

ROOM AND BOARD, VENDOR SUPPORTED DEVELOPMENTAL HOME (CHILD AND ADULT)

Service Description

H004-AV

A 24-hour day service that provides for a safe and healthy living environment that meets the physical needs of an individual.

Service Requirements and Limitations

1. This service shall be provided in a family-based home which is licensed by the Department's Office of Licensing, Certification, and Regulation ("OLCR") as a developmental home (child or adult).
2. The Qualified Vendor providing this service shall also provide the service of Habilitation, Vendor Supported Developmental Home (Child and Adult). The Qualified Vendor shall apply for and have been awarded the service of Habilitation, Vendor Supported Developmental Home (Child and Adult).

Service Goals and Objectives

Service Goal

To provide a residential environment that is dignified and in a "family based" setting, which ensures a safe and healthy living arrangement, and meets the physical and emotional needs of the member.

Service Objectives

The Qualified Vendor shall ensure that the following objectives are met:

1. Involvement of the member or the member's representative in the furnishings/decor of the member's personal space within the family household. Support necessary modifications to optimize independence and personal preferences of the member.
2. A safe and healthy living environment which meets the physical and emotional needs of the member, is culturally appropriate, and is available on a twenty-four (24) hour basis.
3. The nutritional maintenance of members by ensuring that three (3) nutritious meals per day and appropriate snacks are planned, prepared, and served that meet the member's needs and in conjunction with the member's preference in accordance with United States Department of Agriculture ("USDA") dietary guidelines at <http://www.cnpp.usda.gov/dietaryguidelines.htm>.

4. The developmental home subcontractor is paid for the room and board service with the following exceptions:
 - 4.1 When members are Native American for whom their Tribe or Bureau of Indian Affairs has agreed to pay for the room and board services.
 - 4.2 When cost share agreements are made by the Division with a behavioral health entity to pay for room and board services as part of “wrap around” services for a member.
5. Prior to service delivery, ensure that the responsibilities of the member and the developmental home subcontractor are identified as applicable to developmental home living and that the member’s responsibilities are explained in writing to the member.
6. Ensure that household and personal hygiene supplies are available for the member’s use.

Service Utilization Information

1. This service is provided to members who have been authorized to receive habilitation services provided in an OLCR licensed developmental home.
2. This service is authorized for the day.
3. If a member is absent from the Qualified Vendor’s developmental home, the Qualified Vendor may bill the Division for this resident. However, the Qualified Vendor shall not bill the Division for vacancies. An absence exists when the member is not at the Qualified Vendor’s developmental home but is expected to return. A vacancy exists when a member is no longer a resident of the Qualified Vendor’s developmental home.

Rate Basis

1. Published. The published rate is based on one (1) day of the average cost of room and board.
2. Throughout the term of the contract, the appropriate billing codes, billing units, and associated billing rules are subject to change. All billing codes and billing units, and associated billing rules will be included in the Division’s Policies and Procedures Manual, Billing Manual, *RateBook*, and/or other provider resources made available by the Division.

Direct Service Staff Qualifications

Direct service staff (both the developmental home subcontractor and the Qualified Vendor’s direct care staff) shall have the ability to carry out staff responsibilities on behalf of the Qualified Vendor.

Recordkeeping and Reporting Requirements

1. The Qualified Vendor shall maintain documentation to show that the member was provided with written information regarding the residential responsibilities of the developmental home subcontractor and the member prior to service delivery.
2. The Qualified Vendor shall maintain data that demonstrates full compliance with all programmatic and contractual requirements of the Department and the Division.