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Reference Number: 700-08-DD

Title of Document: Single Case Agreement for Residential Habilitation

Date of Issue: April 21, 2022

Date of Last Revision: April 21, 2022 (NEW)

Effective Date: May 1, 2022

Applicability: Residential Habilitation Providers

PURPOSE

This Directive outlines procedures for requesting a Single Case Agreement (SCA) for residential habilitation services. Residential habilitation is a Home and Community Based waiver service that provides care, supervision and skills training in a non-institutional setting. The type, scope, and frequency of care, supervision and skills training to be furnished are described in the waiver participant's (person's) service plan and are based on his/her assessed needs and preferences. Services furnished as residential habilitation must support the person to live as independently as possible in the most integrated setting that is appropriate to his/her needs.

Single Case Agreements (SCAs) are contracts issued by the South Carolina Department of Health and Human Services (SCDHHS) to Medicaid enrolled providers of residential habilitation for additional funding for the provision of residential habilitation to one (1) person. SCAs provide financial supports beyond those established in the Intellectual Disability/Related Disabilities (ID/RD) Waiver and the Head and Spinal Cord Injury (HASCI) Waivers when the person's necessary care, supervision, and skills training will result in costs beyond the rate available through the appropriate tier of residential habilitation. SCAs are only available when the cost associated with the person's necessary care, supervision and skills training demonstrably exceed the amount available through an appropriate/available tier of residential habilitation.

While SCDHHS has sole discretion regarding the issuance of SCAs, a coordinated process for requesting a single case agreement (SCA) will occur between SCDHHS, DDSN, the person, and, as appropriate, the person's case manager or residential habilitation provider. Only SCDHHS has the authority to issue a SCA.

PROCEDURES

A. Initial Requests

Initial requests for single case agreements may be initiated by DDSN when the support needs for someone who is determined eligible for residential habilitation but is not yet authorized to receive it demonstrably exceeds the funding associated with the tier of residential habilitation for which they qualify.

Initial requests for SCAs may also be submitted by the person's residential habilitation provider when it is determined that the cost of the person's support needs demonstrably exceeds the funding associated with the currently authorized tier of residential habilitation.

The Request for Single Case Agreement – Residential Habilitation form (Attachment A) must be used to request a SCA and must be accompanied by documents which support the need for the additional funding. This form can be found on the DDSN Application Portal > Business Tools > Forms > Directives – 700 Series.

When an initial request for a SCA is made by the residential habilitation provider, the request and supporting documentation must be submitted to DDSN for an initial programmatic and fiscal review. Documentation must be submitted to DDSN via encrypted email to SCARequest@ddsn.sc.gov. Based on this review, DDSN will determine if the request clearly demonstrates that the cost to provide necessary care, supervision and skills training demonstrably exceeds the funding available through an appropriate tier of residential habilitation. When DDSN determines that additional funding is sufficiently justified and warranted, a recommendation for approval will be made to SCDHHS. Final decisions regarding all single case agreements will be made by SCDHHS; only SCDHHS may issue SCAs.

B. Approval Period and Expiration of SCA

The maximum approval period for a SCA is one (1) year. A SCA may be issued for less than one (1) year when deemed appropriate based on the circumstances which warranted the issuance of the SCA. SCAs will automatically expire unless approval for continuation is granted prior to the expiration date of the current approval. Upon expiration of the SCA without continued approval, the additional funding awarded through the SCA will end, but the authorized tier of residential habilitation will continue.

C. Requests for Continuation

The Request for Single Case Agreement – Residential Habilitation form (Attachment A) must be submitted prior to the expiration of the current SCA in order for the SCA to continue. The completed Request for Single Case Agreement – Residential Habilitation form (Attachment A)

must be accompanied by documentation which supports the justification of the continued need for the additional funding. The Request for Single Case Agreement form can be found on the DDSN Application Portal > Business Tools > Forms > Directives 700 Series.

D. Documenting Need for SCAs

In order for a SCA to be issued, the cost to support the person through residential habilitation must demonstrably exceed the rate established for the tier of residential habilitation for which the person is or can be authorized. When the additional costs will be incurred because additional staff support is necessary, the costs must be calculated in consideration of the entire residential setting in which the person receives or may receive services. Requests must include detailed information about the costs that exceed or are projected to exceed the established rate.

Examples:

- The tier of residential habilitation available to the person is High Management. However, the person can only be successfully supported in a single-occupancy setting with two (2) staff present 16 hours per day and one (1) staff person present eight (8) hours per day. Employment and Day Services are contraindicated for this person.
- The tier authorized for residential habilitation is Tier 3. The person requires medications twice daily that are given or held based on assessment (nursing judgement); therefore, nursing services are required when those medications are administered. Two (2) hours daily, seven (7) days weekly of nursing services are required for this person to be successful. The additional funding needed for these services is \$80.00 per day/\$29,200 per year.
- The tier authorized for residential habilitation is Tier 3. The person will be discharged from a DDSN Regional Center (Intermediate Care Facilities for Individuals with Intellectual Disabilities {ICF/IID}), but requires significant direct (hands-on) support from another to complete activities of daily living including personal hygiene (bathing, grooming), dressing, eating, and maintaining continence. Significant support is needed from staff for the completion of instrumental activities of daily living, and frequent staff intervention is required maintain meaningful engagement in recreational or leisure activities.

For initial requests, in addition to a completed Request for Single Case Agreement – Residential Habilitation form (Attachment A), documentation to support any assertions made must be submitted. This documentation should be specific to the assertions made and may include, but not be limited to:

- Documentation of problem behavior; police incident reports; court records
- Documentation showing that the person's or others' health and/or safety are at imminent risk of serious harm without enhanced services

- Service/support plans from other service providers and progress reports
- Physical health reports; psychiatric reports; hospital discharge reports
- Assessment data showing the degree and frequency of support required
- Proposed schedule for additional staff support and associated costs required to meet participant needs above the tier of residential habilitation available to the person. Documentation should also include the current/typical staffing pattern of the home as well as the staffing pattern to which the provider will adhere upon approval of the SCA.
- When the support needs of a person who is receiving residential habilitation increases, documentation of the interventions that have been tried or considered. Examples include, but may not be limited to, effective behavior support plans, participant compatibility adjustments, participant activity/scheduling enhancement/adjustment, technology (e.g. door alarms, GPS tracking devices), 1:2 enhanced staffing is attempted prior to 1:1 staffing.

For requests for continuation, in addition to a completed Request for Single Case Agreement – Residential Habilitation form (Attachment A), a completed SCA Certification of Service Delivery form (Attachment B) must be submitted. Additionally, documentation, including evidence of the provision of the additional supports for which the initial SCA was issued and the person's response to those supports must be submitted. Examples include, but are not limited to:

- Evidence that the level of staffing approved per the SCA was actually delivered
- Evidence that interventions to address problem behavior were developed and implemented
- Evidence that a nurse licensed by the State administered medications requiring nursing judgement or performed the skilled nursing tasks
- Written description of efforts to and/or results of fading enhanced services.

E. Documentation Requirements for Approved Residential Habilitation Enhanced Services

Documentation must be maintained by the residential habilitation provider and made available at the time of contract compliance review. DDSN's Quality Assurance/Quality Improvement (QA/QI) contractor will review documentation that demonstrates the implementation of the supports/interventions for which the SCA was issued. Examples of the documentation which may be required include, but may not be limited to:

- The person's plan specifically reflects the level of supervision required by the person.

- Staff schedules which reflect the fulfillment of the required supervision levels of the person.
- Documentation that the staff scheduled actually were present and delivered the level of supervision required.
- Documentation that a licensed nurse delivered the medication and/or performed the skilled nursing tasks.

F. Documentation of Approval or Denial and Billing

When a SCA will be issued, SCDHHS will prepare a Memorandum of Understanding (MOU) between the residential habilitation provider and SCDHHS. The MOU must be signed by the residential habilitation provider and returned to SCDHHS. The MOU will not be executed until the MOU is signed and returned to SCDHHS.

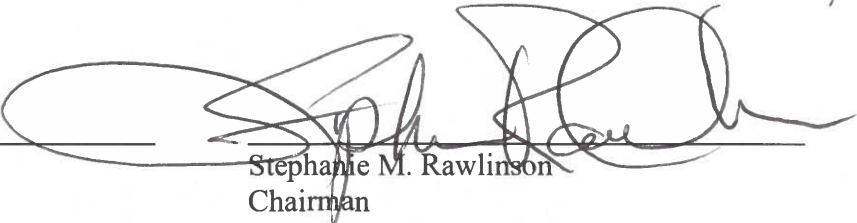
The case manager for the person for whom a SCA is issued must plan for and authorize the appropriate tier of residential habilitation to the residential habilitation provider.

The residential habilitation provider will bill Medicaid for the authorized residential habilitation services delivered. This billing may be via the SCDHHS WebTool or via Therap. NOTE: Approved additional funding must be invoiced separately.

To bill for and receive payment for the additional funding, the residential habilitation provider must follow the instructions for claims submission outlined in the MOU. NOTE: residential habilitation is billed separately from any approved additional funding.

When a request for a SCA is denied, the person, his/her case manager, and/or his/her residential habilitation provider will be notified in writing of the denial and provided with information for requesting reconsideration of the decision.


Barry D. Malphrus
Vice Chairman


Stephanie M. Rawlinson
Chairman

To access the following attachments, please see the agency website page “Current Directives” at: <https://ddsn.sc.gov/providers/ddsn-directives-standards-and-manuals/current-directives>

Attachment A: Request for Single Case Agreement Residential Habilitation
Attachment B: Single Care Agreement Certification of Service Delivery