

E. SIGNATURES

By signing below I attest my qualifications for this service meet all CLTS Waivers standards at this time.

* Signature of Employee	Date
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By signing below, I attest the above named person meets all necessary provider standards for this service at this time.

* Signature of Employing Entity Representative	Title <i>Guardian</i>	Date
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Medicaid Home and Community-Based Services (HCBS) Waiver Manual for the CLTS Waiver Program (10/2022): <https://www.dhs.wisconsin.gov/publications/p02256.pdf>

4.6.14 Family/Unpaid Caregiver Supports and Services

4.6.14.1 Definition

Family/Unpaid Caregiver Supports and Services provides education, training, and support to an unpaid caregiver of a participant that increases confidence, stamina, and empowerment to support and care for the participant.

An unpaid caregiver is any person, family member, neighbor, friend, companion, or co-worker who provides uncompensated care, training, guidance, companionship or support to the waiver participant.

This service may help an unpaid caregiver to:

- Understand the disability of the participant
- Achieve greater competence and confidence in providing support
- Develop and access community and other resources and supports
- Develop or enhance key parenting strategies
- Increase methods for coping and learn techniques to manage challenges.

This service includes, but is not limited to:

- Training, instruction, or support provided in a participant's home, community, or other appropriate locations
- Conferences
- Resource materials
- Online training
- Family-to-family navigation
- Support groups
- Registration and training fees associated with formal instruction.

This service may also provide supports to unpaid caregivers in the areas of:

- Behavior and communication
- Community inclusion and wellness
- Emotional support and stress management
- Family dynamics and parenting

Family/unpaid caregiver supports and 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 specific components of family/unpaid caregiver supports and services that may be delivered remotely.

4.6.14.2 Service Requirements

Training furnished to unpaid caregivers must be directly related to their role in supporting the participant.

All providers of family/unpaid caregiver supports and 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.

4.6.14.3 Service Limitations

This service does not include services delivered by caregivers (persons who have regular, direct contact with the participant).

This service does not cover training to be a paid caregiver.

This service does not cover training focused on the participant’s training needs or teaching self-advocacy to the participant and their parent(s), guardian(s), or legal representative(s). (Refer to empowerment and self-determination supports.)

This service does not cover funding for supports for unpaid caregivers in the areas of behavior and communication that are tied to a safety-related outcome. (Refer to the safety planning and prevention service description.)

This service may not be required as a prior condition for receiving other CLTS Waiver Program services.

When a participant is determined functionally eligible for the waiver program and indicates they intend to enroll in the program, services or items that support the participant in relocating from an ineligible setting to an eligible setting may be purchased up to 90 days (or longer with prior DHS approval) prior to the date the participant is enrolled in the waiver program. Transitional family/unpaid caregiver supports and services are covered as an aggregate total on the date of the participant’s enrollment in the CLTS Waiver Program.

The components of family/unpaid caregiver supports and 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.

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.

4.6.14.4 Service Exclusions

This service excludes payment for travel, lodging, and meal expenses incurred while attending a training event or conference.

4.6.14.5 Provider Standards and Documentation

General Provider Standards

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

Any agency appropriately qualified as approved by the CWA and as related to the unique service being provided to the child (agency provider)

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

Each provider is required to have demonstrated skills related to the specific area of training and the applicability of the training content to children with disabilities and their families.

4.6.14.6 Service Documentation

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