Topic:	Foster Care: 2:1 Staffing Authorization Procedure	
	Date Issued/Updated:	Updated January 17, 2020

Overview

Description: This worker guide has been revised to update the process for Community Developmental Disabilities Programs to request and receive authorization of a second caregiver (2:1) for children and adults in a Foster Care setting

Purpose/Rationale: When an ISP team reviews the assessed support needs of a child or an adult, it may be determined they require a second caregiver to complete some activities. This is often termed 'requiring 2:1 supports. Examples could include the need for additional support for ADLs, medical or behavioral needs to assure an individual's health and safety.

Applicability: For Community Developmental Disabilities Program (CDDP) service coordinators who request 2:1 foster care staffing exceptions for children and adults based on their assessed needs.

Procedure(s) that apply:

Determining the Need for 2:1 Supports:
An ISP team may review the need for 2:1 staffing during annual ISP planning or when there is significant change in an individual's condition. More commonly 2:1 staffing discussion may be triggered by responses to an individual's Support Needs Assessment Profile (SNAP) questions. The SNAP support needs summary page found under the "summary tab" (identified as 2:1 Review required), may identify health and safety concerns in the specific areas of ADLs, night-time, medical or behavioral support needs. As a result, the child or adult may require significant assistance or supervision levels, including exclusive focus of two caregivers for all aspects of an activity. As defined in the SNAP instructions *"2:1 Supports means the individual requires two caregivers to provide supports and/or supervision, which cannot be interrupted by, postponed by routine*

activities and/or supervision of other individuals and requires exclusive focus of a caregiver". The individual's service coordinator and ISP team must review, discuss and document how and why the ISP team came to the decision to request 2:1 staffing and for what specific support areas. While the considerations and concerns of the foster care provider are integral to the ISP team discussions, the decision to request additional staffing may not be based on the preferences or limitations of a specific foster care provider when support could reasonably be provided in a safe manner by a single caregiver.

Requesting Initial 2:1 Supports

To submit an exception request for 2:1 supports, the service coordinator must complete the ODDS Funding Review and Exceptions Request Form SDS 0514DD and follow the instructions in SDS 0514ddi found at the ODHS/OHA Publications and Forms search website. Please reference Policy Transmittal APD-AR-19-036 for more information. All required documentation is described in the Form and Instructions. Documentation supporting the request must be attached. Examples include ISP with RIT, nursing assessment and care plan, Positive Behavior Support Plan, medical assessments and protocols, behavioral assessments, a summary of behavior data, protocols and safety plans. Schedules of caregiver hours and activities will be required as part of the approval process.

The SNAP Exception Guidelines form specifies the subcategories of support. Staffing hours (2:1) requested are limited to identified hours defined in the SNAP Exception Guidelines. The request should identify the subcategories of support and the number of hours in each category. Close attention by the service coordinator is critical for submission timelines and supporting documentation requirements.

Upon review of the exception request for 2:1 supports, ODDS will send a 2:1 FC Funding Decision Memo with the decision outlined on the memo to the CDDP service coordinator. If the request is denied by ODDS, a Notification of Planned Action (NOPA) will be sent to the individual and guardian with a copy to the CDDP. The service coordinator should maintain documentation of the decision including the 2:1 FC Funding Decision Memo, NOPA, and ISP team discussions of alternative strategies or supports if there was a denial of the request.

Annual Review for Continuing Need:

Children or adults who have been approved for 2:1 hours since 2018 with a Funding Decision Memo on file can have their continuing 2:1 needs reviewed at their annual ISP team meeting. If after a review of staffing records, it is determined the support needs are being met (at the current or reduced hours) a

resubmission of hours for ODDS funding review is not required. The continued need and hours would be documented in the ISP and service coordinator case notes. Any request for more hours than previously approved must be submitted through the ODDS Funding Review and Exception process as described above. This should be done at least 30 days before the current ISP expires. Individuals who have previously approved 2:1 hours grandfathered in prior to 2018 (without 2:1 Funding Decision Memo) should follow the same procedures (annual review by ISP if the same number of hours, new submission if a request for increased hours). When a new SNAP is completed and the identified supports and hours remain the same, the ISP team may continue the current hours. If a new SNAP is done and the team concludes the need for increased hours, a new funding exception submission is required.

Entering 2:1 Hours and Rate in EXPRS: The Funding Decision Memo will identify the effective date and total hours based on the Support Needs Assessment Profile Exception Process Guidelines. In the individual's Plan of Care (POC) under Service Element (SE) 257 and procedure code OR526 (attendant care) with a ZE modifier, the CDDP will enter in the number of hours (units) by day, week or month with the most current 2:1 rate hourly rate referenced in the latest Expenditure Guidelines. Attach the 2:1 Funding Decision Memo in POC for reference.

Provider Requirements:

- A provider may only submit for actual hours worked by their employee. Hours worked are recorded in eXPRS with each claim. For claims, utilization and auditing purposes, the foster provider must maintain written documentation of employee hours worked (timesheet).
- A significant underutilization of 2:1 hours over a 2 month period should be reported to the service coordinator. "Significant underutilization" is defined as an average of 50% or below the authorized hours over a two consecutive month period.

Form(s) that apply:

SDS 0541DD and SDS0514DDi
SDS0947A "Notification of Planned Action"
"Support Needs Assessment Profile Exception Process Guidelines"

Definition(s):

"Support Needs Assessment Profile" is the functional needs assessment specific for Adult or Children in Foster Care that documents physical, mental and social functioning.

"2:1 Supports" means the individual requires 2 caregivers to provide supports and/or supervision, which cannot be interrupted by, postponed by routine activities and/or supervision of other individuals and requires exclusive focus of a caregiver.

"Exclusive Focus" means the individual requires eyes on within hands reach at all times. The caregivers cannot have responsibilities other than to this individual at all times.

Reference(s):

Support Needs Assessment Profile (SNAP)
2019-21 Collective Bargaining Agreement
Policy Transmittal APD-AR-19-036 Funding Decision Memorandum

Frequently Asked Questions:

Q. If the individual needing 2:1 support has not previously had 2:1 staffing how can the provider produce a "schedule of hours"?

As part of the documentation required for the 2:1 Funding Exception request, the provider is expected to describe how they would address the additional staffing need as it relates to the identified category of ADL, behavior, medical, or nighttime needs as per ISP discussion and planning. Providers will then be expected to maintain timesheet documentation for actual hours worked. For any future 2:1 exception reviews this timesheet documentation will be reviewed for actual utilization.

Q. As a service coordinator, if a provider has not been able to consistently provide and maintain staffing what are my responsibilities? How does this affect future requests?

As part of ISP service monitoring, the service coordinator should be reviewing if the identified 2:1 support needs are being met. This would include a review of staffing records for utilization. If this support is not being met on a consistent basis, the service coordinator will need to have discussions regarding the reasons for the staffing under-utilization, timelines for full implementation and any effect on the individuals support needs or health and safety. If the supports are being met safely with a reduced amount of hours other than approved amount, the service coordinator and team can document the reduction on the ISP.

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