-up escalation that were investigated</p> <p>NUMERATOR:          Number of critical incidents that received follow-up as required</p> <p>DENOMINATOR:          Number of critical incidents requiring follow-up escalation</p>	<p>MCO reporting and IMPA reports are generated by the HCBS Incident Reporting Specialist. This data on incidents is inductively analyzed at 100%.</p>	<p>Contracted Entity (Including MCOs)</p>	<p>Data is Collected Monthly, Quarterly, and Annually</p>	<p>The HCBS Incident Reporting Specialist analyzes data for individual and systemic issues. Individual issues require communication with the service worker, case manager, IHH coordinator or MCO community-based case manager to document all efforts to remediate risk or concern. A follow-up escalation for an FFS or MCO member requires an FFS/MCO request to the provider for additional information if warranted by a CIR submission. If the additional research demonstrates a deficiency within provider policy or procedure, the FFS or MCO will open a targeted review to assist in remediation. If these efforts are not successful, the IR Specialist continues efforts to communicate with the service worker, case manager, IHH coordinator or MCO community-based case manager their supervisor, and protective services when necessary. All remediation efforts of this type are documented in the monthly and quarterly reports. The HCBS Specialists conducting interviews conduct individual remediation to flagged questions. In the instance that a flagged question/response occurs, the Specialist first seeks further clarification from the member and provides education when necessary. Following the interview, the service worker, case manager,</p>	<p>Data is Aggregated and Analyzed Quarterly</p>
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					<p>IHH coordinator or MCO community-based case manager is notified and information regarding remediation is required within 30 days. This data is stored in a database and reported to the state on a quarterly and annual basis. General methods for problem correction at a systemic level include informational letters, provider training, collaboration with stakeholders, and changes in policy. In addition, Contracted Entities (including MCOs) initiate a quality-of-care review of all known adverse incidents involving a member who is receiving services or having care managed by the contractor. When contractor staff becomes aware of an adverse incident the incident is communicated to medical directors and/or compliance staff. If deemed high-risk the compliance staff requests recourse from the service provider and the incident is communicated to clinical leadership within 24 hours. Within 5 business days the contractor's legal department is required to review the case to determine if an incident review is required. A full audit of the incident must be completed within 15 days. The contractor must then submit the incident report data to the Iowa Medicaid, HCBS Quality Assurance Manager. The Iowa Medicaid HCBS Quality Assurance Committee will review the data</p>	
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					quarterly and address any trends requiring additional follow-up with the contractor.	
	<p>HW-2: The Iowa Medicaid will measure CIRs that identify a reportable event of abuse, neglect, exploitation, or unexplained death and were followed up on appropriately</p> <p>NUMERATOR:          Number of CIRs that identified a report was made to DHS protective services and/or appropriate follow up was initiated.</p> <p>DENOMINATOR:          Number of CIRs that identified a reportable event of abuse, neglect, exploitation, and/or unexplained death</p>	<p>MCO reporting and IMPA reports are generated by the HCBS Incident Reporting Specialist</p> <p>SAMPLING:          100%</p>	<p>Contracted Entity (Including MCOs)</p>	<p>Data is Collected Monthly, Quarterly, and Annually</p>	<p>See HW-1 Above</p>	<p>Data is Aggregated and Analyzed Quarterly</p>
	<p>HW-3: Iowa Medicaid will measure the number and percent of members who received information on how to report</p>	<p>MCO reporting and IMPA reports are generated by the HCBS Incident Reporting Specialist</p> <p>Sampling: 100%</p>	<p>Contracted Entity (Including MCOs)</p>	<p>Data is Collected Monthly, Quarterly, and Annually</p>	<p>See HW-1 Above</p>	<p>Data is Aggregated and Analyzed Quarterly</p>

	<p>abuse, neglect, exploitation and unexplained deaths</p> <p>NUMERATOR: # Of members service plans that indicate the members received information on how to report abuse, neglect, exploitation and unexplained deaths</p> <p>DENOMINATOR: Total # of service plans reviewed</p>					
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	<p>HW-4: Iowa Medicaid will identify all unresolved critical incidents which resulted in a targeted review and were completed to resolution.</p> <p>NUMERATOR:          Number of targeted reviews resulting from an incident which were resolved within 120 days</p> <p>DENOMINATOR:          Number of critical incidents that resulted in a targeted review</p>	<p>MCO reporting and IMPA reports are generated by the HCBS Incident Reporting Specialist</p> <p>Sampling size: 100%</p>	<p>Contracted Entity (Including MCOs)</p>	<p>Data is Collected Monthly, Quarterly, and Annually</p>	<p>See HW-1 Above</p>	<p>Data is Aggregated and Analyzed Quarterly</p>
	<p>HW-5: Iowa Medicaid will measure the number and percent of critical incidents where root cause was identified</p> <p>NUMERATOR:          Number and percent of critical incidents where root cause was identified</p> <p>DENOMINATOR:</p>	<p>MCO reporting and IMPA reports are generated by the HCBS Incident Reporting Specialist</p> <p>Sampling size: 100%</p>	<p>Contracted Entity (Including MCOs)</p>	<p>Data is Collected Monthly, Quarterly, and Annually</p>	<p>See HW-1 Above</p>	<p>Data is Aggregated and Analyzed Quarterly</p>

	# Of Critical Incident Reports					
	<p>HW-6: Iowa Medicaid will measure the total number and percent of providers with policies for restrictive measures that are consistent with State and Federal policy and rules, and followed as written</p> <p>NUMERATOR:            Number of providers reviewed that have policies for restrictive measures that were implemented as written.</p> <p>DENOMINATOR:            Total number of providers reviewed</p>	<p>HCBS QIO Onsite QA review process</p> <p>Sampling size:95%+-5%</p>	<p>Contracted Entity</p>	<p>Data is Collected Monthly, Quarterly, and Annually</p>	<p>A representative sample of member case manager/care coordinators service plans, provider service plans and documentation will be reviewed to identify the existence of Behavioral Support Plans for any restrictive interventions Policies for restrictive measures include restraint, seclusion, restrictive interventions, behavioral interventions and behavioral management plans. The Quality Assurance Review ensures that providers are following State and Federal rules and regulations. In areas where a provider is determined to not be following State and Federal rules and Regulations a corrective action plan is issued to bring them into compliance.</p> <p>Providers issued a Probational Certification may be counted twice, depending upon review cycles.</p>	<p>Data is Aggregated and Analyzed Quarterly</p>
	<p>HW-7: Iowa Medicaid will measure the number and percent of providers meeting state and federal requirements relative to habilitation services</p>	<p>HCBS QIO Provider Quality Assurance Reviews</p> <p>Sampling size 100%</p>	<p>Contracted Entity</p>	<p>Data is Collected Monthly</p>	<p>The Quality Assurance Review ensures that providers are following State and Federal rules and regulations. In areas where a provider is determined to not be following State and Federal rules and Regulations a corrective action plan is issued to bring them into compliance.</p>	<p>Data is Aggregated and Analyzed Quarterly</p>

	<p>NUMERATOR:          Number of Quality Assurance reviews that did not receive a corrective action plan</p> <p>DENOMINATOR:          Number of provider Quality Assurance Reviews completed</p>				<p>Providers issued a Probational Certification may be counted twice, depending upon review cycles.</p>	
<p>An evaluation for 1915(i) State plan HCBS eligibility is provided to all applicants for whom there is reasonable indication that 1915(i) services may be needed in the future.</p>	<p>LC-1: Number and percent of new referrals who had an evaluation indicating the individual 1915(i) eligible prior to receipt of services.</p> <p>NUMERATOR:          Number of completed needs based eligibility determinations (initial)</p> <p>DENOMINATOR:          Number of referrals for needs-based eligibility determination (initial)</p>	<p>IoWANS and MQUIDS MCO – PCP history system</p> <p>Sample Size: 95%+/- 5%</p>	<p>State Medicaid Agency &amp; Contracted Entity (Including MCOs)</p>	<p>Data is collected quarterly</p>	<p>The data informing this performance measure is pulled from IoWANS and MCO data. The state's Medical Services Unit performs internal quality reviews of initial and annual 1915(i) eligibility determinations to ensure that the proper criteria are applied. In instances when it is discovered that this has not occurred the unit recommends that the service worker take steps to initiate a new 1915(i) eligibility determination through communication with the member and physician. General methods for problem correction at a systemic level include informational letters, provider trainings, collaboration with stakeholders and changes in policy.</p>	<p>Data is Aggregated and Analyzed Quarterly</p>
<p>The 1915(i) eligibility of enrolled individuals is reevaluated at</p>	<p>LC-2: Number and percentage of members who have a 1915(i)-eligibility determination</p>	<p>FFS – IoWANS and MQUIDS MCO – PCP history system</p>	<p>State Medicaid Agency &amp; Contracted Entity</p>	<p>Data is collected quarterly</p>	<p>See LC-1 above.</p>	<p>Data is Aggregated and Analyzed Quarterly</p>

<p>least annually or if more frequent, as specified in the approved state plan for 1915(i) HCBS.</p>	<p>completed within 12 months of their initial evaluation or last annual reevaluation.</p> <p>NUMERATOR: Number # of completed needs based eligibility reviews</p> <p>DENOMINATOR: Number # of referrals for needs-based eligibility review</p>	<p>Sample Size: 95%+/- 5%</p>	<p>(Including MCOs)</p>			
<p>The processes and instruments described in the approved state plan for determining 1915(i) eligibility are applied appropriately.</p>	<p>LC-3: Iowa Medicaid shall determine the number and percent of initial needs-based eligibility decisions that were accurately determined by applying the approved needs-based eligibility criterion using standard operating procedures</p> <p>NUMERATOR: Number of needs-based eligibility decisions that were accurately determined by applying the correct criteria</p>	<p>Sampling Size: 95% +/- 5%</p>	<p>State Medicaid Agency &amp; Contracted Entity (Including MCOs)</p>	<p>Data is collected quarterly</p>	<p>See LC-1 above.</p>	<p>Data is Aggregated and Analyzed Quarterly</p>

	DENOMINATOR: Number of reviewed needs-based eligibility determinations.					
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<b>System Improvement:</b> <i>(Describe process for systems improvement as a result of aggregated discovery and remediation activities.)</i>			
Methods for Analyzing Data and Prioritizing Need for System Improvement	Roles and Responsibilities	Frequency	Method for Evaluating Effectiveness of System Changes



<p>The State QA/QI system, at a minimum, addresses the following items: (1) health and safety issues of members receiving HCBS services; (2) abuse/neglect/ exploitation of members; (3) member access to services; (4) plan of care discrepancies; (5) availability of services; (6) complaints of service delivery; (7) training of providers, case managers, and other stakeholders; (8) emergency procedures; (9) provider qualifications; and (10) member choice.</p>	<p>Iowa Medicaid is the single state agency that retains administrative authority of Iowa's HCBS services. Iowa remains highly committed to continually improve the quality of services for all HCBS programs. The QIS developed by Iowa stratifies all HCBS services, including the State's 1915(c) waivers and 1915(i) state plan services. Data is derived from a variety of sources including the MCOs, HCBS Provider Quality Oversight databases, site reviews, follow-up compliance reviews, compliant investigations, evaluation reports, member satisfaction surveys, member interviews, and member records.</p>	<p>Data is Collected Continuously and Ongoing</p>	<p>Iowa Medicaid reviews the State QIS system no less than annually. Strategies are continually adapted to establish and sustain better performance through improvements in skills, processes, and products. Evaluating and sustaining progress toward system goals is an ongoing, creative process that must involve all stakeholders in the system. Improvement requires structures, processes, and a culture that encourage input from members at all levels within the system, sophisticated and thoughtful use of data, open discussions among people with a variety of perspectives, reasonable risk-taking, and a commitment to continuous learning. The QIS is often revisited more often than annually due to the dynamic nature of Medicaid policies and regulations, as well as the changing climate of the member and provider communities.</p> <p>Iowa Medicaid employs a Quality Assurance Manager to oversee data compilation and remediation activities. The QA Manager and State policy staff address oversight of design changes and the subsequent monitoring and analysis during the weekly policy and monthly quality assurance meetings. Prior to dramatic system design changes, the State will seek the input of stakeholders and test/pilot changes that are suggested and developed. Informational letters are sent out to all relevant parties prior to implementation with contact information of key staff involved. This workflow is documented in logs and in informational</p>
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		<p>letters found within the DHS computer server for future reference. Stakeholder involvement and informational letters are requested or sent out on a weekly/monthly/ongoing basis as policy engages in the continuous quality improvement cycle.</p> <p>Based on contract oversight and performance measure implementation, Iowa Medicaid holds weekly policy staff and long-term care coordination meetings to discuss areas of noted concern for assessment and prioritization. This can include discussion of remediation activities at an individual level, programmatic changes, and operational changes that may need to be initiated and assigned to State or contract staff. Contracts are monitored and improvements are made through other inter-unit meetings designed to promote programmatic and operational transparency while engaging in continued collaboration and improvement. Further, a quality assurance group gathers monthly to discuss focus areas, ensuring that timely remediation and contract performance is occurring at a satisfactory level. Data from QA/QI activities are also presented to the HCBS QA/AI Committee on a quarterly basis. The QA/QI Committee reviews the data makes recommendations for changes in policy to the Iowa Medicaid Policy staff and Bureau Chief. The Committee also uses this information to direct HCBS Provider Quality Oversight Specialists to provide training, technical assistance, or other activity. The Committee monitors training and technical assistance activities</p>
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		<p>to assure consistent implementation statewide. The Committee also directs workgroups on specific activities of quality improvement and other workgroups are activated as needed. The Committee is made up of certain HCBS Provider Quality Oversight staff and supervisors, and Iowa Medicaid Policy staff. Minutes are taken at each of the meetings, which show evidence that analysis of data is completed and recommendations for remediation and system improvements are made.</p> <p>Finally, Iowa Medicaid analyzes general system performance through the management of contract performance benchmarks, loWANS reports, and Medicaid Value Management reports and then works with contractors, providers, and other agencies regarding specific issues. HCBS Annual Reports are sent to the Iowa Association of Community Care Providers. Reports are also available to agencies, waiver providers, participants, families, and other interested parties upon request.</p>
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<p>In accordance with 42 CFR 438.202, the State maintains a written strategy for assessing and improving the quality of services offered by MCOs including, but not limited to, an external independent review of the quality of, timeliness of, and access to services provided to Medicaid beneficiaries.</p>	<p>MCOs must comply with the standards established by the State and must provide all information and reporting necessary for the State to carry out its obligations for the State quality strategy. Iowa Medicaid performs an annual review of each MCO. This is generally conducted at the time of the annual External Quality Review (EQR) and includes a determination of contract compliance, including that for fraud and abuse reporting and training. EQR is performed as federally required, and committee reports are reviewed during an annual visit. The MCO uses its utilization management practices to develop interest in patterns that might lead to investigative actions. All of this is reported to the State and authenticated as it can be used during onsite visits and through regular reports.</p>	<p>Reviews are Conducted Annually</p>	<p>The MCO uses its utilization management practices to develop interest in patterns that might lead to investigative actions. All of this is reported to the state and authenticated as it can be used during onsite visits and through regular reports. The Medical Services Unit contractor conducts an annual EQR of each managed care entity to ensure that they are following the outlined QA/QI plan.</p> <p>In addition to developing QM/QI programs that include regular, ongoing assessment of services provided to Medicaid beneficiaries, MCOs must maintain a QM/QI Committee that includes medical, behavioral health, and long-term care staff, and network providers. This committee is responsible for analyzing and evaluating the result of QM/QI activities, recommending policy decisions, ensuring that providers are involved in the QM/QI program, instituting needed action, and ensuring appropriate follow-up. This committee is also responsible for reviewing and approving the MCOs' QM/QI program description, annual evaluation, and associated work plan prior to submission to DHS.</p>
<p>All contracted MCOs are accountable for improving quality outcomes and developing a Quality Management/Quality Improvement (QM/QI) program that incorporates ongoing review of all major service delivery areas.</p>	<p>MCO QM/QI programs must have objectives that are measurable, realistic, and supported by consensus among the MCOs' medical and quality improvement staff. Through the QM/QI program, the MCOs must have ongoing comprehensive quality assessment and performance improvement activities aimed at improving the delivery of healthcare services to members. As a key component</p>	<p>Reviews are Conducted Annually</p>	<p>The MCO uses its utilization management practices to develop interest in patterns that might lead to investigative actions. All of this is reported to the state and authenticated as it can be used during onsite visits and through regular reports.</p>

	<p>of its QM/QI program, the MCOs must develop incentive programs for both providers and members, with the goal of improving member health outcomes. Finally, MCOs must meet the requirements of 42 CFR 438 subpart D and the standards of the credentialing body by which the MCO is credentialed in development of its QM/QI program. The State retains final authority to approve the MCOs' QM/QI program, and the State Medical Services conducts an annual EQR of each MCO to ensure that they are following the outlined QA/QI plan.</p>		
<p>MCOs must attain and maintain accreditation from the National Committee for Quality Assurance (NCQA) or URAC.</p>	<p>If not already accredited, the MCO must demonstrate it has initiated the accreditation process as of the MCO's contract effective date. The MCO must achieve accreditation at the earliest date allowed by NCQA or URAC. Accreditation must be maintained throughout the life of the MCO's contract at no additional cost to the State. When accreditation standards conflict with the standards set forth in the MCO's contract, the contract prevails unless the accreditation standard is more stringent.</p> <p>MCOs must meet the requirements of 42 CFR 438 subpart D and the standards of the credentialing body by which the MCO is credentialed.</p>	<p>Reviews are Conducted Every Three Years</p>	<p>NCQA and URAC publicly report summarized plan performance, as well as accreditation type, accreditation expiration date, date of next review and accreditation status for all NCQA accredited plans in a report card available on the NCQA website. This report card provides a summary of overall plan performance on several standards and measures through an accreditation start rating comprised of five categories (access and service, qualified providers, staying health, getting better, living with illness).</p>



**STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY ACT**

**State/Territory:** IOWA

**STANDARDS AND METHODS TO ASSURE HIGH QUALITY CARE**

The following methods help assure quality of care and services under the Medical Assistance program.

1. A Medical Assistance Advisory Council assists the Department in planning the scope and content of medical services provided under the program.
2. The services of professional technical advisory committees are used for consultation on all services provided under the program.
3. Procedures exist to assure that workers in local Human Services offices can assist people in securing necessary medical services.
4. Procedures are in effect to pay for necessary transportation of recipients to and from providers of medical and health services.
5. The State has in effect a contract with the Iowa State Department of Inspections and Appeals to survey intermediate care facilities, intermediate care facilities for persons with intellectual disabilities and skilled nursing facilities and to certify whether they meet the conditions to participate as providers of service under the Medical Assistance program.
6. The Department has in effect a Utilization Review Plan for evaluation and surveillance of the quality and quantity of all medical and health services provided under the program.
7. Physician certification, recertification and quality of care issues for the long-term care population are the responsibility of Iowa Medicaid's Medical Services Unit, which is the Professional Standards Review Organization in Iowa.