**Behavior Support Services**
Revised July 2019

**Definition**

Behavior Support Services address behavioral challenges experienced by a HASCI Waiver participant by using validated practices to identify causes and appropriate interventions that prevent or reduce occurrence. It includes functional behavior assessments and analyses; development of behavior support plans; implementing interventions designated in behavior support plans; training key persons to implement interventions designated in behavior support plans; monitoring effectiveness of behavior support plans and modifying as needed; and educating family, friends, or service providers concerning strategies and techniques to assist the participant in preventing/controlling/modifying inappropriate behaviors, including the necessary education for the waiver participant to do this independently when possible.

**Service Unit**

Behavior Support Assessment: one unit equals thirty (30) minutes

Ongoing Behavior Support: one unit equals thirty (30) minutes

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

**Service Limit / Restrictions**

There is no set limit for Behavior Support Services funded by HASCI Waiver; however, units must be authorized based upon a Behavior Support Assessment and consistent with the participant’s Behavior Support Plan. It is expected the participant will improve in functioning or otherwise continue to benefit from ongoing Behavior Support.

For a HASCI Waiver participant who receives Residential Habilitation, Behavior Support Services are a component of Residential Habilitation and are included in the rate paid to the residential provider. If it is needed by the participant, the residential provider must directly provide or obtain it. Those participants receiving Residential Habilitation will not be separately authorized to receive Behavior Support Services through the HASCI Waiver.
Providers

Behavior Support Services funded by the HASIC Waiver must be provided by:

- Qualified professionals enrolled with SCDHHS as providers of Behavior Support Services after SCDDSN verifies the qualifications and approves the provider.

Arranging and Authorizing the Service

If the Waiver Case Manager determines that a HASIC Waiver participant needs and requests Behavior Support Services, the need must be clearly documented in the participant’s Support Plan, including the specific problem behaviors that need to be addressed.

Initially, a Behavior Support Assessment must be arranged and authorized. To obtain the necessary assessment, the participant’s Support Plan must be updated to clearly reflect the name of the service and payer, the amount, frequency, and duration of the service, and the provider type. In order to update the Support Plan, the Waiver Case Manager will complete a Plan Change Form on Therap. This form will be electronically submitted to the Waiver Administration Division for review. The Waiver Administration Division Staff will review the request and the Waiver Case Manager will receive electronic notification if the request has been approved or if additional information is needed.

Upon approval, service information must be entered into the Service Tracking System (STS) by the Waiver Case Manager.

Following Support Plan approval, the participant or representative must be offered choice of provider. Offering of provider choice and the provider selected must be clearly documented in a Case Note.

To initiate the service following approval by the Waiver Administration Division, the chosen provider must be authorized using the Authorization for Behavior Support Services (HASIC Form 12M). This can be accessed via the SCDDSN Application Portal >Business Tools >Forms >HASIC Waiver. A copy must be maintained in the participant’s file.

After the Behavior Support Assessment has been completed, it must be reviewed by the Waiver Case Manager. If the assessment justifies additional or ongoing Behavior Support Services, the participant’s Support Plan must be updated to clearly reflect the name of the service, the amount, frequency, and duration of the service, and the provider type. In order to update the Support Plan, the Waiver Case Manager will complete a Plan Change Form on Therap. This form will be electronically submitted to the Waiver Administration Division for review. The Waiver Administration Division Staff will
review the request and the Waiver Case Manager will receive electronic notification if the request has been approved or if additional information is needed.

To initiate the service following approval by the Waiver Administration Division, the provider must be authorized using the Authorization for Behavior Support Services (H ASCI Form 12M). This can be accessed via the SC DDSN Application Portal >Business Tools >Forms >H ASCI Waiver. A copy must be maintained in the participant’s file.

**Billing**

The provider must bill SCDHHS for services rendered, and a prior authorization number must be assigned.

**Monitorship**

The Waiver Case Manager must monitor the service for effectiveness, frequency, duration, benefits, and usefulness of the service along with the participant’s/family’s satisfaction with the service. Monitoring may be completed with the participant, representative, service providers, or other relevant entities. Information gathered during monitoring may lead to a change in the service, such as an increase/decrease in units authorized, change of provider, change to a more appropriate service, etc. DDSN recommends that the Waiver Case Manager monitors this service when it begins and as changes are made.

Monitoring must be conducted as frequently as necessary in order to ensure:

- the health, safety and well-being of the participant;
- the service adequately addresses the need of the participant;
- the service is being furnished by the chosen provider in accordance with the authorizations, relevant policies and quality expectations;
- the participant/representative is satisfied with their chosen provider(s).

Some questions to consider during monitoring include:

- What are the recommendations from the evaluation/assessment?
- If ongoing Behavior Support Services are recommended, what is the recommended amount and frequency? What is the expected duration?
- If only a Behavior Support Plan is needed, how much time will be needed for implementation and training?
- Do the recommendations from the Functional Assessment/analysis address the initial concerns that justified the need?
• What are the specific goals of the recommended intervention(s)?
• How is the participant’s functional level likely to improve with intervention?
• How will progress be measured?
• Is the participant making significant progress toward the specific goals and objectives outlined in the Behavior Support Plan? If not, have the participant’s goals and objectives been modified to reflect the need for current services?
• Are the goals and objectives consistent with the participant’s overall life goals?
• Is the participant satisfied with the provider of services?
• Do services need to continue at the same level?
• What is the expected duration of services?

Monitoring contacts, face-to-face visits, and review of the participant’s Support Plan must be documented in Case Notes.

**Service Denial, Reduction, Suspension, and Termination**

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

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

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

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

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

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

When the action becomes effective, the participant’s Support Plan must be updated. Budget information in the Waiver Tracking System (WTS) must be adjusted accordingly.
In order to update the Support Plan, the Waiver Case Manager will complete a Plan Change Form on Therap. This form will be electronically submitted to the Waiver Administration Division for review. The Waiver Administration Division Staff will update the Support Plan to reflect the change in the service and will reconcile the waiver budget accordingly. Service information in the Service Tracking System (STS) must be updated by the Waiver Case Manager as necessary.