

Day Habilitation

Definition

Day Habilitation is assistance with acquisition, retention, or improvement of self-help, socialization and adaptive skills which takes place in a non-residential setting, separate from the home and facility in which the individual resides. Services shall normally be furnished four (4) or more hours per day on a regularly scheduled basis, for one (1) or more days per week unless provided as an adjunct to other day activities included in a participant's Support Plan.

Day Habilitation focuses on enabling the individual to attain or maintain his/her maximum functional level and is coordinated with any physical, occupational, or speech therapies listed in the Support Plan. In addition, Day Habilitation may reinforce skills taught in school, therapy or other settings.

Transportation may be provided between the individual's place of residence and the site of day habilitation, or between day habilitation sites (when the individual receives services in more than one place) as a component of Day Habilitation. The cost of this transportation is included in the rate paid to provider.

Service Unit

The service unit for Day Habilitation is one (1) day in which the participant is documented to be present for at least four (4) hours.

Refer to the current HASCI Waiver rate table for reimbursement amounts. *This can be accessed via the SCDDSN Application Portal >R2D2 >View Reports >Waiver >Service Rates >HASCI.*

Service Limit / Restrictions

Day Habilitation cannot exceed 250 units per year.

Providers

HASCI Waiver Day Habilitation must be provided by SCDDSN-contracted provider of Day Services that operates a facility or program licensed by SCDDSN or its contracted QIO.

The provider's current policies and procedures for admission and enrollment must be followed.

Arranging and Authorizing the Service

If a HASCI Waiver participant requests and is determined to need Day Habilitation, his or her Support Plan must clearly document the need for specific skills training, behavioral supports, and/or socialization.

Choice must be offered among available providers able to admit the participant. It must be clearly documented in Service Notes that choice (if available) was offered and the provider selected (or accepted) by the participant.

After need for Day Habilitation has been documented and a provider identified, the participant's Support Plan must be updated to clearly reflect the name of the service, the amount, frequency, and duration of the service, and the provider type. Budget information for the service must then be entered into the Waiver Tracking system (WTS).

To initiate the service following WTS processing, the provider must be authorized using *Authorization for Habilitation Services* (HASCI Form 12A).

This can be accessed via the SCDDSN Application Portal >Business Tools >Forms >HASCI Waiver.

Billing

Day Habilitation must be Board-billed to the participant's SCDDSN Financial Manager agency; no prior authorization number is required.

The Financial Manager agency must follow *Procedures to Report and Bill for Board-Based Services Provided to HASCI Waiver Recipients* to receive reimbursement from SCDDSN.

This can be accessed via the SCDDSN Application Portal >Business Tools >Forms >Finance Manual Chapter 10, Section 10-14.

Monitorship

The Service Coordinator must monitor provision of each HASCI Waiver service received by a participant to:

- verify the service is being provided as authorized,
- assure the usefulness and effectiveness of the service,
- determine the participant's and/or representative's satisfaction with the service and service provider(s), and
- confirm health status and safety of the participant.

Monitorship includes:

- Contact with the participant and/or representative within two (2) weeks after beginning the service or beginning with a new provider of the service
- Contact with the participant and/or representative at least every three (3) months
- Contact with service providers as necessary to confirm health status and safety of the participant and appropriate provision of authorized services

Monitoring of HASCI Waiver services may be accomplished by the Service Coordinator during required bi-monthly contacts with the participant/representative and face-to-face visits with the participant at least every 180 days to monitor his or her Support Plan and health status. These contacts and face-to-face visits must be documented in Service Notes. Information obtained during monitoring may lead to changes in authorized HASCI Waiver services, such as increased/decreased units, change of provider, or change to a more appropriate service.

Service Denial, Reduction, Suspension, and Termination

If a HASCI Waiver participant is denied a service that was requested or denied an increase in units of a service already authorized, the Service Coordinator must provide written notification to the participant or legal guardian, including reason for denial. Information concerning SCDDSN Reconsideration and SCDHHS Appeal must also be provided.

If a participant's authorized units of a HASCI Waiver service must be reduced, temporarily suspended, or indefinitely terminated, the Service Coordinator must provide written notification to the participant or legal guardian, including reason for the action. Information concerning SCDDSN Reconsideration and SCDHHS Appeal must also be provided.

Except when the action was requested by the participant or legal guardian or if the action is due to the participant's death, admission to a hospital or nursing facility, or loss of Medicaid and/or HASCI Waiver eligibility, there must be at least 10 calendar days between the date of notification and effective date of the action.

Written notification to the participant or legal guardian is made using the following forms, which are also used to notify each affected service provider of the action:

- *Notice of Denial of Service* (HASCI Form 11C)
- *Notice of Reduction of Service* (HASCI Form 11A)
- *Notice of Suspension of Service* (HASCI Form 11B)
- *Notice of Termination of Service* (HASCI Form 11)

These can be accessed via the SCDDSN Application Portal>Business Tools>Forms>HASCI Waiver.

When the action becomes effective, the participant's Support Plan must be updated and budget information in the Waiver Tracking System (WTS) must be adjusted accordingly. For service reduction or termination, excess or unused units must be deleted from the budget.