

EXHIBIT D –GENERAL SERVICE PROVISIONS

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1. UNITS OF SERVICE

The Grantee is required to maintain daily documentation for each individual on a service log with required elements specified in Section 3.1 of the TXX grant agreement, which is maintained locally in accordance with Section 3.4 of the TXX grant agreement.

Calculating Units

Hourly Units: If a unit of service is one hour, the number of units is equivalent to the total number of minutes of service provided during one calendar day for a specific individual, divided by 60. Services provided for 31 minutes or more may be rounded up to the next unit (i.e. a person receiving 43 minutes of service can be reported as 1 unit for billing purposes or a person receiving 2 hours and 32 minutes of service can be reported as 3 units for billing purposes).

Fifteen Minute Units: If a unit of service is fifteen minutes, the number of units is equivalent to the total number of minutes of service provided during one calendar day for a specific individual, divided by 15. Services provided for 8 minutes or more may be rounded up to the next unit (i.e. a person receiving 10 minutes of service can be reported as 1 unit for billing purposes or a person receiving 38 minutes of service can be billed for 3 units of service for billing purposes).

Transportation Units: If the unit of service is a one-way-trip, then use 1 unit for a one-way trip and 2 units for a round trip. At the end of the reporting period, the total the number of units for each service must be recorded on the DODD 1017 or equivalent form per Section 3.1 of the TXX grant agreement.

Signatures on Unit of Service Documentation

Electronic Unit of Service documentation may be aggregated for ease of reporting. For example, for EI, case notes from different service providers and clients may be combined for supervisory review. If case notes are kept in an electronic system where each user has a unique username and secure access, displaying the username next to the notes is sufficient documentation for service provider signature (initialing each entry is not necessary). The supervisor may then review all case notes and provide one signature (electronic signatures are appropriate if the conditions above are met) at the bottom of the aggregated report. This is appropriate to the extent that it follows your entity's established business practices, policies and procedures.

2. INDIVIDUAL ELIGIBILITY FOR SERVICES

Individual Eligibility for County Board Services

The first critical decision in the use of DODD Title XX funding is the proper determination of individual eligibility for DD services. The term "eligible individual" means a person eligible to receive services from

a county board of DD. The county boards of DD make this determination using the OEDI/COEDI process as required in Section 5123:2-1-02(C) of the Ohio Administrative Code, unless the subrecipient is providing protective services pursuant to Ohio Revised Code Section 5123.55 through 5123.59 or information and referral services pursuant to OAC Section 5101:2-25-2(J). If the subrecipient is a contract agency of DODD to provide protective services pursuant to Ohio Revised Code Section 5123.55 through 5123.59, the subrecipient will serve only individuals eligible for County Board of DD services and/or for whom the provider has been appointed by a probate court as guardian, trustee or protector. Reimbursement under this Title XX grant agreement will cover those individuals who have either been properly determined to be eligible or for whom the provider has been appointed by the probate court to serve as guardian, trustee, or protector pursuant to Ohio Revised Code Section 5123.55 through 5123.59. Non-county board of DD providers must verify individual eligibility in accordance with Section 3.2 of this Grant Agreement.

Individuals who qualify for DD services as contracted through provider agencies must be properly documented. No agency other than a county board of DD can sign the final determination form for eligibility determination. The county board of DD is the only entity that can determine individual eligibility.

Individual Eligibility for Title XX Services

The local provider must determine and document the relationship between the individual's need for services, as included in the individual service plan (ISP) or individual family service plan (IFSP) and the intent of Title XX services. Federal legislation has established five national goals, which are stated in broad, general terms. You may review the federal goals in Exhibit A of the Grant Agreement. It is the local agency's responsibility to translate these goals, as appropriate, into specific individualized services and supports related to the needs of each individual receiving Title XX funded social services and capture them on the Certification of Proper Billing Form.

3. INDIVIDUAL INCOME ELIGIBILITY FOR SERVICES

Service Rate Categories

At the federal level, three service categories exist for Title XX services: *Free, For a Fee, or Without Regard to Income*. Methods for determining an individual's service category for Title XX funded services are determined locally. Each agency receiving Title XX funds from DODD must have a board- approved policy or other legal document that specifies how the agency will determine and redetermine service eligibility, and the category for all services. All Title XX services provided by the local agency must be included in Addendum A: Service Selection and Estimates, so that DODD may complete the Comprehensive Social Services Profile.

***Important Note:** The standard fee schedule is based on services provided without regard to income. You must contact the Title XX Manager at the Department of Developmental Disabilities if you wish to provide services using a different service category.

Services Without Regard to Income

If the provider provides the service without regard to income, it must be provided to any eligible individual for that service category that meets the requirements for proper billing. It is not necessary to refer to the local plan (ODJFS or DD) to provide the service. It is necessary to reference this service category in the local Title XX policy.

Services for Free or For a Fee

If an agency plans to provide services for a “fee”, or “free”, the agency will need to first contact the Title XX Manager at DODD. The local agency will work with DODD to establish or adopt an income level schedule.

4. PROVIDER DELIVERY OF SERVICES AND GENERAL PROVISIONS

Documentation

It is the responsibility of the Title XX providers to document service delivery and billing in accordance with Section 3 of the Grant Agreement.

Geographic Area Mandates

Services are to be provided at the local level to residents within the county area of jurisdiction. All services included in the county profiles must be made available throughout the program period to qualifying persons in the specified service categories, unless a different implementation or termination date is otherwise indicated. Service may vary between geographic areas since each county locally assesses and determines its needs.

Multi-County Services

Services may be provided or purchased on a multi-county basis when the nature of the service, accessibility factors, characteristics of persons to receive the service, and existing programs show that the larger geographic area constitutes a more efficient basis for furnishing the service.

General Provisions

All providers must maintain applicable current state licensure. Section 1329.01 of the Revised Code requires that any name used to designate a trade or business must be registered with the Secretary of State.

Limitations on the use of funds may be found in Exhibit F of the Grant Agreement.

It is the responsibility of the local agency to develop policies and procedures to support the requirements set forth in this agreement.

Methods of Delivery

Local agencies use various methods of service delivery. The method of delivery may change during a program year as need occurs and/or resources are developed. Methods of delivery available to each county include:

- **Compacts** - Compacts are formal or informal arrangements between county board of DD, their subcontractors, or other agencies receiving Title XX funding, with community provider agencies to provide services to individuals on a referral basis without charge to the referring agency. Compacts may be written or unwritten.
- **Direct Services** - Direct services are services provided by staff of the county boards of DD or their subcontractors and other agencies receiving Title XX funds through DODD.
- **Purchased Services** - Purchased services are those services provided through written contracts between the county boards of developmental disabilities or other agencies receiving Title XX

funds through DODD and private nonprofit agencies, private proprietary agencies, individual vendors and/or other public agencies. Public agencies are defined as agencies under the administrative and budgetary control of city, county or state governments acting under explicit mandate of the General Assembly.