

Understanding Service Mixes

PART OF THE BUDGET MODEL DEVELOPMENT PROCESS



IDAHO DEPARTMENT OF
HEALTH & WELFARE

Developing a New Budget Model

The Adult Developmental Disabilities Program at the Idaho Department of Health and Welfare (DHW) aims to support people with Intellectual and Developmental Disabilities on their path toward a good life. The Adult Developmental Disabilities (DD) Program is making some program improvements including adding new services and creating a new budget model.

A few things to note about the budget model:

- The Adult DD Program already uses a budget tool today.
- A court decided the Program needed to fix the budget tool or create a new way of setting budgets.
- The Adult DD Program decided to create a new budget model and stop using the existing budget tool.
- The new model will be used starting in June 2022.

DHW is now in the process of creating the new budget model. Along the way, we are asking stakeholders for input. During this step in the process, we are asking for input on the service mixes. The following gives an overview of what a service mix is, how it is used to set budget amounts, and what to think about when you review the mixes. All the information in this packet will be explained in more detail during upcoming meetings.

At the end of this packet, there is information about how DHW will collect feedback from stakeholders.

What you will find in this information packet:

How it Works	1
Support Levels.....	1
Support Level Descriptions.....	2
Introduction to Service Mixes.....	3
Services Included in the Mix.....	4
Service Mixes	6
Certified Family Home	7
Supported Living Service.....	9
Independent/Family Home	11
State Plan Only	12
Self-Directed Services.....	13
Getting More Information.....	14
Next Steps	14
Providing Feedback.....	14
Community NOW! Members	14
General Stakeholders	15

How it Works

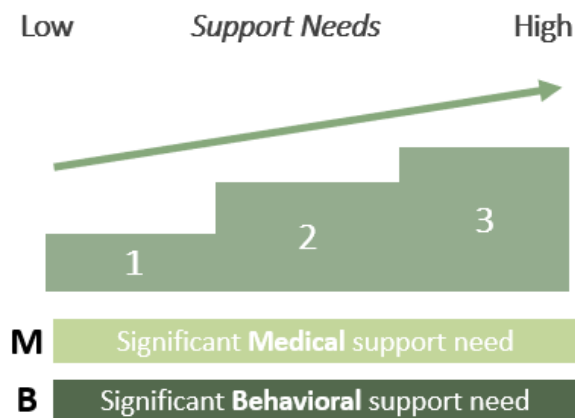
Below is a general overview of the new budget model process.



- A person gets an assessment (the SIS-A) to measure their support needs.
- People with similar amounts of need are given the same Support Level.
- Service mixes are developed for each Support Level.
- The budget is based on the service mix for each Support Level.
- A person will use the budget to choose services to meet their needs during their planning meeting.

Support Levels

The Support Levels are 1, 2, 3 and M (medical) and B (behavioral).



Support Level Descriptions

In the following table, the needs a person might have in each Support Level are described. These are helpful when viewing the service mixes that people at each Support Level might use.

1	<p>Adults in Level 1 have low support needs. They can manage many parts of their lives independently, or with little help.</p> <p>Someone in this level may need supports with clothing care, preparing meals, and dressing. Often, the support needed is monitoring or prompting instead of partial-to-full physical support. They may need help at times to participate in leisure activities, get and keep a job, visit family and friends, or help with shopping. They usually can move around by themselves but may need help with health practices, such as maintaining a nutritious diet and with reminders to take medications as prescribed.</p>
2	<p>Adults in Level 2 have modest or moderate support needs. They need more support than people in Level 1 but may have few support needs in some life areas.</p> <p>A person in this level may need some help preparing and eating meals. They might need monitoring or prompting with daily dressing, and daily assistance with housekeeping and laundry. They may need support getting from place to place, getting and keeping employment, using public services or interacting with people in the community. In this level, a person most likely will need some help taking medications and maintaining a healthy diet.</p>
3	<p>Adults in Level 3 have high to very high support needs and may need a lot, but not extraordinary, medical support. They often need some physical help with everyday life activities, including oversight during the day with 1 to 1 support for some parts of the day. Many people in this level also need some behavioral support but do not have needs that rise to the level of extraordinary.</p> <p>In this level, an individual will likely need daily, and often physical, help preparing food, eating meals, dressing, bathing, or completing other household activities. An individual in this level will likely also need partial-to-full physical help to get and keep a job, access the community, visit friends and family members, or take part in preferred community activities. They will most likely need some physical help getting health care.</p>

M	Adults in Level M have an extraordinary need for medical support, regardless of their support need to complete general daily activities. They may also need some support due to behavior, but this support is not extraordinary. In this level, an individual has a medical condition that is so complex or unstable that one-to-one staffing is required to provide frequent interventions and frequent monitoring.
B	Adults in Level B have extraordinary behavioral challenges, regardless of their support need to complete general daily activities or for medical conditions. In this level, an individual requires intense 24-hour support and supervision due to one of the following: a recent felony conviction or charges for offenses related to the serious injury or harm of another person, a documented history of predatory sexual offenses with a high risk to re-offend whether or not they have been involved with the criminal justice system, a documented or sustained history of serious, aggressive behavior which requires continuous monitoring to prevent potential injury to themselves or others.

Introduction to Service Mixes

A service mix is used to create the budget amount.

The service mix:

- ✓ Looks at the services available for each type of living setting
- ✓ Says how many hours of each service we think people might use
- ✓ Looks at the cost of each service (different services cost different amounts)
- ✓ Adds together the hours and how much they cost
- ✓ **That total becomes the Budget**

Services mixes are just used to create the budget amount. People will use their planning meetings to find the right combination of the type and amount of services to meet their unique needs and interests within their budget amount.

A Note About the New Budget Model:

With the old budget tool, people got one budget or bucket of money to buy supports from.

With the new budget model, the budget is broken up into two buckets. One bucket is for residential supports. The amount of money in this bucket depends on where a person lives (Certified Family Home, Supported Living, on their own or with their family when not a CFH).

The other bucket is for other supports---like those that people use during the day (Developmental Therapy, Adult Day Health, and new services such as: Career Planning, Pre-Vocational Services, Community Habilitation/Integration).

Services Included in the Mix

In the past, ALL services were paid for out of the budget. In the new model, SOME of the services will be paid for out of the budget, but there are some services (like home delivered meals or nursing services) that people can ask for additional money for when they need these services.



Other supports when needed



The following tables show how services are grouped into each category.

Here is a list of the residential support categories.

Table 1: Residential Supports	
Certified Family Home (CFH)	Independent or Family Home (not CFH)
Supported Living Service (SLS)	

Here is a list of the services that are included in the budget. These are grouped into a category called “Discretionary” Services.

Please note, these are the services that are the focus in the service mix.

Table 2: Discretionary Services by Living Setting	
All Residence Types	Family Home/Living Independently
Adult Day Health	Respite
Developmental Therapy	Chore Services
Prevocational Services	
Career Planning	
Community Habilitation and Integration	
Non-medical Transportation	

Here is a list of the Health and Safety and Employment services that are not included in the budget. There will be a process to request these services when needed. An adult can also get more residential supports or discretionary supports if needed for health and safety reasons.

Table 3: Health and Safety	Employment Supports
Skilled Nursing and Nursing Oversight	Community Supported Employment
Specialized Medical Equipment & Supplies	Non-medical Transportation for Community Supported Employment
Environmental Accessibility Adaptations	
Behavior Consultation	
Home Delivered Meals	
Personal Emergency Response System	
Crisis Intervention Services	
Community Transition Services	

Part of the budget will be set aside and only used for service coordination and plan development. It is the same amount for everyone.

Table 4: Service Coordination & Planning

Targeted Service Coordination	Plan Development
-------------------------------	------------------

Service Mixes

Different service mixes were created for adults who receive different kinds of residential supports. Adults who do not get services from the waiver have their own service mix because they can only use some of the services within the Adult DD Program. The four different service mixes are:

1. Certified Family Home (CFH)
2. Supported Living Services (SLS)
3. Living Independently or with Family
4. State Plan Only

Remember, each mix also varies based on the adult's Support Level (1, 2, 3, M, or B).

As you look at each of the services mixes in this packet think about:

- Does this seem like the right mix of services?
- How do the amounts and types of service differ for each Support Level?
- How might people with different needs and interests use their mix?
- What parts of the mix should change (if any)?

A Note About Self-Direction:

The budget for self-directed services will be based on traditional budgets with some slight differences. Self-direction is discussed in further detail later in this packet.

A Note About Budget Decisions:

For each of the different service mixes in this packet, a budget range is shown. This is because the amounts providers will be paid to deliver the services have not yet been finalized. Changes to the Adult DD Program that cost money will require a budget request to the governor's office and legislature. The legislature can decide to approve all the money requested, some of the money requested, or none at all. These mixes cannot be fully finalized until the budget request is made and decided on by legislature.

Certified Family Home

Table 5 shows the service mix - the number of hours, for each service, by supports level - for people living in Certified Family Homes.

Table 5: Certified Family Home Service Mix					
Supports Level	1	2	3	M	B
Certified Family Home Residential Budget					
Adult Day Health	5	6	7	0	0
Developmental Therapy/Center	2	3	4	0	0
Developmental Therapy/Community	2	3	4	0	0
Prevocational Individual	0	0	1	2	2
Prevocational Group	0	0	0	0	0
Career Planning	1	1	1	1	1
Community Habilitation Individual	2	3	4	11	11
Community Habilitation Group	2	2	0	0	0
Total Hours Per Week:	14	18	21	14	14
Non-medical Transportation	1800 miles	1800 miles	1800 miles	1800 miles	1800 miles
Service Coordination/Planning	\$3,192	\$3,192	\$3,192	\$3,192	\$3,192
Total Budget Range Per Year:	\$32,079 to \$35,153	\$34,713 to \$38,529	\$37,061 to \$43,257	\$38,303 to \$51,199	\$38,303 to \$51,199

Remember, services mixes are just used to create the budget amount, individuals do not have to purchase the services included in the service mix. People can use their planning meetings to find the right combination of services and hours to meet their unique needs and interests within their budget amount.

Next is an example of how a person might use a different combination of services than what is included in the mix to meet their unique needs and interests.

Meet Julian

Julian is 37 years old and lives in a Certified Family Home in Pocatello. Julian receives a SIS-A assessment which shows he falls into Support Level 2. He likes staying active with outdoor activities and he also enjoys working on puzzles and playing games with friends. During his Person-Centered Planning meeting, Julian's Service Coordinator talks to him about his needs, interests, and goals. Together, they create his individual support plan. He is really interested in getting more support to be active in his community and exploring job opportunities. The table below shows the combination of services Julian included in his plan.

Activities and Interests	Services	Hours
Playing board games and completing puzzles with friends	Adult Day Health	8 hr/wk
Being active and exploring Pocatello	Developmental Therapy/Community	10 hr/wk
Exploring career interests	Career Planning	1 hr/wk
Finding and participating in bird watching club	Community Habilitation/Integration	1 hr/wk
	Total Weekly Hours:	20 hr/wk

Notice that the total number of hours per week that Julian is using is different from the total amount listed in the service mix. This is because he is using different services that have different rates. His combination still fits within the total budget amount for Support Level 2.

Supported Living Service

Table 6 shows the service mix - the number of hours, for each service, by supports level - for those living in Supported Living.

Table 6: Supported Living Service Mix					
Supports Level	1	2	3	M	B
Supported Living Residential Budget					
Adult Day Health	0	7	4	0	0
Developmental Therapy/Center	0	6	3	0	0
Developmental Therapy/Community	2	7	3	0	0
Prevocational Individual	1	1	1	1	1
Prevocational Group	1	1	0	0	0
Career Planning	0	1	1	1	1
Community Habilitation Individual	2	7	4	7	7
Community Habilitation Group	2	7	1	0	0
Total Hours Per Week:	8	37	17	9	9
Non-medical Transportation	800 miles	800 miles	800 miles	800 miles	800 miles
Service Coordination/Planning	\$3,192	\$3,192	\$3,192	\$3,192	\$3,192
Total Budget Range Per Year:	\$46,228 to \$60,109	\$75,402 to \$97,147	\$93,704 to \$122,052	\$169,239 to \$222,217	\$169,239 to \$222,217

Remember, services mixes are just used to create the budget amount, individuals do not have to purchase the services included in the service mix. People can use their planning meeting process to find the right combination of services and hours to meet their unique needs and interests within their budget amount.

The following example shows how two different people select a different combination of services than what is included in the mix to meet their unique needs and interests.

Meet Jake

Jake is 25 years old and lives in Idaho Falls in Supported Living. He receives a SIS-A assessment that places him in Support Level 3. Jake would like to start receiving services from the DDA during the week and is excited about getting a chance to see his friends from school who also receive services there. During his Person-Centered Planning meeting, he also expressed interest finding work. He added Prevocational Services to his plan this year to help him start on this path.

Activities and Interests	Services	Hours
Spending time with friends	Adult Day Health	12 hr/wk
Learning how to make healthy meals	Developmental Therapy	12 hr/wk
Learning general work skills before starting the job search	Prevocational- Individual	1 hr/wk
	Total Weekly Hours:	25 hr/wk

Meet Judith

Judith is 68 years old and lives in Coeur d'Alene in Supported Living. She has lived in the same home for several years and is comfortable there. She is close with her niece who has been very involved in her life. Judith receives a SIS-A assessment which shows she falls into Support Level 2. During her Person-Centered Planning meeting, she talks about how she enjoys retirement and wants to spend most of her time at home while still going out in the community once in a while to run errands and go shopping and out to lunch with her niece.

Based on her needs and interests, Judith decides to use her budget for additional Supported Living hours instead of discretionary supports. She will be able to do this and remain within her budget.

Independent/Family Home

Table 7 shows the service mix - the number of hours, for each service, by supports level - for those living independently or in the home of a family member.

Table 7: Independent/Family Home Service Mix					
Supports Level	1	2	3	M	B
Adult Day Health	5	6	7	0	0
Developmental Therapy/Center	2	3	4	0	0
Developmental Therapy/Community	2	3	4	0	0
Prevocational Individual	0	0	1	2	2
Prevocational Group	0	0	0	0	0
Career Planning	1	1	1	1	1
Community Habilitation Individual	2	3	4	11	11
Community Habilitation Group	2	2	0	0	0
Total Hours Per Week:	14	18	21	14	14
Non-medical Transportation	1800 miles	1800 miles	1800 miles	1800 miles	1800 miles
Service Coordination/Planning	\$3,192	\$3,192	\$3,192	\$3,192	\$3,192
Total Budget Range Per Year:	\$12,592 to \$15,666	\$15,226 to \$19,042	\$17,574 to \$23,770	\$18,816 to \$31,712	\$18,816 to \$31,712

State Plan Only

Table 8 shows the service mix - the number of hours, for each service, by supports level - for those receiving state plan only services.

Table 8: State Plan Only Service Mix					
Supports Level	1	2	3	M	B
Developmental Therapy/Center	2	3	3	3	3
Developmental Therapy/Community	2	2	3	3	3
Community Habilitation Individual	3	3	3	4	4
Community Habilitation Group	3	3	3	3	3
Total Hours Per Week:	10	11	12	13	13
Non-medical Transportation	900 miles	900 miles	900 miles	900 miles	900 miles
Service Coordination/Planning	\$3,192	\$3,192	\$3,192	\$3,192	\$3,192
Total Budget Range Per Year:	\$11,376 to \$13,512	\$11,980 to \$14,116	\$12,648 to \$14,784	\$13,710 to \$16,588	\$13,710 to \$16,588

Self-Directed Services

Adults who self-direct will receive budgets based on the service mixes shown in Tables 5, 6, and 7 above. Adults can then use the dollars available within the budget to build their Support and Spending Plan using the categories of support that apply to the self-direct program. The service mix that applies to adults who self-direct will vary depending on the way they receive residential supports. DHW is currently developing a tool to decide which of the service mixes should apply for each adult who self-directs. In other words, do your self-directed residential supports look more like traditional CFH, more like supported living services, or more like living independently or with family. DHW will share more information about that process as soon as possible.

The self-directed budget amounts for each living setting are slightly different than the budget amounts for adults who use traditional services. The cost of financial management services is added to the self-directed budgets since this is a cost unique to self-direction. The budget for residential supports is slightly lower for adults getting services like Supported Living Services. This is because some costs of providing traditional Supported Living Services do not apply when using independent providers instead of an agency.

The budget amounts for self-direction are shown below.

Self-Directed Budget with residential services like CFH	\$33,375 to \$36,449	\$36,009 to \$39,825	\$38,357 to \$44,553	\$39,599 to \$52,495	\$39,599 to \$52,495
--	-------------------------------------	-------------------------------------	-------------------------------------	-------------------------------------	-------------------------------------

Self-Directed Budget with residential services like Supported Living Services	\$43,988 to \$56,857	\$72,150 to \$92,596	\$87,422 to \$113,602	\$155,381 to \$204,008	\$155,381 to \$204,008
--	-------------------------------------	-------------------------------------	--------------------------------------	---------------------------------------	---------------------------------------

Independent/Family Self-Directed Budget	\$13,888 to \$16,962	\$16,522 to \$20,338	\$18,870 to \$25,066	\$20,112 to \$33,008	\$20,112 to \$33,008
--	-------------------------------------	-------------------------------------	-------------------------------------	-------------------------------------	-------------------------------------

Getting More Information

We will walk through this packet of information with you, provide additional explanation, and answer questions to clarify the information being shared during an informational Community NOW! meeting on February 23rd. Please bring any questions you have about the information included in this packet to that meeting.

Next Steps

DHW is accepting and reviewing recommendations for changes to the service mixes from now through March 3rd.

DHW will finalize the *Initial Proposed Service Mixes* on March 5th.

On March 8th, DHW will begin Pre-Implementation Review, a process where the proposed service mixes are checked to see if they provide enough support to some adults currently using the program.

Based on recommendations we receive, and the results of the Pre-Implementation Review, the service mixes may be adjusted further.

The *Final Proposed Service Mixes* will be shared with Community NOW! and other stakeholders later this year.

Final budgets and service mixes will also depend on approval by the legislature.

Providing Feedback and Recommendations

DHW welcomes your feedback and recommendations on these service mixes.

Recommendations that are as specific and targeted as possible are best, especially considering the very fast turnaround time.

Example: “I recommend the hours for career planning in all service mixes and levels be increased to 2 hours per week because all adults should be supported in finding a job that matches their interests and skills.”

Community NOW! Members

The Community NOW! Meeting on February 26th will be a targeted opportunity for you to provide feedback and make recommendations on these service mixes. After that meeting a set of recommendations will be shared with DHW based on the discussion and agreement among

Community NOW! members. You may also send written recommendations on these service mixes by March 3, 2021 in an email to HCBSWaivers@dhw.idaho.gov.

General Stakeholders

Written recommendations provided to DHW by 5:00 P.M. on March 3rd will be reviewed and considered for the *Initial Proposed Service Mixes*. DHW will continue to accept feedback and recommendations after that date, but further adjustments will not be made until the results of Pre-Implementation Review are available. Please send written recommendations on these service mixes to HCBSWaivers@dhw.idaho.gov.