

## **CHAPTER 52 HABILITATION STAFFING SCHEDULE REQUIREMENTS AND ANNUAL REVIEW**

REVISION DATE: 8/10/22

EFFECTIVE DATE: April 3, 2019

REFERENCES: Division Medical Policy 1620-C

### **PURPOSE**

To establish the duties and responsibilities of Qualified Vendors regarding the preparation and submission of Daily Habilitation Staffing Schedule for Group Homes and Individually Designed Living Arrangements/Supported Living (IDLA) unless otherwise noted.

### **POLICY**

#### **A. CRITERIA**

1. Qualified Vendors are responsible for the following:
  - a. Maintaining the staffing level as indicated in the approved staffing schedule, and
  - b. Submitting all staffing schedules to the Division for review and approval through the Program Staffing Application in Focus.

#### **B. CREATING AND SUBMITTING STAFFING SCHEDULES**

1. Qualified Vendors are responsible for creating and submitting all staffing schedules that are determined based on the collective needs of all members at that site as follows:
  - a. Five business days prior to all known or planned events (e.g., members moving in/out, school breaks, holidays).
  - b. Within two business days of all unplanned events (e.g., member

hospitalized, illness, or vacation).

2. Submit a new Master Schedule for changes in:
  - a. Occupancy. The number of Division members or other individuals with developmental disabilities who currently live in the home.
  - b. Capacity (requires Network pre-approval) for group homes only.
  - c. Site Code and/or address.
  - d. Any modifications to the staffing schedule exceeding 30 days resulting in a change to the range as outlined in the Division's Rate Book.
  - e. Home closure.
3. Submit a new temporary schedule for any modifications to the staffing schedule for less than 30 days resulting in a change to the range as outlined in the Division's Rate Book, including but not limited to:
  - a. Acute behavioral health need(s).
  - b. Acute physical health need(s).
  - c. School/holiday breaks.
  - d. Short-term absence from a day or work program.
  - e. Scheduled or unscheduled short-term absence from the home.
4. If there is an emergency:
  - a. Staff the home as appropriate for the immediate circumstance.
  - b. When the emergency event modifies the staffing range notify:

- i. Network Manager and/or designee by the next business day and submit a revised staffing schedule with a detailed explanation.
    - ii. Member's support coordinator as soon as possible, but no later than the next business day.
  5. Complete Summary Comments:
    - a. Identify the member(s) by first and last name.
    - b. Indicate member(s) who:
      - i. Have an approved behavior plan,
      - ii. Have a work and/or day program schedule,
      - iii. Need additional staffing supports, as outlined in the Planning Documents, for needs including but not limited to:
        - 1) Behavioral Health
        - 2) Physical Health
        - 3) Community
        - 4) Overnight
    - c. Explain the reason for the schedule change, and
    - d. Provide specific details regarding the members' staffing needs.

## **C. ANNUAL RESIDENTIAL REVIEW**

1. Annually the Qualified Vendor shall, upon invitation, meet with Network to review daily habilitation staffing schedules and includes the following:

- a. Vacancies and Placement Profiles.
  - b. Review information regarding potential housemates.
  - c. Additional staffing supports:
    - i. Compare census to the schedule to ensure it is accurate.
    - ii. Review the information in the comment section regarding additional staffing supports.
    - iii. Verify documentation that the additional staffing supports are approved by the planning team, including any behavioral health supports.
  - d. Capacity.
  - e. Residents not funded through the Division, including individuals who are involved with the Department of Child Services.
  - f. Cost effectiveness. The review should result in mutually agreed upon appropriate and cost-effective supports that meets the physical health, functional, social, and behavioral health needs of the member in the most integrated and least restrictive setting; and
  - g. Summary comments.
2. Within 14 calendar days following the annual review, submit all agreed upon updates to the Division.
  3. Maintain all approved staffing schedules.

#### **D. NETWORK APPROVAL**

1. The Network is responsible for the following:

- a. Create or revise a staffing schedule.
- b. Review staffing schedules submitted by the Qualified Vendor.
- c. Approve each staffing schedule as appropriate.
- d. Upon approval of an IDLA – HID Staffing Schedule:
  - i. Keep the signed documents with original signatures, and
  - ii. Provide a copy to the Qualified Vendor.