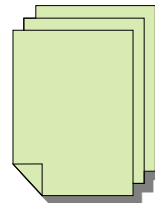


Service Hour Allocation of Resources (SHARe) Exceptions

10/01/2011

3 Types of SHARe Exceptions

- 1. Institutional Risk CAP AND Disabled/No Caregiver**
- 2. Top of RUG Category AND 14 or 15 ADL Index Score**
- 3. Personal Assistance Services (PAS) Conversions**



OAAS - Program Operations - SHARe Exceptions

Institutional Risk AND Disabled/No Caregiver Exception

OAAS RO and/or SO may grant exceptions to SHARe if participant triggers the Institutional Risk (IR) CAP on the MDS-HC AND has no informal caregiver or disabled caregiver.

OAAS - Program Operations - SHARe Exceptions

Procedures For IR & Disabled /No Caregiver

The SC will:

- Complete the MDS-HC (according to Assessment/Reassessment procedures).
- Review the participant's CAPS and informal supports on MDS-HC.

OAAS - Program Operations - SHARe Exceptions

10/01/2011

Top of RUG Category AND 14 or 15 ADL Index Score

OAAS RO and/or SO may grant exceptions to SHARe if a participant is at the top of a RUG Category **AND** his/her ADL Index Score is a 14 or 15 to avoid those individuals entering a NF.

OAAS - Program Operations - SHARe Exceptions

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10/01/2011

Procedures

The SC will:

- Complete the MDS-HC (according to Assessment/ Reassessment procedures).
- Review the participant's RUG Score AND ADL Index Score.

OAAS - Program Operations - SHARe Exceptions

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10/01/2011

Procedures for IR & Disabled/No Caregiver & Top of RUG Category & ADL Index Score of 14 or 15

The SC will:

- Develop the POC according to the needs of the individual.

NOTE: The flexible schedule and budget worksheet should NOT exceed the maximum SHARe allocation for the participant's RUG Score.

OAAS - Program Operations - SHARe Exceptions

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10/01/2011

Procedures for IR & Disabled/No Caregiver & Top of RUG Category & ADL Index Score of 14 or 15

SC will submit POC packet to SC Supervisor with a request to review for possible exception criteria



SC Supervisor will review the entire POC packet following guidelines to see if meets criteria. If so, SC Supervisor submits to RO for review.

OAAS - Program Operations - SHARe Exceptions

10/01/2011

Top of RUG Category & ADL Index Score of 14 or 15

For initials only:

Before the SC Supervisor submits POC to RO for review, he/she must do a home visit at the participant's residence.

OAAS - Program Operations - SHARe Exceptions

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10/01/2011

Procedures for IR & Disabled/No Caregiver & Top of RUG Category & ADL Index Score of 14 or 15

RO will review POC packet and decide if SHARe exception should be granted for this participant and appropriate amount.



If exception granted, RO will send email to SC & SC Supervisor with approval information.

OAAS - Program Operations - SHARe Exceptions

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10/01/2011

Procedures for IR & Disabled/No Caregiver & Top of RUG Category & ADL Index Score of 14 or 15

- The SC will document the following in the MDS-HC face sheet notebook section:

- M DS-HC identifier #;
- MDS-HC date; and
- Statement: "An adjustment to the plan of care (POC) has been authorized by OAAS on (Insert Date of OAAS Authorization). As part of our ongoing evaluation and quality audit, we have determined that this participant's SHARe allotment must not exceed \$XX,XXX (the current max of the program). Plan of Care (POC) will be adjusted as necessary."



OAAS - Program Operations - SHARe Exceptions

IR & Disabled/No Caregiver & Top of RUG
Category AND ADL Index Score of 14 or
15

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10/01/2011

Example of MDS-HC Face Sheet Notebook Entry



MDS-HC ID# 12345678/Date:
09/01/2011 – An adjustment to the plan of care (POC) has been authorized by OAAS on 10/01/2011. As part of our ongoing evaluation and quality audit, we have determined that this participant's SHARe allotment must not exceed \$40,046. Plan of Care (POC) will be adjusted as necessary.

OAAS - Program Operations - SHARe Exceptions

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10/01/2011

Procedures for IR & Disabled/No Caregiver & Top of RUG Category & ADL Index Score of 14 or 15

The SC will:

- Revise the POC (flexible schedule & budget worksheet) to reflect the new budget amount.
 - Submit the entire POC packet to SC Supervisor for approval.
- ❖ The SC Supervisor will review POC packet according to applicable guidelines.

OAAS - Program Operations - SHARe Exceptions

10/01/2011

PAS Conversions



If reassessment indicates improvement (including increases in informal, natural or other community supports) OR participant requests fewer services, the SC will:

- Develop the POC based on new MDS-HC.
 - Submit the entire POC packet to SC Supervisor to review.
- ❖ The SC Supervisor will review POC packet according to applicable guidelines.

OAAS - Program Operations - SHARe Exceptions

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10/01/2011

Procedures PAS Conversions

In July 2010, OAAS created PAS and stopped Companion Services in the EDA Waiver.

OAAS combined the total # of Companion services and LT-PCS hours to create the participant's new total hours for PAS, even if the amount exceeded the maximum annual SHARe allocation for his/her RUG Score OR the maximum SHARe allocation in effect at that time.

OAAS - Program Operations - SHARe Exceptions

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10/01/2011

Procedures PAS Conversions

- If an participant's RUG score remains the same from one MDS to the next, the participant should receive the same budget as the previous plan of care, even if this causes their budget to exceed the current SHARe allotment for their RUG.
- If the RUG score changes but the participant's functional needs have stayed the same or increased (ie: ADL index score goes higher) AND both RUG categories have the same current max budget, then the participant should receive the same budget as the previous year.

OAAS - Program Operations - SHARe Exceptions

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10/01/2011

PAS Conversion Examples

- Participant's 2009-2010 POC was approved for 20 hours of Companion Services and 10 hours of LT-PCS. Since his RUG Score remained the same and there were no significant changes, his 2010-2011 POC was approved for 30 hours of PAS (even though his budget amount exceeded the maximum annual SHARe allocation for his RUG score).
- If the participant had a RUG Score of 7.41 & 13 ADL Index Score for the last assessment; but his current reassessment shows RUG Score 4.31 & 13 ADL Index Score, then previous budget amount should stay the same.

OAAS - Program Operations - SHARe Exceptions

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10/01/2011

Procedures- PAS Conversions

For annuals, significant changes and/or follow-ups that were previously approved by OAAS for SHARe exception for a PAS Conversion, the SC will:

- Complete the MDS-HC (according to Reassessment procedures).
- Review the participant's RUG/ADL Score.

OAAS - Program Operations - SHARe Exceptions

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10/01/2011

Procedures- PAS Conversions

IF

SC determines the SHARE RUG/ADL score is the same as previous MDS-HC **OR** the budget amount of the RUG Score is the same

AND

NONE of the following is applicable:

- Reassessment shows improvement; OR
- He/she requests fewer services; OR
- Informal, natural or other community supports has significantly increased

OAAS - Program Operations - SHARE Exceptions

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10/01/2011

Procedures – PAS Conversions

THEN



❖ SC will develop POC based on same # of PAS hours previously approved even if the amount exceeds the maximum annual SHARE allocation for his/her RUG Score **OR** the current maximum SHARE allocation.

OAAS - Program Operations - SHARE Exceptions

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10/01/2011

Procedures-PAS Conversions

The SC will document the following in the MDS-HC face sheet notebook section:

- M DS-HC identifier #;
- MDS-HC date; and
- Statement: "An adjustment to the plan of care (POC) has been authorized by OAAS on (Insert Date of OAAS Authorization). As part of our ongoing evaluation and quality audit, we have determined that this participant's SHARe allotment must not exceed \$XX,XXX. Plan of Care (POC) will be adjusted as necessary."



OAAS - Program Operations - SHARe Exceptions

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10/01/2011

Procedures-PAS Conversions

If reassessment indicates improvement (including increases in informal, natural or other community supports) OR participant requests fewer services, the SC will:



- Develop the POC based on new MDS-HC.
- Submit the entire POC packet to SC Supervisor to review.
- ❖ The SC Supervisor will review POC packet according to applicable guidelines.

OAAS - Program Operations - SHARe Exceptions

10/01/2011



QUESTIONS



OAAS - Program Operations - SHARe
Exceptions