

Interim Process for Requesting Personal care or Respite to supplant services lost from DDSN Day Programs or ADHC

Effective 4/22/20

- Case Managers may request units of Personal Care, Attendant Care and/or Respite to replace services lost as a result of closure or diversion of a DDSN Day program or ADHC.
- Any service requested must be justified (i.e., hands-on care for PC, supervision for respite)
- If there is a PC or respite assessment in the record that is less than a year old, the assessment does not have to be completed again to justify these replacement services.
- The additional amount of Personal Care, Attendant Care and/or Respite can exceed Waiver limits in the ID/RD and HASCI Waivers but the additional units may only total up to those lost by not receiving Day Program or ADHC services. Requests cannot exceed the cost cap in the CS Waiver.
- Case Managers should submit requests through the normal Plan Change Request Process.
- The request submitted by Case Manager must clearly identify the number of days the person was attending the program and the number of hours per day that the service was being provided.
- Requests must be adjusted to reduce the lost day service/ADHC service and will have an end date of no later than 6/30/20. If additional service is needed after 6/30/20, the case manager must submit a new Plan Change Request.
- Plan Reviewers will approve requests and ensure Plans and budgets are updated as appropriate.
- All requests will be logged on the shared spreadsheet titled Service Exception log on the COVID-19 tab.
- A copy of the spreadsheet will be provided to SCDHHS on a weekly basis.

*Replacement services for children displaced from school will continue to be reviewed under existing policies and processes.