

Children's Long-Term Support (CLTS) Waivers Qualified Provider Standards Verification Provider Service: Daily Living Skills

The information collected via this form is required to ensure the qualifications of unregulated providers and should be updated annually. While the completion of this form is voluntary, county waiver agencies must verify and document all of the information regarding provider standards that is collected on this form. In lieu of this form, agencies may use locally designed forms with prior approval from the Children's Services Section.

A. PROVIDER / EMPLOYEE INFORMATION

Provider/Employee Name	Last	First	Middle Initial
Street Address	City	State	Zip Code

B. SERVICE DESCRIPTION

Daily living skills training services provide education and skill development or training to improve an individual's ability to independently perform routine daily activities and effectively utilize community resources. Services are instructional, focused on skill development and are not intended to provide substitute task performance. This service includes funding for educational or training services that are of a direct benefit to the participant. When the Support and Service Coordinator, in conjunction with service providers and the family, determines that the training has ceased to be of benefit to the participant, this service should be discontinued and other services explored. This service excludes activities that are primarily recreational in nature or that are treatment oriented, including social skill training. This service excludes educationally related services provided to children when the service is available from the Individuals with Disabilities Education Act (IDEA), the vocational rehabilitation services funded under section 110 of the Rehabilitation Act of 1973 (29 U.S.C. 730) or other relevant funding sources. Only those services denied funding by the Medicaid State Plan may be purchased using CLTS Waiver funds.

C. QUALIFIED PROVIDER STANDARDS

Providers of daily living skills services must meet the following minimum training standards to be prior authorized to receive CLTS Waiver funding. By checking off each box below and signing at the bottom, employing entities (i.e., agencies or families) acknowledge the requirements of this service and have verified that the employee named above has met these standards.

The employee named above meets the following waiver provider service qualifications and standards:

- a. Is not listed on the Wisconsin Caregiver Misconduct Registry; does not have a substantiated finding of abuse, neglect or misappropriation, and has not committed a crime that is substantially related to the provision of care or supervision of this service.
- b. At least two years experience working with the target population. However, the county waiver agency may employ qualified providers who are less experienced if the waiver agency ensures the provider receives comprehensive participant-specific training to enable them to competently work with the participant to meet the objectives outlined in the care plan (*Include these training details in Section D below*). (DD PD SED/MH)
- c. Provider has received comprehensive participant-specific training to enable them to competently work with the participant to meet the objectives outlined in the care plan (*Include these training details in Section D below*).
- d. Knowledgeable in the adaptation and use of specialized equipment.
- e. Knowledgeable in the modification of participant environments.
- f. The employee named has completed regular training/continuing education coursework to maintain/update their level of expertise (*Include these regular training/continuing education details in Section E below*).
- g. The county waiver agency and contract agency policies, procedures and expectations for providers including confidentiality of participant information according to federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. Training must address billing and payment processes, record keeping, incident reporting and other reporting requirements, arranging of back up services and must include the name and telephone number of both the waiver agency care manager/support and service coordinator and the primary contact person at the agency.

D. PROVIDER / EMPLOYEE TRAINING AND EXPERIENCE

List below the participant-specific training and/or experience and date completed by employee named above (additional training and experience may be included on a separate document):

Training	Date	Experience	Date

Daily Living Skills/Mentoring Training Plan

Client Name: _____ **Month:** _____ **Provider Name:** _____

(printed)

Measurable Goal

Method of Achieving Goal

Daily Living Skills Training Report

Client Name: _____ Month: _____ Provider Name: _____
(printed)

Date	Activities Involved In and Progress Towards Goals

Please submit on a monthly basis to CLTS case manager.

Provider Signature: _____ Date: _____

Medicaid Home and Community-Based Services (HCBS) Waiver Manual for the CLTS Waiver Program (10/2022): <https://www.dhs.wisconsin.gov/publications/p02256.pdf>

4.6.10 Daily Living Skills Training

4.6.10.1 Definition

Daily living skills training services provide education and skill development or training to support the participant's ability to independently perform routine daily activities and effectively use community resources.

These instructional services, provided by qualified professionals, focus on skill development. Educational or training services that are of a direct benefit to the participant may be included. Daily living skills training is not intended to provide substitute task performance. Examples of skill development training covered by this service are (examples are illustrative only and not an exhaustive list):

- Personal hygiene
- Food preparation
- Home upkeep and maintenance
- Money management
- Accessing and using community resources
- Community mobility
- Computer and technology usage
- Driving evaluation, lessons, and other related fees
- Public transportation access and usage

Daily living skills training services may be delivered by remote services (refer to Chapter 4.3.2 Remote Services), as applicable and agreed upon by the child or youth and their family. Refer to the CLTS Waiver Program Benefit Code Crosswalk (P-02283) for the specific components of daily living skills training services that may be delivered remotely.

Payment for the provision of daily living skills training is subject to statewide uniform rates. Refer to the Children's Long-Term Support (CLTS) Waiver Program Service Rates webpage for additional information.

4.6.10.2 Service Requirements

Items costing in excess of \$2,000 require a DHS tiered notification process.

- Children's Long-Term Support Waiver High-Cost Notification (F-21353)
- Children's Long-Term Support Waiver High-Cost Notification Instructions and Typical Ranges (F-21353i).

All providers of daily living skills training services are required to communicate with designated county staff and other providers about any events or situations that meet the definition of an incident in Chapter 9 — Health and Safety, and in accordance with Children's Incident Reporting for Providers (P-02613). Any communication must follow federal confidentiality laws. Refer to Chapter 9 for additional information about incidents and incident reporting requirements.

4.6.10.3 Service Limitations

Educationally-related services provided to a participant are limited to services for which there is a compelling and accepted reason, as well as sufficient documentation that the service is not available under the Individuals with Disabilities Education Act (IDEA) or other relevant funding source.

The cost for transporting a participant during the provision of daily living skills training services may be funded through transportation services in addition to the daily living skills services rate. These transportation costs can be funded only as a mileage claim, and not as a per trip cost. (Refer to the transportation service description.)

The components of daily living skills training services that may be delivered by remote services are limited to those outlined in the CLTS Waiver Program Benefit Code Crosswalk (P-02283).

This service may not duplicate any service that is provided under another waiver service category, including substitute task performance, which may be provided through personal supports.

The CLTS Waiver Program is the payer of last resort and is not a source of funding for any service that would otherwise be responsibility of another public or private entity. The following programs and services must be considered prior to using waiver funding and, where applicable, be incorporated into a comprehensive plan for participants:

- Public benefits, energy assistance, or other poverty-related services.
- Court-ordered, juvenile justice, or child protective services, including protective placement and guardianship or legal services.
- Any goods or services covered by a third party, including private insurance or Medicaid, such as:
 - Early and Periodic Screening, Diagnostic and Treatment (EPSDT) benefit (known in Wisconsin as HealthCheck Other Services), which provides comprehensive and preventive health care services for children under age 21 who are enrolled in Medicaid or the Medicaid state plan services.
 - Mental health services available through Comprehensive Community Services and Wraparound.
- Educational or other services funded by the Department of Public Instruction or the Individuals with Disabilities Education Act.
- Prevocational or other services offered through the Department of Workforce Development, Division of Vocational Rehabilitation.

4.6.10.4 Service Exclusions

This service excludes activities for which the primary function is recreation.

Computer software, hardware and other related services are not covered under the daily living skills service. Computer software, hardware, and other related services to allow a participant to access other CLTS Waiver Program services that are being delivered remotely may be funded by the waiver but must be claimed under virtual equipment and supports. Items, software, and applications that increase, maintain, or improve the participant's functional capabilities may be funded by the waiver but must be claimed under assistive technology.

This service excludes training on computer and technology use; driving evaluation, lessons, and other related fees; and public transportation access / usage that is not in some way related to the participant's disability.

The cost of vehicle modifications is not covered under the daily living skills service. These services may be funded by the waiver but must be claimed under vehicle modifications.

This service excludes costs associated with vehicles and adaptive vehicles, including the purchase of vehicles and any payment for the cost of general repairs or maintenance (for example, engine, transmission, suspension, tires).

4.6.10.5 Provider Standards and Documentation

General Provider Standards

Providers must ensure daily living skills training staff are knowledgeable in the adaptation and use of specialized equipment and in the modification of the participant's environments. Providers must also ensure staff completes regular training and continuing education coursework to maintain and update their level of expertise.

Documentation verifying daily living skills providers meet the requirements of training and experience must be maintained by the provider agency and be accessible for review.

Providers are subject to required licensing and credentialing verification, caregiver background checks, and hiring prohibitions described in Chapter 4. DHS collects and verifies required certification, license, education, experience, or other documentation during the provider registration process to initially qualify providers.

For more information related to CLTS Waiver Program service providers, refer to the *What is a CLTS Provider?* webpage.

Provider Types and Qualifications

Providers of daily living skills training (agency provider)

Providers of daily living skills training must have a minimum of two years' experience working with the target population. However, the county waiver agency (CWA) may accept qualified providers who are less experienced if the CWA ensures the provider receives training tailored to the participant. Child-specific training must include information about the participant's strengths, goals, and needs, as well as behavior support plans in place for the participant, any unique medical needs, and aspects of the participant's culture.

Other persons appropriately qualified as approved by the CWA and as related to the unique service being provided (individual provider)

Providers of daily living skills training must have a minimum of two years' experience working with the target population. However, the CWA may accept qualified providers who are less experienced if the CWA ensures that the provider receives training tailored to the participant.

Child-specific training must include information about the participant's strengths, goals, and needs, as well as behavior support plans in place for the participant, any unique medical needs, and aspects of the participant's culture.

4.6.10.6 Service Documentation

Providers are required to complete a written report every six months that details the participant's progress toward each of the objectives outlined in the daily living skills training plan and, if indicated, recommendations for changes. Providers submit progress reports to the CWA. The progress report may be used as a tool to discuss any modifications to daily living skills training services to best meet the individual needs of the participant.

The CWA is required to maintain documentation to demonstrate this service does not supplant or duplicate supports or services that are otherwise available through one of the funding sources listed above. (Refer to Service Limitations.)

**ROCK COUNTY HUMAN SERVICES DEPARTMENT
2024 PAYROLL SCHEDULE**

Please Note: *In 2024, timesheets are pre-printed and will be sent once the Provider is approved*

	Paycheck Date	Pay Period	Timesheets Due Date	Payment cannot be guaranteed if Timesheets Received After:
Tuesday	January 30	January 1 – 15, 2024	January 20	March 5
Thursday	February 15	January 16 - 31, 2024	February 5	March 20
Thursday	February 29	February 1 – 15, 2024	February 20	April 5
Friday	March 15	February 16 – 29, 2024	March 5	April 20
Saturday	March 30	March 1 – 15, 2024	March 20	May 5
Monday	April 15	March 16 – 31, 2024	April 5	May 20
Tuesday	April 30	April 1 – 15, 2024	April 20	June 5
Wednesday	May 15	April 16 – 30, 2024	May 5	June 20
Thursday	May 30	May 1 – 15, 2024	May 20	July 5
Saturday	June 15	May 16 – 31, 2024	June 5	July 20
Sunday	June 30	June 1 – 15, 2024	June 20	August 6
Monday	July 15	June 16 – 30, 2024	July 5	August 20
Tuesday	July 30	July 1 – 15, 2024	July 20	September 5
Thursday	August 15	July 16 – 31, 2024	August 5	September 20
Friday	August 30	August 1 – 15, 2024	August 20	October 5
Sunday	September 15	August 16 – 31, 2024	September 5	October 20
Monday	September 30	September 1 – 15, 2024	September 20	November 5
Tuesday	October 15	September 16 – 30, 2024	October 5	November 20
Wednesday	October 30	October 1 – 15, 2024	October 20	December 5
Friday	November 15	October 16 – 31, 2024	November 5	December 20
Saturday	November 30	November 1 – 15, 2024	November 20	January 5
Sunday	December 15	November 16 – 30, 2024	December 5	January 20
Monday	December 30	December 1 - 15, 2024	December 20	January 20
Wednesday	January 15	December 16 - 31, 2024	January 5	January 20