

# Ohio Department of Developmental Disabilities

## **Competency-Based, Training and Longevity Add-On**

Effective July 1, 2018

*Rev. Aug 10, 2018*

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## About the Add-On

An add-on rate is an amount “added-on” to the regular rate of reimbursement available for certain services.

The Competency-Based Training and Longevity Add-on adds \$0.39 per fifteen-minute unit, to the regular reimbursement rate for routine homemaker/personal care or HPC services.

Providers can only bill at this higher rate for routine HPC provided by eligible providers. [More on applicable services.](#)

Direct service providers interested in obtaining the add-on rate must meet the following conditions to be eligible.

- Two years of paid full-time or equivalent experience providing support to people with developmental disabilities [More on experience required.](#)
- Completion of 60 hours of applicable training [More on applicable training.](#)

## Applicable Services

The add-on is only applied when eligible direct service professionals provide routine HPC.

The add-on does not apply to On-site/On-call, participant-directed HPC or *any service* other than routine HPC.

Although the training and longevity add-on does not apply to Adult Day Supports or Vocational Habilitation, providers of those services may be eligible for the Community Integration Add-On of \$0.52 per unit.

The Community Integration add-on is available to staff who complete department-provided training deliver services in community settings, in groups four or fewer individuals. Free, online Community Integration training is available by logging into DODD MyLearning at [MyLearning.dodd.ohio.gov](https://mylearning.dodd.ohio.gov).

## Two Years of Full Time Experience

To be eligible for this add-on, direct service providers must have two years (or the equivalent 4,160 hours) experience providing hands-on support to people with developmental disabilities.

That is, 4,160 hours of paid work, providing services authorized through Level One, SELF, and/or Individual Options waivers (see a full [list of waiver services](#)), providing services in an intermediate care facility for individuals with intellectual disabilities, better known as an ICF <sup>1</sup>, or providing services funded by local resources, such as county board-funded programs like supported living or respite.

These hours do not have to be consecutive. They do not have to be from the same agency or the same job.

Hours can be part-time, intermittent, seasonal, or occasional work over any period of time.

Hours of experience may include hours worked in other states. <sup>2</sup>

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<sup>1</sup> Revision May 30, 2018, to clarify that experience providing services in an intermediate care facility is also applicable.

<sup>2</sup> Revision June 8, 2018, to clarify out-of-state experience is acceptable.

## Completion of 60 Hours of Applicable Training

Access to this add-on requires 60 hours of applicable training. Direct service providers are responsible for tracking hours of applicable training that they have successfully completed.

Training that applies toward this add-on includes

- Completion of Ohio DSPATHS Certificate of Initial Proficiency or Certificate of Advanced Proficiency, regardless of when it was completed
- OR any combination of the following courses completed, within the last five years
  - Online courses offered through DirectCourse accredited by the National Alliance of Direct Support Professionals
    - The department has made over 130 hours of these courses available at no cost, see [dodd.ohio.gov/training](http://dodd.ohio.gov/training)
    - Any of these courses are applicable for this add-on
  - Online courses offered through Relias that have been accredited by the National Alliance of Direct Support Professionals
  - In-person DSPATHS seminars, offered by the Ohio Alliance of Direct Support Professionals, with content accredited by the National Alliance of Direct Support Professionals, see [oadsp.org/training](http://oadsp.org/training)

Courses that do not apply toward the 60 hours of training for the add-on rate include

- any courses that were a part of the provider's eight-hour initial direct service provider training,
- any courses taken to meet annual training requirements, including
  - the requirements of rule OAC 5123:2-17-02 (MUI)
  - the rights of individuals set forth in OAC 5123.62 to 5123.64
  - the role and responsibilities with regard to services, including person-centered planning, community integration, self-determination, and self-advocacy, OAC 5123:2-2-01

Courses must have been completed within five consecutive, calendar years of the application for the add-on. [More about how to apply for the add-on.](#)

## Applying for the Training and Longevity Add-On

Direct service providers will track the hours of applicable training that they have successfully completed and submit documentation when they reach sixty hours.

Documentation of completed training may include

- a DSPATHS Certificate of Initial or Advanced Proficiency,
- training certificates or transcripts from DirectCourse or Relias Learning,
- and a certificate from in-person DSPATHS seminars offered by the Ohio Alliance of Direct Support Professionals.

No re-certification or re-application is needed to maintain the add-on rate. Once obtained, the direct service provider remains eligible indefinitely and can be billed through any employer.

Agency employees who later become independent providers may follow process for independent providers and apply for the add-on with proof of training and experience.

### *Provider Agency Staff*

#### *Proof of Experience*

Employees of a provider agency must submit proof of experience to their employer, in a manner prescribed by the employer, before the add-on can be applied.

The agency will review these documents and verify two years of work experience. The agency may use the department's [Employment Experience form](#) or develop one of their own.

The form is for agency records only. Agency employers should verify employment based on their typical procedures and may request reference letters or other forms of verification for the employment listed on this form. The Employment Experience form does not need to be submitted to DODD.<sup>3</sup>

Hours of experience must total two years, or the equivalent 4,160 hours of providing hands-on support to people with developmental disabilities, prior to applying for the add-on (no earlier than June 1, 2018).

#### *Proof of Training*

Employees of a provider agency must submit proof of training to their employer, in a manner prescribed by the employer, before the add-on can be applied.

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<sup>3</sup> Revision June 28, 2018, to add an agency provider-specific Employment Experience form.

Once the agency has verified the information, the agency may bill for hours of homemaker/personal care or HPC services provided by an eligible direct service provider using a billing code that reimburses the agency at a higher rate. [More on this billing code.](#)

The agency is required to maintain verification of related experience and training for each direct service provider for whom the add-on is billed.

### *Independent Providers*

Upon completion of 60 hours of applicable training, independent providers will submit both their proof of training completion and proof of experience to the department for verification, through the Provider Services Management or PSM application, uploading all supporting documentation before submitting for review.

#### *Proof of Experience*

Independent providers who wish to include hours of experience as a paid employee of a provider agency must submit statements on letterhead, which include

- the name and signature of a human resources representative,
- agency contact information,
- employment dates,
- and the total number of hours of paid for providing services.

[More about applicable services.](#)

Hours of experience as an independent provider of Level One, SELF, or Individual Options waivers services must be submitted using the department's [Employment Experience form](#), then submitted through PSM.

Hours of experience must total two years, or the equivalent 4,160 hours of providing hands-on support to people with developmental disabilities, prior to applying for the add-on (no earlier than June 1, 2018).

#### *Proof of Training*

Independent providers may submit proof of 60 hours of successfully completed training by uploading course transcripts and certificates, indicating hours and courses completed, into PSM (no earlier than June 1, 2018).

The department will review all documents submitted and verify that requirements of the add-on are met.

Independent providers will receive notification that they are eligible to bill hours of HPC using a billing code that reimburses the provider at a higher rate. [More on this billing code.](#)

### *Proof of Training: Using DirectCourse<sup>4</sup>*

A transcript of courses successfully completed is available through DirectCourse. After logging in to DirectCourse, learners can find a link to their transcript on their homepage or by using [instructions provided](#) by the department.

The DirectCourse transcript shows all of the courses a learner has taken and totals the contact hours for each course successfully completed.

Courses are marked as complete when the learner passes the course with a grade of 80 percent or higher.

*Total Contact Hours* indicates the total hours the learner has successfully completed, reflecting only the hours completed with an 80 percent or higher.

All of the contact hours completed in DirectCourse apply toward the add-on.

Item Name	Item Type	Due Date	Status	Completed	Score	Pretest Score	# of Units	Type of Unit	Provider	Assign Type
CDS: Cultural Competence: The Continuum	Lesson	11/15/2018	✓	11/15/2017	80.00			CEU	IACET	SE
CDS: Supporting Older Adults: Lesson 1: The Aging of the U.S. Population	Lesson	11/15/2018	✓	11/15/2017	80.00		.8	Contact Hours	CDS	SE
CDS: Supporting Older Adults: Lesson 2: Age Related Physical Changes	Lesson	05/04/2019	✗							SE
CDS: Supporting Older Adults: Lesson 3: Age Related Physical and Cognitive Changes	Lesson	05/04/2019	✗							SE
CDS: Supporting Older Adults: Lesson 4: Later Life Planning and Support	Lesson	05/04/2019	✗							SE
CDS: Supporting Older Adults: Lesson 5: Grieving and End-of-Life Support	Lesson	05/04/2019	✗							SE
CES: Strategies for Job Development, Part One: Lesson 1: Disclosure, Resumes, and Interviewing By Lara Enein-Donovan	Lesson	08/02/2018	✗							SE
CES: Strategies for Job Development, Part One: Lesson 2: Matching Job-Seeker Skills to Jobs By Lara Enein-Donovan	Lesson	08/02/2018	✗							SE
CES: Strategies for Job Development, Part One: Lesson 3: Marketing Materials for Job Development By Lara Enein-Donovan	Lesson	08/02/2018	✗							SE
CES: Strategies for Job Development, Part One: Lesson 4: Using Social Media to Market Job Seekers By Lara Enein-Donovan	Lesson	08/02/2018	✗							SE
First Time Users	Acknowledgement	10/31/2017	✗							A
Welcome!	Acknowledgement	10/31/2017	✗							A

  

Provider	Type of Unit	Total Credits
CDS	Contact Hours	0.8

Figure 1: Example of DirectCourse transcript showing a learner who has successfully completed 0.8 contact hours.

<sup>4</sup> Revised August 10, 2018, to include information regarding available transcripts and to clarify total contact hours.

## Budget and Billing

The Medicaid maximum rate for the add-on is \$0.39 for each 15-minute unit of routine HPC.

This add-on is state-funded, meaning the Ohio Department of Developmental Disabilities is paying the non-federal share.

### *Budgeting*

The cost of the add-on would not be attributed to the person's ODDP range or waiver budget limitation.

County boards of developmental disabilities will continue to project units of HPC but will not project the number of units to which the add-on will apply.

Since county boards will not be able to predict when a direct service provider who is eligible for this add-on rate will be scheduled to provide routine HPC services, this will not be included in the cost projection tool within Medicaid Services Systems or MSS. County boards will continue to project and authorize services using the typical procedure codes (APC, FPC, etc.).

### *Billing*

Providers bill new HPC "Q" codes contained in the appendix to the HPC rule.

Independent providers who have been determined by DODD to be eligible for the add-on will have the ability to submit claims using designated procedure codes that will pay the additional \$0.39/unit for routine HPC claims.

Agency providers must determine which employees are eligible for the add-on. When those employees deliver routine HPC, the agency may submit claims using the designated procedure codes that will pay the additional \$0.39/unit. This will enable the agency to pay the eligible employees an additional \$1.00/hour when delivering routine HPC.

A provider will add the \$0.39 add-on amount to the input rate of the claim per qualified staff member. When a multi-staff billing code is used, agency providers enter the number of qualified staff who meet the criteria for the add-on in the staff size billing field. [See Table 1.](#)



### *Billing the add-on in DRA<sup>5</sup>*

For service dates effective July 1, 2018 and after, the daily rate application (DRA) within Medicaid Service Systems or MSS has functionality to allow providers to enter hours of Routine HPC services provided by staff eligible to receive the add-on.

When entering actuals, first, enter the total hours of Routine HPC provided. Then any hours of routine HPC provided by a staff member eligible for the add-on is entered into the Competency Based Hours field in the daily rate application or DRA. When an amount is entered into the Competency Based Hours field, DRA will build the bill file with the service code AQL.

The bill file will indicate the total rate for each individual receiving services and the amount of the total that is competency based, ensuring that the add-on rate does not encumber the waiver participant's PAWS budget for services.

If no hours are added in the Competency Based Hours field, the bill file will build with the ADL service code.

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<sup>5</sup> Revision July 24, 2018 to add Billing the add-on in DRA information

Table 1

1 Staff	Individual Options Waiver	AQC	Add \$0.39 to rate
	Level One Waiver	FQC	
2 Staff	Individual Options Waiver	AQW	Add \$0.39 per qualified staff to rate; and  Enter number of qualified staff in "staff size"
	Level One Waiver	FQW	
3 Staff	Individual Options Waiver	AQX	
	Level One Waiver	FQX	
4 Staff	Individual Options Waiver	AQY	
	Level One Waiver	FQY	
5 Staff	Individual Options Waiver	AQZ	
	Level One Waiver	FQZ	

## Examples

Independent provider who is qualified for the add-on serving 1 person on the IO waiver in Clark County: the regular HPC rate for independent providers is \$4.36/unit. The provider adds \$0.39 to the unit input rate and bills AQC at \$4.75/unit.

Agency provider has 1 staff who is qualified for the add-on serving 1 individual on the IO waiver in Clark County: the regular HPC rate for agency providers is \$5.04/unit. The provider adds \$0.39 to the unit input rate and bills AQC at \$5.43/unit.

Agency provider has 2 staff who are both qualified for the add-on serving 4 individuals on the IO waiver in Clark county: the regular HPC rate for 2 staff serving 4 individuals is \$10.80/unit. The provider bills AQW at \$11.58/unit and the agency enters "2" in the staff size field to indicate that both staff are qualified for the competency add on.

Agency provider has 2 staff serving 4 individuals on the IO waiver in Clark county, 1 staff who is qualified for the add-on and 1 staff who is not qualified: the regular HPC rate for 2 staff serving 4 individuals is \$10.80/unit. The provider bills AQW at \$11.19/unit and the agency enters "1" in the staff size field to indicate that 1 staff is qualified for the competency add-on.