

LIVING CHOICE PROJECT SERVICE DEFINITIONS

TABLE OF CONTENTS

| | Page |
|---|-------------|
| Home and Community Based (HCBS) Transition Coordination/Case Management Services Introduction..... | 4 |
| Living Choice Transition Coordinator/Case Management System | 5 |
| Living Choice Transition Coordinator/Case Management | 7 |
| Core Functions in Living Choice Transition Coordinator/Case Management..... | 8 |
| Principles of Living Choice Transition Coordinator/Case Management..... | 9 |
| Employee Minimum Qualifications Living Choice Transition Coordinator | 10 |
| Living Choice Project Transition Coordinator Training..... | 11 |
| Adult Day Health Care..... | 12 |
| Advanced Supportive/Restorative Assistance | 13 |
| Agency Companion Services..... | 18 |
| Assistive Technology..... | 19 |
| Audiology Treatment and Evaluation..... | 21 |
| Community Transition | 22 |
| Dental | 23 |
| Environmental Modifications | 24 |
| Family Counseling Individual (Physically Disabled (PD) only) | 25 |
| Family Counseling Group (PD only)..... | 26 |
| Family Training Individual..... | 27 |
| Family Training Group (PD only)..... | 28 |
| Home-Delivered Meals | 29 |
| Hospice Care Services | 31 |
| Independent Living Skills/Habilitation Training | 32 |
| In-Home Skilled Therapy Services..... | 33 |
| Nutritional Education Services..... | 36 |
| Occupational Therapy Services..... | 37 |
| Personal Care Assistance | 40 |
| Personal Care and Therapy Enhancement s to Adult Day Health Care..... | 45 |

LIVING CHOICE PROJECT SERVICE DEFINITIONS

Personal Emergency Response System (PERS)46
Pharmacological Evaluations.....47
Physical Therapy Services.....48
Private Duty Nursing.....50
Psychiatry (PD only)51
Psychological Services (PD only)52
Respite Care53
Skilled Nursing Services.....54
Special Medical Equipment and Supplies57
Speech and Language Therapy Services.....58
Transportation60
Vision Services.....61

Home and Community Based (HCBS) Transition Coordination/Case Management Services Introduction

Home and Community Based services (HCBS) is a Medicaid waiver program providing long-term care in a Participant's home to prevent premature or unnecessary institutionalization. An HCBS service delivery system, as mandated by federal regulations, is unique in the nation's health care as a result of the comprehensive service planning of medical, health, and social services and the provider coordination in the delivery of services.

The HCBS service delivery system's comprehensive planning and coordination of services allows states to assure quality at the higher federal standard of quality – **assuring the health and welfare of the Participant**.

“In home and community-based service, each state makes a commitment to assure the health and welfare of the person. This is a fundamental difference between the HCBS and other programs. Assuring the health and welfare of the person is a higher standard than the obligation to ensure the quality of each service provided under the Medicaid State Plan.”

Centers for Medicare and Medicaid Services

To build an infrastructure that can meet this higher standard, the Center for Medicare/Medicaid Services (CMS) is requiring a new Quality Framework for states' HCBS service delivery system. The Framework focuses attention on participant-centered desired outcomes along seven dimensions.

- Participant Access
- Participant-Centered Service Planning and Delivery
- Provider Capacity and Capabilities
- Participant Safeguards
- Participant Rights and Responsibilities
- Participant Outcomes and Satisfaction
- System Performance

The Medicaid Home and Community Based program in Oklahoma is the Living Choice Project, which provides eligible Oklahoma's a community alternative to nursing facility care.

Living Choice Transition Coordination/Case Management System

At the center of assuring quality in HCBS are Transition Coordinator/case management services. Transition Coordinators/Case managers play a leading role in quality assurance by monitoring and measuring Participant health and welfare service outcomes with the help of other service providers based on the established service plan for the Participant.

Transition Coordinator/Case management is the cornerstone of quality assurance in the provision of Living Choice Project services. Transition coordination/case management is designed to minimize fragmentation in service delivery by coordinating multiple services provided to a Participant. Living Choice Project transition coordination/case management is a standardized, statewide system of transition coordination/case management out contracted to existing community agencies and serves an important quality assurance function in the system.

The use of transition coordination/case management in the Living Choice Project is one of the State's methods for assuring the health and welfare of Participants. The Living Choice Project assures Participants' choice in their transition coordination/case management providers.

The Living Choice Project utilizes a statewide network of community providers to deliver authorized Living Choice services rather than the use of state agency employees. Community providers include private for-profit businesses, and not-for-profit businesses, some of which are Councils of Government, Independent Living Centers, and Area Agencies on Aging. In the Living Choice Project, Participants must have 24 hour a day, 7-day a week access to Transition Coordinators/Case Managers.

Transition coordination/case management agencies must be certified by LTCA-Oklahoma as qualified to provide Medicaid Living Choice Transition Coordination/Case Management services and have a valid Medicaid contract with the Oklahoma Health Care Authority (OKHCA). A requirement of transition coordination/case management provider certification is the provider's assurance to comply with Transition Coordination/Case Management Service Standards, Conditions of Provider Participation, Living Choice Project Service Standards, and Participant Assurances.

In addition, certification involves a review of general and administrative, financial, and programmatic components of the provider application to determine the provider's capacity to provide quality Living Choice services. The completion of a successful Continuous Quality Improvement (CQI) Plan is required for transition coordination/case management providers. See addendum A.

Each transition coordination/case management provider is required to staff four positions. The required positions are: Transition Coordinators/Case Manager, Transition Coordination/Case Management Supervisor, Back-up Transition Coordination/Case Management Supervisor and Continuous Quality Improvement Manager (can be held by the Transition Coordination/Case

LIVING CHOICE PROJECT SERVICE DEFINITIONS

Management Supervisor). Transition coordination/case management providers are required to have a minimum of three staff to cover the required four positions.

Living Choice Transition Coordination/Case Management

The National Advisory Committee (NAC), a group of case management experts from academia, provider organizations, and state and local government, agreed on an extensive and comprehensive definition of HCBS long-term care case management.

“HCBS long-term care case management is a service that links and coordinates assistance from both formal {paid} service providers and informal {unpaid} help from family and friends to enable Participants with chronic functional and/or cognitive limitations to obtain the highest level of independence consistent with their capacity and their preferences for care.”

One of the key concepts is that HCBS long-term care transition coordination/case management is a service provided to the Participant. Transition coordinators/case managers are one of the service providers in the continuum of services provided to Participants.

Core Functions in Living Choice Transition Coordination/Case Management

The transition coordination/case management process requires Transition Coordinators/Case Managers to have specialized skills and competencies to perform, at minimum, five core functions. The core functions form an on-going and dynamic transition coordination/case management process. Transition coordination/case management core functions are:

- 1) **Comprehensive Assessment:** Transition coordination/case management requires a comprehensive, systematic, standardized, and multidimensional assessment of the Participant's functional and cognitive capacity and limitations, need for services, strengths, abilities, supports and resources.
- 2) **Planning:** Planning is a resource allocation process where a service prescription is developed for a Participant that defines the types of services needed and the amount, frequency and duration of service delivery to meet assessed needs.
- 3) **Implementation:** Plan implementation is a process of contacting both formal and informal providers to arrange for services outlined in the plan.
- 4) **Monitoring:** "the continuing contact the Case Manager has with providers and clients (Participants) to ensure that services are provided in accordance with the [service] plan and to ascertain whether these services continue to meet the client's (Participant's) needs." (Schneider & Weiss, 1982)
- 5) **Reassessment:** "scheduled or event-precipitated examination of the client's (Participant's) situation and functioning to identify changes which occurred since the initial or most recent assessment and to measure progress toward the desired outcomes outlined in the [service] plan." (Schneider & Weiss, 1982)

Principles of Living Choice Transition Coordination/Case Management

Transition Coordinators/Case managers must perform the core functions previously described and also adhere to HCBS long-term care transition coordination/case management principles. Performing the core functions and following the principles below assures continuity and quality of long-term care transition coordination/case management and services and supports to the Participant.

- 1) **Principle #1 Transition Coordination/Case Management is Participant-Centered:**
Transition coordination/case management is a Participant-centered service that respects Participants' rights, values, and preferences.
- 2) **Principle #2 Transition Coordination/Case Management Coordinates ALL Assistance:** Transition coordination/case management coordinates all and any type of assistance to meet identified Participant needs including those related to the transition process and those related to community living.
- 3) **Principle #3 Transition Coordination/Case Management Requires Knowledge, Skills & Competencies:** To perform well, transition coordinators/case managers require specialized clinical skills, knowledge, and personal characteristics and competencies.
- 4) **Principle #4 Transition Coordination/Case Management Promotes Quality:**
Transition coordination/case management promotes the quality of services provided.
- 5) **Principle #5 Transition Coordination/Case Management is Future Oriented:**
Transition coordination/case management looks into the future, predicts, and makes plans based on today's indicators.
- 6) **Principle #6 Transition Coordination/Case Management Uses Resources Efficiently:**
In the prescription of services to meet, but not exceed, assessed need and to efficiently coordinate services, transition coordination/case management is a cost-effective service.

**Employee Minimum Qualifications
Living Choice Transition Coordination**

Transition Coordinators (required)

The minimum qualifications to be a transition coordinator in the Living Choice Project are:

- Successfully complete AD*van*tage Case Management Training and
- Successfully complete the Living Choice Transition Coordinator Training

Exception: Centers for Independent Living Providers: (transition coordinator only)

- At least two years paid work experience as an independent living specialist or transition specialist at a federally recognized Center for Independent Living and
- Successfully complete the Living Choice Transition Coordinator Training

Transition Coordinator Supervisor (required)

The Transition Coordination/Case Management Supervisor must meet all of the requirements of a transition coordinator/case manager and have experience managing people who have direct Transition Coordination/Case Management experience with home-based health care or other long term care populations.

Back-up Transition Coordination Supervisor (required)

The Back-up Transition Coordination/Case Management Supervisor must meet all of the requirements of the Supervisor.

Continuous Quality Improvement Manager (required)

The Continuous Quality Improvement Manager must: (1) be an individual in a managerial position in the agency with authority and responsibility for quality assurance activities, staff performance, and agency strategic planning; (2) have previous administrative and/or supervisory experience. This position is responsible for the agency's Continuous Quality Improvement Plan and must attend all CQI Trainings.

Case Coordinator (optional)

The Case Coordinator position requires an individual with a minimum of a high school diploma or a General Educational Development Certificate and two years of community-based service coordination experience. The Case Coordinator cannot perform clinical case management functions (e.g. assessment, reassessment, and service plan development) and focuses on administrative support to the case manager including paperwork, filing, mailing, and faxing.

**Living Choice Project Transition Coordinator
Training**

A Living Choice provider agrees to the following training requirements:

Part A: New Employees

1. Transition Coordinators must successfully complete the required training approved for the Living Choice Project.
2. Transition Coordination Supervisors and Back-up Transition Coordination Supervisors must successfully complete the required transition coordination training.
3. The CQI Manager must successfully complete transition coordination training.
4. The Case Coordinator must successfully complete transition coordination training but cannot perform clinical transition coordination functions or be assigned to a case as a Living Choice Transition Coordinator (due to lack of experience and education).

Part B: Employees with previous Living Choice Project Transition Coordination experience

1. Transition Coordinators/ who have previously completed training successfully, but who have not been actively employed as a Transition Coordinator, Transition Coordination Supervisor, or Back up Transition Coordination Supervisor, by an Living Choice Project certified Provider for a period of nine months or greater, must attend and successfully complete Transition Coordination training, prior to assuming any Living Choice related position.
2. The Provider will submit a reorientation plan to the LTCA for approval for a Transition Coordinator, who has previously completed training successfully, but has not been actively employed by a Living Choice Project certified Provider as a Transition Coordinator, Transition Coordination Supervisor, Back up Transition Coordination Supervisor for a period of six to nine months.

Agency _____

Authorized Agent _____ Date _____

Adult Day Health Care (Elderly Only)

LIVING CHOICE PROJECT SERVICE DEFINITIONS

Service Definition: Services furnished on a regularly scheduled basis, for one or more days per week, in an outpatient setting, encompassing both health and social services needed to ensure the optimal functioning of the Participant. Meals provided as part of these services shall not constitute a "full nutritional regimen" (3 meals per day). Services are authorized in 15 minute units, with no more than 24 units (6 hours) authorized per day.

Provider Title: Adult Day Care Center

Minimum Qualifications: The Facility shall have a current Living Choice Project certification and Oklahoma Medicaid contract to provide adult day health care services to Living Choice Project Participants. Facility meets all training and certification requirements set forth in state regulation 56 O.S., Sec. 1-177 et seq.

Agency _____

Authorized Agent _____ Date _____

Advanced Supportive/Restorative Assistance

Service Definition: Advanced Supportive/Restorative Care services are maintenance services provided to assist a Participant with a stable, chronic condition with activities of daily living when such assistance requires devices and procedures related to altered body function.

Advanced Supportive/Restorative Care is a maintenance service and should never be used as a therapeutic treatment. Participants who develop medical complications requiring skilled nursing services while receiving Advanced Supportive/Restorative Care services should be referred to their attending physician, who may, if appropriate, order home health services.

Examples of Advanced Supportive/Restorative Care services which may be performed are:

- Routine Supportive/Restorative Care for persons with ostomies (including tracheotomies, gastrostomies and colostomies with well-healed stoma) and external, in dwelling, and suprapubic catheters which includes changing bags and soap and water hygiene around ostomy or catheter site;
- Remove external catheters, inspect skin and reapplication of same;
- Administer prescribed bowel program including use of suppositories and sphincter stimulation, and enemas (pre-packaged only) with Participants without contraindicating rectal or intestinal conditions;
- Apply medicated (prescription) lotions or ointments, and dry, non-sterile dressings to unbroken skin;
- Use lift for transfers;
- Supervise/Assist with self-administration of oral medications which are set up by a registered or LPN; supervision/assistance may include opening a bottle cap for the Participant, reading the medication label to the Participant, checking the self-administration dosage against the label of the container and reassuring the Participant that the dosage is correct and observing the Participant while medication is taken;
- Provide passive range of motion (non-resistive flexion of joint) delivered in accordance with the plan of care, unless contraindicated by underlying joint pathology;
- Apply non-sterile dressings to superficial skin breaks or abrasions as directed by a registered or LPN; and
- Use Universal Precautions as defined by the Center for Disease Control.

LIVING CHOICE PROJECT SERVICE DEFINITIONS

Providers choosing to offer Advanced Supportive/Restorative Care will be required to provide all of the above services as well as Skilled Nursing and Personal Care.

Provider Title: Advanced Supportive/Restorative Aide

Minimum Qualifications: Provider has a current Living Choice Project certification and Oklahoma Health Care Authority contract to provide Advanced Supportive/Restorative Assistance and Skilled Nursing services to Living Choice Project Participants. The Provider agency meets all licensure requirements as set forth in state regulations 63 O.S., Sec. 1-1961 et seq. The Advanced Supportive/Restorative Aide is at least 18 years of age, has not been convicted of a crime as defined in 63 O.S., Sec. 1-1950 et seq., has no pending notation of abuse or neglect as reported by the Oklahoma State Department of Health Nurse Aide Registry, name does not appear on the DHS Community Services Workers Registry, demonstrates the ability to understand and carry out assigned tasks, has verifiable work history and/or personal references, has verifiable identification and meets all Medicaid contractual and certification requirements, and has a current certification in CPR.

Authorization of Services

A Living Choice Project Transition Coordinator/Case Manager must authorize all units of Advanced Supportive/Restorative Assistance before services can be delivered. The plan of care must be developed, reviewed, and updated by a RN in cooperation with the Transition Coordinator/Case Manager.

The plan of care must include the following items:

- Identification of the specific Advanced Supportive/ Restorative Assistance tasks to be provided;
- Other activities permitted;
- Frequency of services and on what days those services will generally be provided;
- Functional limitations of the Participant;
- Nutritional requirements if a special diet is necessary;
- Medications and treatments as appropriate;
- Any safety measures necessary to protect against injury; and
- Any other appropriate items.

Training Program Requirements: For the training program to be approved by the Living Choice Project, the Advanced Supportive/ Restorative Assistance provider shall have a written plan for

LIVING CHOICE PROJECT SERVICE DEFINITIONS

providing training for new workers which shall include, at a minimum, the following requirements:

All Advanced Supportive/Restorative Assistance aides are required to receive the same basic Personal Care training as a Personal Care aide, and also must be given the following training prior to delivery of Advanced Supportive/ Restorative Assistance services:

The Provider must provide to its staff Advanced Supportive/Restorative Assistance training specific to the care needs of Participant of Advanced Supportive/Restorative Assistance. The provider shall have written plans of the training; such training must include at a minimum the following topics:

- Observing the Participant and reporting observations;
- Application of ointments/lotions to unbroken skin;
- Supervise/assist with oral medications;
- Prevention of decubiti;
- Bowel program;
- Basic Personal Care for persons with ostomies and catheters;
- Range of motion exercises;
- Use of lift for transfers;
- Applying non-sterile dressings to superficial skin breaks; and
- Universal precaution procedures as defined by the Center for Disease Control.

The provider must document the dates and hours of Advanced Supportive/Restorative Assistance training received by the Personal Care aide in the aide's personnel file.

Prior to performing any Advanced Supportive/Restorative Assistance task for any Participant for the first time, the aide must demonstrate competency in the tasks on the Participant's plan of care in an on-the-job training session conducted by the RN, or an LPN working under the direction of a RN. The nurse must document the aide's competency in performing each task in the aide's personnel file. The RN/LPN visit required to conduct such training and testing is a billable visit.

The required demonstration of each Advanced Personal Care task during an on-the-job training session with a RN or LPN may not be waived. Advanced Supportive/Restorative Assistance aides must also receive annual in-service training.

LIVING CHOICE PROJECT SERVICE DEFINITIONS

The Advanced Supportive/Restorative Assistance provider shall have written documentation of all basic and in-service training provided which includes, at a minimum, a report of each employee's training in that employee's personnel record. The report shall document the dates of all classroom or on-the-job training, trainer's name, topics, number of hours, and location; the date of first unsupervised service delivery; and shall contain the worker's signature. If a provider waives the in-service training, the employee's training record shall contain supportive data for the waiver of training.

Supervision Requirements:

Nurse Supervision

RN supervision is essential to the safe provision of Advanced Supportive/Restorative Care services. Certain nurse functions for Advanced Supportive/Restorative Care Participants may be performed by a LPN; others must be performed by a RN. The following outlines the nursing requirements for Advanced Supportive/Restorative Care Participants:

The RN must:

- Conduct an initial assessment visit and develop the plan of care for Participants with Advanced Supportive/Restorative Care needs, in collaboration with the Transition Coordinator/Case Manager.
- Conduct on-site visits to all Advanced Supportive/Restorative Care Participants at six-month intervals. During the visit, the RN shall conduct an evaluation of the adequacy of the authorized services to meet the needs and conditions of the Participant, and shall assess the Advanced Supportive/Restorative Care Aides' ability to carry out the authorized services.
- Make monthly evaluation reports, paid for by Living Choice, available to the Transition Coordinator/Case Manager within 48 hours.
- Conduct annual assessment/reassessment visits and develop the plan of care for all subsequent years for Participants with Advanced Supportive/Restorative Care needs, in collaboration with the Transition Coordinator/Case Manager.
- Attend IDT meetings to establish or amend the Plan of Care.
- Be available, at least by telephone, during any period of time Advanced Supportive/Restorative Care is being provided.
- Observe the successful execution by the aide of each Advanced Supportive/Restorative Care task during an on-the-job training session, and

LIVING CHOICE PROJECT SERVICE DEFINITIONS

certify the successful completion of the task in the aide's personnel record. This visit may be authorized and reimbursed.

The LPN may:

- Conduct the monthly-authorized nurse visits to evaluate the condition of the Advanced Supportive/Restorative Care Participant. The visit reports must be forwarded to the RN supervisor for co-signatures.

Records

Providers participating in the delivery of Advanced Supportive/Restorative Care services must maintain all records and documentation required of the Medicaid Personal Care Program. In addition, participating providers must maintain the following records and documentation that pertain only to the delivery of Advanced Supportive/Restorative Care services.

The Personal Care Aide's personnel record shall contain:

- Documentation of the Advanced Supportive/ Restorative Care training including dates and topics.
- Signed statement(s) by the RN certifying that Personal Care Aide has successfully completed on-the-job training for each Advanced Supportive/Restorative Care task the aide is required to perform.

The case record of any Participant receiving Advanced Supportive/Restorative Care services shall include:

- Written notes concerning any authorized-nurse visits including the six-(6) month supervisory visit and the monthly nurse visit report. In addition, notes of any verbal communication and copies of any written communication with the Participant's physician or other health care professional, concerning the Participant's care must be maintained in the Participant's case record.
- A closing summary documenting that twenty-one (21) day notification was given to the Living Choice Transition Coordinator/Case Manager and the Advanced Supportive/Restorative Participant prior to the date of closing, the Participant's authorization date, the most recent care plan including identified functional disabilities, the reason for closing, the date of closing and a follow-up plan, if applicable.

Agency _____

Authorized Agent _____ Date _____

Agency Companion Services

Service Definition: To be developed

Agency _____

Authorized Agent _____ Date _____

Assistive Technology (PD only)

Service Definition: Assistive Technology: includes devices, controls, and appliances, specified in the plan of care, which enables individuals to increase their abilities to perform activities of daily living, or to perceive, control, or communicate with the environment in which they live. This service also includes the purchase or limited rental of items necessary for life-support, and equipment necessary to the proper functioning of such items, including durable and non-durable medical equipment not available under the Medicaid State plan. Items reimbursed with Living Choice Project HCBW funds are in addition to any medical equipment and supplies furnished under the State Plan and exclude those items that are not of direct medical or remedial benefit to the individual. All items meet applicable standards of manufacture, design and installation.

Services include the following:

- A. Sign language interpreter services for people who are deaf.
- B. Reader Services.
- C. Assessment for the need of adaptive equipment/auxiliary aids
- D. Training the Participant/provider in the use and maintenance of equipment/auxiliary aids.
- E. Repair of adaptive devices.

Equipment provided includes the following:

- A. Assistive devices for Participants who are deaf or hard of hearing. Examples include visual alarms, telecommunication devices (TDD's), telephone amplifying devices, and other devices for protection of health and safety.
- B. Assistive devices for Participants who are blind or visually impaired. Examples include tape recorders, talking calculators, lamps, magnifiers; Braille writers, paper and talking computerized devices, and other devices for protection of health of safety.
- C. Augmentative/alternative communication and learning aids, such as language boards, electronic communication devices, and competence based cause and effect systems.
- D. Mobility positioning devices, such as wheelchairs, travel chairs, walkers, positioning systems, ramps, seating systems, lifts, bathing equipment, specialized beds and specialized chairs.
- E. Orthotic and prosthetic devices, such as braces and prescribed modified shoes.
- F. Environmental controls, such as devices to operate appliances, use telephones or open doors.

Provider Title: Assistive Technology Vendor

Minimum Qualifications: Provider must have a current contract on file with the Oklahoma Health Care Authority, and comply with all applicable State and Federal Laws. Company corporation or individual must have registered their intention to do business in the state of OK, with the Secretary of State. Provider guarantees equipment, work and materials for 1 year, and provides necessary follow-up evaluation to insure optimum usability. Provider insures a licensed occupational therapist, physical therapist, speech therapist or rehabilitation engineer evaluate the need and individually customize any equipment as needed.

Agency _____

Authorized Agent _____ Date _____

Audiology Treatment and Evaluations

LIVING CHOICE PROJECT SERVICE DEFINITIONS

Service Definition: Audiology Services include individual evaluation, treatment and consultation in hearing intended to maximize the individual's auditory receptive abilities.

These services are provided through the Living Choice Project to adults. These services are provided for participants 19 to 20 through the Medicaid State plan EPSDT.

Provider Title: Audiologist

Minimum Qualifications: Provider must have a current license issued by the State Board of Examiners for Speech Pathology and a current Medicaid Contract with Oklahoma Health Care Authority to provide Audiology services to Living Choice participants

Agency _____

Authorized Agent _____ Date _____

Community Transition

Service Definition: Community Transition services are one-time set-up expenses for Participants who transition from a nursing facility or public ICF/MR to a home in the community.

Each Participant who transitions into the community is eligible for up to \$2,400 per person for the purchase of essential goods and/or services authorized by a transition coordinator on the Participant's behalf.

Community transition services must be reasonable and necessary as determined through the transition plan development process and must be clearly identified in the plan.

Allowable expenses for community transition services include, but are not limited to:

1. Security deposits that are required to obtain a lease on a qualified residence;
2. essential household items required for occupation and use in a community residence such as furniture, window coverings, food preparation and bed/bath linens;
3. connection, set-up fees or deposits for utility service or access including telephone, electricity, heating and water;
4. Services necessary for the Participant's health, safety and welfare such as pest eradication and one-time cleaning prior to occupancy;
5. moving expenses;
6. fees to obtain a copy of birth certificate, identification card or driver's license; and
7. delivery, set-up costs and removal fees for appliances, furniture, etc.

Non-allowable expenses for community transition services include, but are not limited to:

1. monthly rental or mortgage expenses;
2. monthly utility charges;
3. household items that are purely for recreational purposes; and
4. services or items that are available through other Living Choice services such as homemaker services, environmental modifications and adaptations, or specialized supplies and equipment.

Provider Title: Transition Coordination Provider

Minimum Qualifications: Certified Transition Coordination Provider that holds a valid Medicaid contract with the Oklahoma Health Care Authority to provide Living Choice services.

Agency _____

Authorized Agent _____ Date _____

Dental Services

Service Definition: Dental Services include oral examinations, two bite-wing x-rays, prophylaxis, topical fluoride treatment, development of a plan of care on the specified form and routine training of service recipient or primary care giver regarding oral hygiene, or other services recommended by a dentist.

These services are provided through the Living Choice Project to adults. These services are provided for participants 19 to 20 through the Medicaid State plan EPSDT.

Provider Title: Dentist

Minimum Qualifications: Non-restrictive licensure to practice dentistry in the State of Oklahoma by the Board of Governors of Registered Dentists of Oklahoma 59 O.S. Supp 2000 328 et seq. Contract with Oklahoma Health Care Authority to provide Dental services to Living Choice participants and Title XIX participants.

Agency _____

Authorized Agent _____ Date _____

Environmental Modifications

Service Definition: Those architectural and environmental modifications and adaptations to the home, required by the individual’s plan of care, which are necessary to ensure the health, welfare and safety of the Participant, or which enable the Participant to function with greater independence in the home. Such modifications or adaptations include the installation of ramps, lifts, grab-bars, widening of doorways, modification of bathroom or kitchen facilities, or installation of specialized electric and plumbing systems which are necessary to accommodate the medical equipment and supplies which are necessary for the welfare of the Participant. Specialized safety adaptations include scald protection devices, stove guards, installation of specialized equipment used by people who have vision or hearing impairments or behavioral challenges. Excluded are those adaptations or improvements to the home which are of general utility, and are not of direct medical or remedial benefit to the Participant, such as carpeting, roof repair, central air conditioning, etc. Adaptations which add to the total square footage of the home are excluded from this benefit. All services shall be provided in accordance with applicable State or local building codes and conforms to ADA Accessibility Guidelines -28 CRR Part 36 Appendix A.

Provider Title: Architect, Electrician, Engineer, Mechanical Contractor, Plumber, Builder, or Remodeler

Minimum Qualifications: Provider holds a current Living Choice Project certification and Oklahoma Medicaid contract to provide environmental modification services for Living Choice Project Participants.

Provider holds current professional license and/or registration where applicable:

Architects – Oklahoma Administrative Code Title 55, Chapter 10

Electricians – Electricians Licensing Act, 59 O.S., Sec. 1680 et seq.

Engineers – An Act Regulating Professional Engineers and Land Surveyors, 59 O.S., Sec. 475.1 et seq.

Mechanical Contractors – Mechanical Licensing Act, 59 O.S., Sec. 1850.1-1850.15

Plumbers – Plumbing Licensing Act, 59 O.S., Sec. 1001-1021

Agency _____

Authorized Agent _____ Date _____

Family Counseling Individual (PD only)

Service Definition: Family Counseling, offered specifically to individuals and designated family members, helps to develop and maintain healthy, stable relationships among all family members in order to support meeting the needs of the Participant. Emphasis is placed on the acquisition of coping skills by building upon family strengths. Knowledge and skills gained through family counseling services increase the likelihood that the Participant remains in or returns to his or her own home. Services are intended to maximize the Participant's/family's emotional/social adjustment and well-being. All family counseling needs are documented in the Participant's plan of care.

Provider Title: Clinical Social Worker, Psychologist, or Professional Counselor

Minimum Qualifications: Provider holds a current Living Choice Project certification and Oklahoma Medicaid contract to provide Family Counseling Individual services for Living Choice Project Participants:

Provider holds current professional license and/or registration where applicable:

Clinical Social Worker: Licensure by the State Board of Licensed Social Workers, 59 O.S. Supp 2000 Section 1901 et seq.

Psychologist: Licensure by the State Board of Examiners of Psychologists. 59 O.S. Supp 2000 Section 1352

Professional Counselor: Licensure by the State Board of Health as a Licensed Professional Counselor. 59 O.S. Supp 2000 Section 1901 et seq.

Agency _____

Authorized Agent _____ Date _____

Family Counseling Group (PD only)

Service Definition: Family Counseling, offered specifically to individuals and their designated family members, helps to develop and maintain healthy, stable relationships among all family members in order to support meeting the needs of the Participant. Emphasis is placed on the acquisition of coping skills by building upon family strengths. Knowledge and skills gained through family counseling services increase the likelihood that the Participant remains in or returns to his or her own home. Services are intended to maximize the Participant's/family's emotional/social adjustment and well-being. All family counseling needs are documented in the Participant's plan of care.

Provider Title: Clinical Social Worker, Psychologist, or Professional Counselor

Minimum Qualifications: Provider holds a current Living Choice Project certification and Oklahoma Medicaid contract to provide Family Counseling Individual services for Living Choice Project Participants:

Provider holds current professional license and/or registration where applicable:

Clinical Social Worker: Licensure by the State Board of Licensed Social Workers, 59 O.S. Supp 2000 Section 1901 et seq.

Psychologist: Licensure by the State Board of Examiners of Psychologists. 59 O.S. Supp 2000 Section 1352

Professional Counselor: Licensure by the State Board of Health as a Licensed Professional Counselor. 59 O.S. Supp 2000 Section 1901 et seq.

Agency _____

Authorized Agent _____ Date _____

Family Training-Individual

Service Definition: Family Training services are for families of individuals served through the Community Waiver. For purposes of this service, “family” is defined as the persons who live with or provide care to a Participant serviced on the Living Choice Project and may include a parent, spouse, children, relatives, foster family, or in-laws, as well as individuals employed to assist the Participant. Training includes instruction in skills and knowledge pertaining to the support and assistance of persons with developmental disabilities and is intended to allow families to become more proficient in meeting the needs of eligible individuals. All family training must be included in the Participant’s written plan of care.

Provider Title: Clinical Social Worker, Psychologist, or Professional Counselor

Minimum Qualifications: Provider holds a current Living Choice Project certification and Oklahoma Medicaid contract to provide Family Counseling Individual services for Living Choice Project Participants:

Provider holds current professional license and/or registration where applicable:

Clinical Social Worker: Licensure by the State Board of Licensed Social Workers, 59 O.S. Supp 2000 Section 1901 et seq.

Psychologist: Licensure by the State Board of Examiners of Psychologists. 59 O.S. Supp 2000 Section 1352

Professional Counselor: Licensure by the State Board of Health as a Licensed Professional Counselor. 59 O.S. Supp 2000 Section 1901 et seq.

Agency _____

Authorized Agent _____ Date _____

Family Training-Group (PD only)

Service Definition: Family Training services are for families of individuals served through the Community Waiver. For purposes of this service, “family” is defined as the persons who live with or provide care to a Participant serviced on the Living Chocie Project and may include a parent, spouse, children, relatives, foster family, or in-laws, as well as individuals employed to assist the Participant. Training includes instruction in skills and knowledge pertaining to the support and assistance of persons with developmental disabilities and is intended to allow families to become more proficient in meeting the needs of eligible individuals. All family training must be included in the Participant’s written plan of care.

Provider Title: Clinical Social Worker, Psychologist, or Professional Counselor

Minimum Qualifications: Provider holds a current Living Choice Project certification and Oklahoma Medicaid contract to provide Family Counseling Individual services for Living Choice Project Participants:

Provider holds current professional license and/or registration where applicable:

Clinical Social Worker: Licensure by the State Board of Licensed Social Workers, 59 O.S. Supp 2000 Section 1901 et seq.

Psychologist: Licensure by the State Board of Examiners of Psychologists. 59 O.S. Supp 2000 Section 1352

Professional Counselor: Licensure by the State Board of Health as a Licensed Professional Counselor. 59 O.S. Supp 2000 Section 1901 et seq.

Agency _____

Authorized Agent _____ Date _____

Home-Delivered Meal Services

Service Definition: A home delivered meal is a meal prepared in advance and brought to the Participant's home. Each meal must have a nutritional content equal to at least one-third of the Recommended Daily Allowance as established by the Food and Nutrition Board of the National Academy of Sciences. Participant Provision of Home-delivered Meals reduces the need for reliance on paid staff during some mealtimes by providing meals in a cost-effective manner.

The Provider must obtain a signature from the Participant or the Participant's representative at the time the meals are delivered. In the event that the Participant is temporarily unavailable (i.e. doctor's appointment, etc.) and the meal is left, the Provider must document the reason a signature is not obtained. The signature logs must be available for review.

The goals of Home-Delivered Meals

- (1) To facilitate Participant independence by allowing Participants the choice to remain in their own homes rather than enter a nursing facility.
- (2) To provide one daily nutritious meal to persons at risk of being institutionalized.
- (3) To provide a daily social contact to ensure the Participant's safety and well being.

Additional Eligibility Requirements for Home-Delivered Meals

In order to receive Home-delivered Meals under the waiver, a Participant must:

- (1) Be unable to prepare some or all of his/her own meals, or requires a special diet and is unable to prepare it; or
- (2) Have no other individual available to prepare Participant's meals, or the provision of a Home-delivered Meal is the most cost-effective method of ensuring a nutritionally adequate meal; and
- (3) Have the provision of meals included in the individual's Plan of Care.

Provider Title: Meal/Nutrition Service Provider

Minimum Qualifications: The provider of Home-delivered Meals must meet the following requirements:

LIVING CHOICE PROJECT SERVICE DEFINITIONS

- (1) Be a nutrition service provider whose kitchen is approved by the Health Department and whose meals provide one-third of the Recommended Daily Allowance as approved by a dietitian.
- (2) Comply with all federal, state, county and local laws and regulations concerning the preparation, handling and transportation of food as well as meeting additional standards established for Title III Program Home-Delivered Meal Providers.
- (3) Be capable of providing modified or special diet meals and/or provide counseling by a registered dietitian.
- (4) Procure and have available all necessary licenses, permits, and food handlers' cards as required by law.
- (5) Provide menu cycles, which ensure variety of content of meals delivered.
- (6) Have a current Living Choice Project certification and Oklahoma Medicaid contract to provide Home-Delivered Meal services to Living Choice Project Participants.
- (7) All subcontractors shall comply with all standards.

Agency _____

Authorized Agent _____ Date _____

Hospice Care Services

Service Definition: Hospice is palliative and/or comfort care provided to the Participant and his/her family when a physician certifies that the Participant has a terminal illness and has six (6) months or less to live and orders Hospice Care. A hospice program offers palliative and supportive care to meet the special needs arising out of the physical, emotional and spiritual stresses which are experienced during the final stages of illness and during dying and bereavement. The Participant signs a statement choosing hospice care instead of routine medical care that has the objective to treat and cure the Participant's illness. Once the Participant has elected hospice care, the hospice medical team assumes responsibility for the Participant's medical care for the terminal illness in the home environment. Hospice care services include nursing care, physician services, medical equipment and supplies, drugs for symptom control and pain relief, home health aide and personal care services, physical, occupational and/or speech therapy, medical social services, dietary counseling and grief and bereavement counseling to the Participant and/or family.

A Hospice plan of care must be developed by the hospice team in conjunction with the Participant's Living Choice Transition Coordinator/Case Manager before hospice services are provided. The hospice services must be related to the palliation or management of the Participant's terminal illness, symptom control, or to enable the individual to maintain activities of daily living and basic functional skills.

Living Choice Hospice may be provided to the Participant in a Nursing Facility (NF) only when the Participant is placed in the NF for Living Choice Facility Based Extended Respite. Hospice provided as part of Facility Based Extended Respite may not be reimbursed for more than five (5) days during any thirty (30) day period.

A Participant that is eligible for Medicare Hospice provided as a Medicare Part A benefit is not eligible to receive Living Choice Hospice services.

Provider Title: Hospice

Minimum Qualifications: Provider holds a current Medicare Hospice certification, Living Choice Project certification and Medicaid contract to provide Hospice services to Living Choice Project Participants. Provider meets all training, certification and licensure requirements as set forth in state regulations 63 O.S. 1991, Sec. 1-860 et seq.

Agency _____

Authorized Agent _____ Date _____

**Independent Living Skills/Habilitation Training Services
(PD only)**

Service Definiton: This service includes services to support the individual's self care, daily living, adaptive, and leisure skills needed to reside successfully in the community. Services are provided in community –based settings in a manner that contributes to the individual's independence, self-sufficiency, community inclusion and well being.

Provider Title: Centers for Independent Living

Minimum Qualifications: To be determined.

Agency _____

Authorized Agent _____ Date _____

In-Home Skilled Therapy Services

Service Definition: Skilled Therapy Services

A. General Principles Governing Reasonable and Necessary Utilization of Skilled Therapy Services.

1. A service is a skilled therapy service if the inherent complexity of the service is such that it can be performed safely and/or effectively only by or under the general supervision of a skilled therapist. To be covered, the skilled services must also be reasonable and necessary to the treatment of the Participant's illness or injury or to the restoration of maintenance of function affected by the Participant's illness or injury. It is necessary to determine whether individual therapy services are skilled and whether, in view of the Participant's overall condition, skilled management of the services provided is needed although many or all of the specific services needed to treat the illness or injury do not require the skills of a therapist.
2. The development, implementation, management, and evaluation of an individual care plan based on the physician's orders constitute skilled therapy services when, because of the Participant's condition, those activities require the involvement of a skilled therapist to meet the Participant's needs, promote recovery, and ensure medical safety. When the skills of a therapist are needed to manage and reevaluate periodically the appropriateness of a maintenance program because of an identified danger to the Participant, such services would be covered, even if the skills of a therapist are not needed to carry out the activities performed as part of the maintenance program.

Skilled management involves a finding that the Participant's recovery and/or safety cannot be assured unless the total care, skilled or not, is planned and managed by skilled rehabilitation personnel. Documentation of the precautions needed, as well as the medical complications and safety factors present which warrant skilled management, is necessary.

The skills of a therapist are needed to establish a reasonable and necessary maintenance program until it can be safely and effectively carried out by non-skilled individuals. If a danger to the Participant's safety warrants the skills of a therapist to management and reevaluate periodically the appropriateness of the maintenance furnished, the services may be covered because the program is not yet fully established for safety and effectiveness.

3. While a Participant's particular medical condition is a valid factor in deciding if skilled therapy services are needed, a Participant's diagnosis or prognosis should never be the sole factor in deciding that a service is or is not skilled. The key

LIVING CHOICE PROJECT SERVICE DEFINITIONS

issue is whether the skills of a therapist are needed to treat the illness or injury or whether non-skilled personnel can carry out the services.

The decision must be based on the documented need for the skills of a therapist.

4. A service that is ordinarily considered non-skilled could be considered a skilled therapy service in cases in which there is clear documentation that because of special medical complications skilled rehabilitation personnel are required to perform or supervise the services or to observe the Participant.
5. The skilled therapy services must be reasonable and necessary to the treatment of the Participant's illness or injury within the context of the Participant's unique medical condition. To be considered reasonable and necessary for the treatment of the illness or injury:
 - a. The services must be consistent with the nature and severity of the illness or injury and the Participant's particular medical needs, including the requirement that the amount, frequency, and duration of the services must be reasonable;
 - b. The services must be considered, under accepted standards of medical practice, to be specific and effective treatment for the Participant's condition; and
 - c. The services must be provided with the expectation, based on the assessment made by the physician of the Participant's rehabilitation potential, that:
 - the condition of the Participant will improve materially in a reasonable and generally predictable period of time; or
 - the services are necessary to the establishment of a safe and effective maintenance program.

If there is not a reasonable expectation of improvement in a Participant's condition, there may still be a need for skilled services to establish a maintenance program. A special medical complication might also necessitate skilled services to perform exercises or treatments that are normally considered non-skilled, even when no rehabilitation potential is present.

- d. Services of skilled therapists, which are for the purpose of teaching the Participant or the Participant's family or caregivers necessary techniques, exercises, or precautions, are covered to the extent that they are reasonable and necessary to treat the illness or injury. However, visits made by skilled therapists to the Participant's home solely to train other home health agency staff (e.g., home health aides) are not billable as visits since the home health agency is responsible for ensuring that its staff is properly trained to perform any services it furnishes. The cost of a skilled therapist's visit for the purpose of training home health agency staff is an administrative cost to the home health agency.

LIVING CHOICE PROJECT SERVICE DEFINITIONS

Agency _____

Authorized Agent _____ Date _____

Nutritional Education Services

Service Definition: Nutritional Education Services are provided as a supplement to those nutritional visits covered under the State Plan. These services are educational in nature and focus on assisting the Participant and/or primary caregiver with the dietary aspects of disease management. Nutritional Education Services are provided in the Participant's home or when appropriate in a class situation.

Provider Title: Dietitian or Nutritionist

Minimum Qualifications: Provider must have current license issued by the Oklahoma State Board of Medical Examiners 59 O.S. Supp, Section 1721 et seq. Hold a current certification as a Dietitian with the Commission of Dietetic Registration and have a current Medicaid contract with the Oklahoma Health Care Authority to provide Nutrition services to Living Choice participants.

Agency _____

Authorized Agent _____ Date _____

Occupational Therapy Services

Service Definition: Occupational Therapy services are those that increase functional independence by enhancing the development of adaptive skills and performance capacities of individuals with physical disabilities and related psychological and cognitive impairments. Services are provided in the Participant's home and are intended to help the Participant achieve greater independence to reside and participate in the community. Treatment involves the therapeutic use of self-care, work and play activities and may include modification of the tasks or environment to enable the patient to achieve maximum independence, prevent further disability, and maintain health. Under a physician's order, a licensed occupational therapist evaluates the recipient's rehabilitation potential and develops an appropriate, written therapeutic regimen. The regimen utilizes paraprofessional occupational therapy assistant services within the limits of their practice, working under the supervision of the licensed occupational therapist. The regimen includes education and training for informal caregivers to assist with and/or maintain services, where appropriate. The therapist will ensure monitoring and documentation of the recipient's rehabilitative progress and will report to the recipient's Transition Coordinator/Case Manager and physician to coordinate necessary addition and/or deletion of services, based on the Participant's condition and ongoing rehabilitation potential.

Occupational Therapy Services shall be included in the individual service plan only when it is necessary to prevent or delay the permanent institutionalization of an individual.

The services of an occupational therapist would be necessary to assess the Participant's needs, to develop goals (to be approved by the physician), to manufacture or adapt the needed equipment to the Participant's use, to teach compensatory techniques, to strengthen the Participant as necessary to permit use of compensatory techniques, and to provide activities which are directed toward meeting the goals that govern increased perceptual and cognitive function. Occupational therapy services would be covered at a duration and intensity appropriate to the severity of the impairment and the Participant's response to treatment.

The planning, implementing, and supervision of therapeutic programs, including but not limited to those listed below, are occupational therapy services if reasonable and necessary to the treatment of the Participant's illness or injury.

- a. Selecting and teaching task-oriented therapeutic activities designed to restore physical function.
- b. Planning, implementing, and supervising therapeutic tasks and activities designed to restore sensory-integrative function.

LIVING CHOICE PROJECT SERVICE DEFINITIONS

- c. Teaching compensatory techniques to improve the level of independence in the activities of daily living.
- d. The designing, fabricating, and fitting of orthotic and self-help devices.

Occupational Therapy Service Components:

1. Evaluation

Visit made to determine occupational therapy needs of the Participant at the home. Includes physical and psychosocial testing, establishment of plan of treatment, rehabilitation goals, and evaluating the home environment for accessibility and safety and recommending modifications.

2. Independent Living/Daily Living Skills (ADL) Training

Refers to the skills and performance of physical cognitive and psychological/emotional self care, work, and play/leisure activities to a level of independence appropriate to age, life-space, and disability and includes instruction of the Participant, family or other caregivers regarding training techniques.

3. Muscle Re-education

Includes therapy designed to restore function lost due to disease or surgical intervention.

4. Perceptual Motor Training

Refers to enhancing skills necessary to interpret sensory information so that the individual can interact normally with the environment. Training designed to enhance perceptual motor function usually involves activities that stimulate visual and kinesthetic channels to increase awareness of the body and its movement.

5. Fine Motor Coordination

Refers to enhancing the skills and performance in fine motor and dexterity activities.

6. Neurodevelopmental Treatment

Refers to enhancing the skills and the performance of movement through eliciting and/or inhibiting stereotyped, patterned, and/or involuntary responses that are coordinated at subcortical and cortical levels.

LIVING CHOICE PROJECT SERVICE DEFINITIONS

7. Sensory Treatment

Refers to enhancing the skills and performance in perceiving and differentiating external and internal stimuli such as tactile awareness, stereognosis, kinesthesia, proprioceptive awareness, ocular control, vestibular awareness, auditory awareness, gustatory awareness, and olfactory awareness necessary to increase function.

8. Orthotics/Splinting

Refers to the provision of dynamic and static splints, braces, and slings for relieving pain, maintaining joint alignment, protecting joint integrity, improving function, and/or decreasing deformity.

9. Adaptive Equipment (fabrication and training)

Refers to the provision of special devices that increase independent functions.

10. Maintenance Therapy Program

Repetitive services required to maintain function and prevent regression do not usually require the skills of an occupational therapist.

A maintenance program may be established if, after an evaluation, the restorative potential of the Participant is judged to be insignificant. In such situations, the evaluation, the instruction of the Participant or caregivers, and reevaluations until the program can be safely and effectively carried out are all considered to be covered therapy services.

Provider Title: Occupational Therapist, Occupational Therapist Assistant

Minimum Qualifications: Provider holds a current Living Choice Project certification and Medicaid contract to provide physical therapy services to Living Choice Project recipients. Occupational therapy services are provided by a licensed Occupational Therapist or an Occupational Therapy Assistant working under the direction of a licensed Occupational Therapist and meeting all training and certification requirements as set forth in state regulations 59 O.S., Sec. 888.1 et seq.

Agency _____

LIVING CHOICE PROJECT SERVICE DEFINITIONS

Authorized Agent _____ Date _____

Personal Care Assistance

Service Definition: Personal Care is a level of care for individuals who do not require care in a NF or ICF/MR. Personal Care service is by an agency holding a valid certification and contract to provide Title XIX Living Choice Project Personal Care service. Personal Care is defined as assistance to an individual in carrying out activities of daily living, such as bathing, grooming and toileting or in carrying out instrumental activities of daily living, such as preparing meals and doing laundry, to assure personal health and safety of the individual or to prevent or minimize physical health regression or deterioration. Personal Care services do not include service provision of a technical nature, i.e., tracheal suctioning, bladder catheterization, colostomy irrigation, and operation/maintenance of equipment of a technical nature.

Provider Title: Personal Care Assistant (PCA)

Minimum Qualifications: Provider has a current Living Choice Project certification and Oklahoma Health Care Authority contract to provide Title XIX Living Choice Project Personal Care services. The Provider agency meets all licensure requirements as set forth in state regulations 63 O.S., Sec. 1-1961 et seq. The PCA is at least 18 years of age, has not been convicted of a crime as defined in 63 O.S., Sec. 1-1950 et seq., has no pending notation of abuse or neglect as reported by the Oklahoma State Department of Health Nurse Aide Registry, demonstrates the ability to understand and carry out assigned tasks, has verifiable work history and/or personal references, has verifiable identification and meets all Medicaid contractual and certification requirements.

Training Requirements: Demonstrates competency to a qualified evaluator to meet the personal care assistance needs of the individual Participant.

PERSONNEL

A Personal Care administrative supervisor shall be designated by the provider ownership or administrative management to supervise the day-to-day delivery of direct Personal Care services. This position of responsibility may be assigned in conjunction with other duties within the provider organization.

The designated administrative supervisor shall be at least 21 years of age and have at least one year of supervisory experience in the field of health care or social services. In addition, the supervisor must meet at least one of the following criteria before performing the supervisory duties required by these standards. The administrative supervisor must:

- Be a RN licensed in the State of Oklahoma; or
- Have a Bachelor of Science or Bachelor of Arts degree; or

LIVING CHOICE PROJECT SERVICE DEFINITIONS

- Be a LPN, licensed in the state of Oklahoma with at least one year of experience with the direct care of the elderly, disabled, or infirm; or
- Have three years experience in the care of the elderly, disabled and infirm.

If the designated administrative supervisor is not a RN, the provider agency shall have an RN consultant available to fulfill the specific functions described later in this section. The RN consultant must be currently licensed in the State of Oklahoma.

Supervision

The duties of the designated supervisor will include the following:

- Utilize the plan of care to determine the training needs of the PCA for each Participant assigned and implement the plan of care that meets the needs of each Participant. Provide training, as necessary, based upon the needs of the PCA and/or the needs of the Participant. Arrange for a qualified evaluator to review and certify PCA competency to perform required plan of care tasks and confirm that this certification is documented on the PCA competency checklist maintained in the agency's PCA file. For all hands on personal care tasks, qualified PCA competency evaluators must be appropriately licensed health care professionals (RN, PT, etc.). Assure agency compliance with all requirements of the Occupational Safety and Health Act.
- Monitor the provision of Personal Care services and authorized RN visits to ensure that services are delivered in accordance with the services authorized by the AA. This shall include routine review and comparison of the PCA's logs of services with the service authorizations for each Participant. The units of service authorized, the tasks specified, and the authorized frequency of delivery must be compared to the units, tasks and frequency of delivered services. A written explanation of any discrepancies and description of corrective action taken must be signed and dated by the supervisor and be readily available for monitoring or inspection. This requirement shall be met by the Supervisory Monitoring/Delivery Log. The Log must be completed monthly.
- Complete a written evaluation of each Personal Care Assistant's performance at least annually. The evaluation must be based in part on at least one on-site visit, unannounced to the aide beforehand. The PCA must be present during the visit. The written report of the evaluation should document the visit, containing the Participant's name and address, the date and time of the visit, the PCA's name, and the supervisor's observations and notes from the visit. In addition to information from the on-site visit, the written evaluation should contain sufficient other data on the PCA's performance to demonstrate that the evaluation was based on qualified observation. The written evaluation should show what support and

LIVING CHOICE PROJECT SERVICE DEFINITIONS

supervision has been provided to the PCA and what support, supervision, and other intervention is planned as a result of the evaluation. The evaluation must be signed and dated by the supervisor who prepared it and by the aide.

- Communicate with the Living Choice Project Transition Coordinator/Case Manager regarding changes in any Participant's condition and recommended changes in scope or frequency of service delivery. The Living Choice Provider communication form should be used to transmit and document such communication.

- Report any PCA suspected of abuse, neglect or exploitation to the Adult Protective Services staff of the Oklahoma Department of Human Services, the Attorney General Medicaid Unit and the Oklahoma State Department of Health.

RN Supervision

RN supervision of Personal Care services is a state requirement of the Living Choice Project. Each Living Choice provider agency must have an RN available to perform specific supervisory functions. While some of the nursing supervision functions may be delegated to a LPN, the provider agency is responsible for having RN staff available to perform specified supervisory tasks.

Quality Assurance Framework

To assure the Participant's health and welfare, Home Care providers must have a foundational Quality Assurance framework in place to lead to discovery, remediation and improvement of issues related to personal care service delivery. The key elements required for a foundational Quality Assurance framework include a process for Participant Complaint and Grievance, Participant Satisfaction Survey, Quality Self-Audit, Employee Education and Training Program and Personal Care Staffing.

Quality Self-Audit

At a minimum a Home Care provider agency must meet service quality monitoring and oversight requirements in accordance with OAC 310: 662-5-4. In addition as part of Living Choice certification as a qualified provider of Home Care services, agencies are required to develop and implement a Continuous Quality Improvement (CQI) plan that details the quality safeguards the provider has designed to meet the state requirements. The provider will be held accountable for following the Quality Self-Audit process for supervisory oversight of personal care services described in the individual provider's AA approved CQI plan. For Quality Self-Audit supervisory monitoring visits, the RN shall visit the Participant at home or determine that an LPN make the visit based upon the type(s) of Personal Care services authorized in the Participant's plan of care. Until providers have an approved CQI plan in place they will be required to continue to

LIVING CHOICE PROJECT SERVICE DEFINITIONS

complete the RN supervisory requirements as outlined in the October 2004 Living Choice Project Service Standards.

The RN has the responsibility of determining the status of the present plan of care in meeting the Participant's needs. The LPN is under the direct supervision of the RN. This supervision includes a review and co-signature by the RN for all reports prepared by the LPN and consultation between RN and LPN as needed.

Written notes concerning the on-site visit must be maintained in the Participant's case record. In addition, the RN must keep an on-site visiting log, which lists, for each visit, the name of the Participant visited and the date the visit was made and whether the visit was made by an LPN or RN.

PERSONNEL RECORD

The provider must maintain an individual record for each Personal Care Assistant. A personnel record is a confidential record and shall be protected from damage, theft and/or unauthorized inspection. An individual personnel record shall include, at a minimum, the following:

- Employment application and employment record including the PCA's signature, date of birth, education, work experience, date employed, job titles or positions and dates held, and, if applicable, date terminated by the service provider;
- Documentation of at least 2 references contacted;
- Documentation of all Participants served and that a task specific competency checklist for each Participant served exists for the PCA in each employee file;
- Annual performance evaluation which includes observations from an on-site visit;
- Signed statement(s) verifying that the PCA received a copy of the Participant's Rights and the Provider's Code of Ethics, and that the provider's policy regarding confidentiality of Participant information was explained prior to service delivery;
- Returned ID card for a terminated PCA, or documentation of why it is not available.

The provider must maintain the supervisor's and the RN's on-site visiting log.

Copies of the Supervisory Monitoring/Delivery Log, explaining discrepancies between authorized and delivered services, and describing the corrective action taken, must be maintained in a central location and available for monitoring or inspection by the Living Choice Project.

LIVING CHOICE PROJECT SERVICE DEFINITIONS

Providers must retain for six (6) years fiscal and service records, which coincide and fully document services billed to the Medicaid agency. Failure to retain and submit upon request adequate documentation for all services billed to the Medicaid agency may result in recovery of the Medicaid payments for those services not adequately documented and may result in sanctions to the provider's Medicaid participation. The provider must make records available to the Center for Medicare/Medicaid Services, the Oklahoma Health Care Authority, the Department of Human Services, or their designees for unannounced inspections and audits, with access during normal business hours.

Agency _____

Authorized Agent _____ Date _____

Personal Care and Therapy Enhancement to Adult Day Health Care

Service Definition: Service Enhancements to Adult Day Health Care are: personal care, physical, occupational, speech/language, and/or respiratory therapy.

Personal care service enhancement in Adult Day Health Care is assistance in bathing and associated hair and nail care as part of the bathing assistance service. Assistance with eating, mobility and toileting are personal care services that are integral to the Adult Day Health Care service and are covered by the Adult Day Health Care basic reimbursement rate. Assistance with bathing, and associated hair and nail care, are not usual and customary adult day health care services. Enhanced personal care in adult day health care for assistance with bathing will be authorized when a Living Choice Project Participant who uses adult day health care requires assistance with bathing and associated hair and nail care to maintain health and safety.

Physical, occupational, speech and respiratory therapies are defined under skilled therapy services. Therapy service enhancements, when indicated in the recipient's plan of care, will be furnished as a component of Adult Day Health Care. As a cost-containment measure, enhanced personal care and/or therapies in Adult Day Health Care are reimbursable on a per unit basis as an Enhancement to basic Adult Day Health Care.

Provider Title: Adult Day Health Care Center.

Minimum Qualifications: The provider shall have a current Living Choice Project and Oklahoma Medicaid contract to provide Adult Day Health Care to Living Choice Project Participants. Facility and caregiver staff meets all training and certification requirements set forth in state regulation 56 O.S., Sec. 1-177 et seq.

Therapy services are provided by a licensed physical, occupational, respiratory, and/or speech therapist as specified by the physician's orders or by an appropriate certified therapy aide working under the direction of the licensed therapist.

Agency _____

Authorized Agent _____ Date _____

Personal Emergency Response System (PERS)

Service Definition: An electronic device which enables certain individuals at high risk of institutionalization to secure help in an emergency. The individual may also wear a portable “help” button to allow for mobility. The system is connected to the person’s phone and programmed to signal a response center once a “help” button is activated. The response center is staffed by trained professionals who are employees of the PERS company.

Service criteria: PERS services are limited to those individuals who live alone, or who are alone for significant parts of the day, and have no regular caregiver for extended periods of time, and who would otherwise require extensive routine supervision. The individual will also need to meet the established authorization criteria.

Provider Title: Durable Medical Equipment Provider

Minimum Qualifications: The Provider shall have a current Living Choice Project certification and Oklahoma Medicaid contract to provide Durable Medical and/or Rehabilitative Equipment and/or supplies. All items provided or modified shall meet applicable general standards of manufacture, design, and installation.

Agency _____

Authorized Agent _____ Date _____

Pharmacological Evaluations

Service Definitions:

Agency _____

Authorized Agent _____ Date _____

Physical Therapy Services

Service Definition: Physical Therapy services are those that prevent physical disability through the evaluation and rehabilitation of individuals disabled by pain, disease or injury. Services are provided in the Participant's home and are intended to help the Participant achieve greater independence to reside and participate in the community. Treatment involves use of physical therapeutic means such as: massage, manipulation, therapeutic exercise, cold heat, hydrotherapy, electrical stimulation and light. Under a physician's order, a licensed physical therapist evaluates the recipient's rehabilitation potential and develops an appropriate, written therapeutic regimen. The regimen utilizes paraprofessional physical therapy assistant services within the limits of their practice, working under the supervision of the licensed physical therapist. The regimen includes education and training for informal caregivers to assist with and/or maintain services, where appropriate. The therapist will ensure monitoring and documentation of the recipient's rehabilitative progress and will report to the recipient's Transition Coordinator/Case Manager and physician to coordinate necessary addition and/or deletion of services, based on the Participant's condition and ongoing rehabilitation potential.

Physical Therapy Services shall be included in the individual service plan only when it is necessary to prevent or delay the permanent institutionalization of an individual.

Physical Therapy Service Components:

1. Assessment

Visits by a physical therapist to assess a Participant's rehabilitation needs and potential or to develop and/or implement a physical therapy home program. Assessment should include objective tests and measurements such as, but not limited to, range of motion, strength, balance, coordination, endurance, or functional ability.

Visits for management of a care plan should also be included as assessment visits.

2. Therapeutic Exercises

Therapeutic exercise which, due either to the type of exercise or the condition of the Participant, must be performed by or under the supervision of a physical therapist to ensure the Participant's safety and the effectiveness of the treatment.

3. Gait Training

Gait evaluation and training are covered when reasonable and necessary for a Participant whose ability to walk has been impaired by neurological, muscular, or skeletal

LIVING CHOICE PROJECT SERVICE DEFINITIONS

abnormalities if they can be expected to improve materially the Participant's ability to walk.

4. Range of Motion

Only a qualified therapist may perform range of motion tests and therefore such tests are skilled physical therapy. Range of motion exercises are covered only if they are part of the active treatment for a specific disease state, illness or injury which has resulted in a loss or restriction of mobility. Physical therapy notes should document the degree of motion lost and the degree to be restored.

Range of motion exercises that are not related to the restoration of a specific loss of function may usually be provided safely and effectively by a non-skilled individual.

5. Maintenance Therapy Program

Repetitive services required to maintain function and prevent regression do not usually require the skills of a physical therapist.

A maintenance program may be established if, after an evaluation, the restorative potential of the Participant is judged to be insignificant. In such situations, the evaluation, the instruction of the Participant or caregivers, and reevaluations until the program can be safely and effectively carried out are all considered to be covered therapy services.

Provider Title: Physical Therapist, Physical Therapist Assistant;

Minimum Qualifications: Provider holds a current Living Choice Project certification and Medicaid contract to provide physical therapy services to Living Choice Project recipients. Physical therapy services are provided by a licensed Physical Therapist or a Physical Therapy Assistant working under the direction of a licensed Physical Therapist and meeting all training and certification requirements as set forth in state regulations 59 O.S., Sec. 887.1 et seq.

Agency _____

LIVING CHOICE PROJECT SERVICE DEFINITIONS

Authorized Agent _____ Date _____

Private Duty Nursing

Service Definition: Individual and continuous skilled nursing care (in contrast to part time or intermittent care) provided by licensed nurses within the scope of State law. These services are provided to the participant at home. The provision of this service will prevent institutionalization of the participant.

These services are provided through the Living Choice Project to adults. These services are provided to participants 19 to 20 years of age, through the Child Health plan, EPSDT.

Provider Type: In-Home Care Agency

Minimum Qualifications: Provider has a current Living Choice Project certification and Oklahoma Medicaid contract to provide Skilled Nursing services to Living Choice Project Participants. Provider meets all training and certification requirements as set forth in state regulations 63 O.S., Sec. 1-1961 et seq. Direct care staff for skilled nursing services are RNs or LPNs working under the direction of an RN and meeting all training and certification requirements as set forth in state regulations 59 O.S., Sec. 567.1 through 567.16.

Agency _____

Authorized Agent _____ Date _____

Psychiatry

Service Definition: This service provides outpatient psychiatric services provided by a licensed psychiatrist and will be comprised of diagnosis, treatment and prevention of mental illness. These services will also include review, assessment and monitoring of psychiatric conditions, evaluation of the current plan of treatment and recommendations for a continued and/or revised plan of treatment and /or therapy, including required documentation. Psychiatrists may provide instruction and training to individuals, family members, transition coordination/case management staff and/or provider staff in recognition of psychiatric illness and adverse reactions to medications.

These services are provided through the waiver to adults. These services are provided to participants 19 to 20 years of age, through the Medicaid State plan, EPSDT.

Provider Title: Psychiatrist

Minimum Qualifications: Provider must hold a non-restrictive license to practice medicine in the State of Oklahoma under either:

M.D. – 59 Oklahoma Statute Supplement Section 492 et. seq.

D.O. – Oklahoma Statute Supplement ‘98m Section 620 et seq.

Additionally hold a current certification by the Board of Psychiatry and Neurology or satisfactory completion of an approved residency program in Psychiatry and have a current Medicaid contract with the Oklahoma Health Care Authority to provide Psychiatry services to Living Choice participants.

Agency _____

Authorized Agent _____ Date _____

Psychological Services

Service Definition: Psychological Services include evaluation, psychotherapy, consultation and behavioral treatment. Services are provided in any community setting as specified in the Participants’s transition or community service plan. Services are intended to maximize an Participants’s psychological and behavioral well-being. Services are provided in both individual and group (8 person maximum) formats.

Provider Title: Psychologist

Minimum Qualifications: Provider must hold a non-restrictive license as a Psychologist by the Oklahoma State Board of Examiners of Psychologists or by the applicable state board in the state where service is provided. 59 O.S. Supp Section 2000, 1352, et seq. and a current Medicaid contract with the Oklahoma Health Care Authority to provide Psychological services to Living Choice participants.

Agency _____

Authorized Agent _____ Date _____

Respite Care

Service Definition for Home Health Agencies: Services provided to individuals unable to care for themselves; provided on a short-term episodic basis because of the temporary absence or need for relief of those persons normally providing the care. The cost of room and board will not be covered except when provided as part of respite care in a facility approved by the State that is not a private residence.

Prior to the use of the Living Choice Project Respite Care Services, optimal utilization will be made of informal supports and community/volunteer organization and agency resources. Respite Care shall be included in the individual service plan only when it is necessary to prevent the permanent institutionalization of the individual. The minimum number of hours of respite that will prevent institutionalization shall be used.

Regular respite is a period of service of at least two-(2) hour's duration but no more than seven (7) hours duration. Regular respite may be offered within the home by agencies certified for providing the Living Choice Project In-Home Care services or regular respite may be offered within a Living Choice Project certified Adult Day Health Care Center for the number of people and hours allowed by law.

Extended respite is any single period of service in excess of seven (7) hours per day. Extended respite may be offered within the home by agencies certified for providing the Living Choice Project In-Home Care services or extended respite may be offered within a Living Choice Project certified Nursing Facility.

Provider Title: In-Home Respite Aide

Minimum Qualifications: Provider has a current Living Choice Project certification and Oklahoma Medicaid contract to provide In-home respite care services to Living Choice Project Participants. In-home respite provider meets certification requirements as set forth in state regulations 63 O.S., Sec. 1-1961 et seq. The In-home Respite Aide shall meet minimum requirements for Title XIX Personal Care Assistance workers.

Nursing facility - 63 O.S., Sec. 1-1901 et seq.;

Adult Day Care Center - 56 O.S., Sec. 1-177 et seq.

Agency _____

Authorized Agent _____ Date _____

Skilled Nursing Services

Service Definition: Services listed in the plan of care which are within the scope of the State's Nurse Practice Act and are provided by a registered professional nurse, or licensed practical or vocational nurse under the supervision of a RN, licensed to practice in the State. The provision of this service will prevent institutionalization of the Participant.

The nursing services, which may be authorized, are services of a maintenance or preventative nature provided to Participants with stable, chronic conditions. These services are not intended as treatment for an acute health condition and may not include services, which would be reimbursable as skilled nursing care under either the Medicare or Medicaid Home Health Programs. Should the Personal Care nurse detect a need for services that would meet the definition of reimbursable skilled nursing care under the Home Health Program, he/she must alert the Participant's physician and the Living Choice Project Administration. If the need for skilled nursing services exceeds the scope of the Medicaid State Plan Home Health Benefit, Living Choice Project skilled nursing services may be authorized to ensure the health and safety of the recipient.

The Living Choice skilled nurse's primary role is to assess the Participant's health and safety, develop and implement the personal care plan, provide training and supervision to the Personal Care Assistant and/or Advanced Supportive/Restorative aide and ongoing assessment of the suitability of the care plan to meet the Participant's needs. This is accomplished through the Interdisciplinary Team (IDT) planning process which includes the Participant, Transition Coordinator/Case Manager, and other members of the IDT as appropriate. It is the responsibility of the RN to attend IDT Meetings required to develop or amend the Plan of Care.

To comply with the Oklahoma Home Care Act, an initial RN evaluation must precede personal care service delivery, must be part of the assessment and each reassessment supporting the plan of care for personal care services provided by an in-home care provider and must be performed by the entity that provides or contracts with personal care workers to provide the personal care services. To promote continuity of care and timely service delivery, the Living Choice Project regards an agreement by a provider to produce a nurse evaluation as an agreement, as well, to provide those Medicaid in-home care services identified by the assessment/reassessment that the provider is certified and contracted to provide. Reimbursement for a nurse evaluation shall be denied if the provider that produced the nurse evaluation fails to provide the Medicaid in-home care services identified by the assessment when the provider is certified and contracted to provide those services.

Nursing Supervision: As referenced in the ASR Supervision Standards.
Additional skilled services may include one or more of the following where appropriate to the needs of the Participant is authorized by the Living Choice Project Administrative Agent:

LIVING CHOICE PROJECT SERVICE DEFINITIONS

Filling a one-week supply of insulin syringes for a blind diabetic who can self-inject the medication but cannot fill his own syringe. This service would include monitoring the patient's continued ability to self-administer the insulin;

Setting up oral medications in divided daily compartments for a Participant who self-administers prescribed medications but needs assistance and monitoring due to a minimal level of disorientation or confusion;

Monitoring a Participant's skin condition when a Participant is at risk of skin breakdown due to immobility or incontinence or the Participant has a chronic stage II decubitis requiring maintenance care and monitoring;

Conducting general health evaluations;

Providing nail care for the diabetic Participant or Participant with circulatory or neurological deficiency;

Making a monthly on-site visit to each Participant for whom Advanced Supportive/Restorative Care services are authorized to evaluate the condition of the Participant. A monthly visit report will be made to the Living Choice Project Transition Coordinator/Case Manager, to report the Participant's condition or other significant information concerning each Advanced Supportive/Restorative Care Participant; and

Provide on-the-job training and competency testing for Advanced Supportive/Restorative Care aides.

Provide to the Transition Coordinator/Case Manager a copy of each Nursing Evaluation (within 24 hours) or monitoring visit (within 48 hours) paid for by the Living Choice Project.

The Living Choice Project Transition Coordinator/Case Manager may recommend authorization of RN visits in other similar situations.

It is the responsibility of the RN to contact the Participant's physician to obtain any necessary information or orders pertaining to the care of the Participant. If the Participant has an ongoing need for service activities, which require more or less units than authorized, the RN shall recommend, in writing, that the Plan of Care be revised.

Provider Title: In-Home Care Agency

Minimum Qualifications: Provider has a current Living Choice Project certification and Oklahoma Medicaid contract to provide Skilled Nursing services to Living Choice Project Participants. Provider meets all training and certification requirements as set forth in state regulations 63 O.S., Sec. 1-1961 et seq. Direct care staff for skilled nursing services are RNs or LPNs working under the direction of an RN and meeting all training

LIVING CHOICE PROJECT SERVICE DEFINITIONS

and certification requirements as set forth in state regulations 59 O.S., Sec. 567.1 through 567.16.

Agency _____

Authorized Agent _____ Date _____

Special Medical Equipment and Supplies

Service Definition: Specialized medical equipment and supplies to include devices, controls, or appliances, specified in the plan of care, which enable Participants to increase their abilities to perform activities of daily living, or to perceive, control, or communicate with the environment in which they live. Also includes items necessary for life support, ancillary supplies and equipment necessary to the proper functioning of such items, and durable and non-durable medical equipment not available under the Medicaid State plan. Items reimbursed with waiver funds shall be in addition to any medical equipment and supplies furnished under the Medicaid State plan and shall exclude those items which are not of direct medical or remedial benefit to the Participant. This service is to secure medical equipment and supplies necessary for the welfare of the Participant, but shall exclude any equipment and/or supply items which are not of direct medical or remedial benefit to the waiver Participant. The service is authorized by the Participant's Living Choice Service Plan for equipment and supply items not available to the Participant under Medicare or the Medicaid State Plan and is necessary to prevent institutionalization. All items shall meet applicable standards of manufacture, design and installation.

Reoccurring services which are shipped to the Participant are compensable only when the Participant remains eligible for waiver services, continues to reside in the home and is not institutionalized in a hospital, skilled nursing facility or nursing home. It is the Provider's responsibility to check on the Participant's status prior to shipping these items. All services must be prior authorized. Reimbursement will not occur if these conditions are not met.

Provider Title: Durable Medical and/or Rehabilitative Equipment Supplier or Manufacturer

Minimum Qualifications: The Provider shall have a current Living Choice Project certification and Oklahoma Medicaid contract to provide Durable Medical and/or Rehabilitative Equipment and/or supplies. All items provided or modified shall meet applicable general standards of manufacture, design, and installation. Provider and/or consultants comply with all professional licensing and certification requirements applicable to any Physical, Occupational, Speech, and Respiratory Therapists, Prosthetists, Orthotists, and other specialists utilized in the provision of this service.

Agency _____

LIVING CHOICE PROJECT SERVICE DEFINITIONS

Authorized Agent _____ Date _____

Speech and Language Therapy Services

Service Definition: Speech/Language Therapy services are the use of special techniques for correcting disorders of speech, language, oral and pharyngeal sensorimotor function, hearing, balance, and their underlying processes. Under a physician's order, a licensed speech and language pathologist/audiologist will evaluate the Participant's rehabilitation potential and develop an appropriate, written therapeutic regimen. The regimen will include only those services and equipment necessary to prevent institutionalization of the recipient, as determined by the pathologist's and physician's evaluations. The regimen will include the use of paraprofessional speech therapy assistant services where possible, under the supervision of the licensed pathologist, and/or education and training for informal caregivers to assist with services, where appropriate. The pathologist will ensure monitoring and documentation of the recipient's rehabilitative progress and report to the recipient's Transition Coordinator/Case Manager and physician to coordinate necessary addition and/or deletion of services, based on the recipient's condition and ongoing rehabilitation potential.

Speech-language services would be covered when the services can only be provided by a speech-language pathologist and when it is reasonable to expect that the service will materially improve the Participant's ability to carry out independently any one or combination of communication activities of daily living in a manner that is measurable at a higher level of attainment than prior to the initiation of the services.

Speech and Language Therapy Service Components:

1. Evaluation

Visit made to determine the type, severity and prognosis of communication disorder, whether speech therapy is reasonable and necessary and to establish the goals, treatment plan, and estimated frequency and duration of treatment.

2. Voice Disorders Treatments

Procedures and treatment for Participants with an absence or impairment of voice caused by neurologic impairment, structural abnormality, or surgical procedures affecting the muscles of voice production.

3. Speech Articulation Disorders Treatments

Procedures and treatment for Participants with impaired intelligibility (clarity) of speech - usually referred to as anarthria or dysarthria and/or impaired ability to initiate, inhibit, and/or sequence speech sound muscle movements - usually referred to as apraxia/dyspraxia.

LIVING CHOICE PROJECT SERVICE DEFINITIONS

4. Dysphagia Treatments

Includes procedures designed to facilitate and restore a functional swallow when associated with a communication disorder.

5. Language Disorders Treatments

Includes procedures and treatment for Participants with receptive and/or expressive aphasia/dysphasia, impaired reading comprehension, written language expression, and/or arithmetical processes.

6. Aural Rehabilitation

Procedures and treatment for Participants with communication problems related to impaired hearing acuity.

7. Maintenance Therapy Program

Repetitive services required to maintain function and prevent regression do not usually require the skills of a pathologist.

A maintenance program may be established if, after an evaluation, the restorative potential of the Participant is judged to be insignificant. In such situations, the evaluation, the instruction of the Participant or caregivers, and reevaluations until the program can be safely and effectively carried out are all considered to be covered therapy services.

Provider Title: Speech/Language Pathologist, Speech/Language Pathologist Assistant

Minimum Qualifications: Provider holds a current Living Choice Project certification and Medicaid contract to provide Speech/Language therapy services to Living Choice Project Participants. Speech/Language therapy services are provided by a licensed Speech/Language Pathologist or a Speech/Language Therapy Assistant working under the direction of a licensed Speech/Language Pathologist and meeting all training and certification requirements as set forth in state regulations 59 O.S., Sec. 1601.1 et seq.

Agency _____

Authorized Agent _____ Date _____

Transportation Services

Service Definition: Service offered in order to promote inclusion in the community, access to programs and services and participation in activities to enhance community living skills, specified in the plan of care. Transportation services under the waiver are offered in accordance with the Participants's plan of care. Whenever possible, family, neighbors, friends, or community agencies, which can provide this service without charge, will be utilized. Transportation services include adapted, non-adapted, and public transportation.

Provider Title: Individual or Transportation Agency

Minimum Qualifications: Operator must possess valid and current Oklahoma Drivers License. Vehicle must meet applicable local and state requirements for vehicle licensure, inspection, insurance, and capacity. Providers must have current Medicaid contract with Oklahoma Health Care Authority to provide transportation services to Living Choice participants.

Agency _____

Authorized Agent _____ Date _____

Vision Services

Service Definition: Optometric Services listed in the Participant’s plan of care and include: routine eye examination for the purpose of prescribing glasses or visual aids, determination of refractive state, treatment of refractive errors or purchase of lenses and frames. Optometric services exclude these services provided through SoonerCare.

Provider Title: Optometrist

Minimum Qualifications: Provider has current Living Choice Project certification and current contract (Memorandum of Agreement) with the OKHCA to provide services to Living Choice Project Participants within the scope of optometric practice as defined in Oklahoma state law.

Agency _____

Authorized Agent _____ Date _____