

**Georgia Department of Behavioral Health and Developmental Disabilities
Potential Revisions to the Policies and Procedures Manuals for
The Comprehensive Waiver and New Options Waiver**

Chapter 1600: Behavioral Supports Consultation (Chapter 1600 in NOW Manual)

- 1601 - Update description to distinguish between roles of Board Certified Behavior Analysts (BCBA) and Board Certified Assistant Behavior Analysts (BCABA)
 - If applicable, update description to note that agencies may provide services (assuming that DDD opts to permit agencies to do so)
- 1602 - If applicable, add agency qualifications
- 1602(1) - Add qualifications for Board Certified Assistant Behavior Analysts (BCABA)
- 1602(2) - Revise to conform to changes made to 1602(1)
- 1603 - Revise licensure requirements to recognize BCABAs
- 1606 - Consider revising to specify which covered services may be provided by BCBAs, which may be provided by BCABAs, and which may be provided by either
- 1608 - Revise annual maximums as appropriate either due to the rate changes or DDD's decision to changes these limits

Chapter 1700: Community Access (Chapter 1700 in NOW Manual)

- 1701 - Update description to note that group sizes shall be based on individual consumer needs as measured by the SIS
 - Decrease the maximum group size from 10 consumers per staff to eight for Tier 1 and to six for Tier 2, and include a description of the rate that will be paid if the group sizes are exceeded
- 1702.1(2) - Add client-to-staff ratio to list of required documentation (*assuming that individual providers may provide group services?*)
- 1702.2(1f) - Revise the maximum group size
- 1702.2(3) - Add client-to-staff ratio to list of required documentation
- 1702.2(8) - Specify presumptive group size by SIS level/ tier
- 1702.2(11) - Revise to note that transportation is not separately billable as costs are built into the rate model
- 1705(11) - Revise to note that transportation is not separately billable as costs are built into the rate model
- 1707 - Insert billing guidelines for group services
- 1707(E) - Remove this paragraph (because transportation costs are now explicitly funded in the rate models outside of administrative costs)
- 1707(F) - Unclear whether this paragraph should be retained; since transportation is assumed in the rate, under what circumstances would transportation be separately authorized?

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Chapter 1800: Community Guide (Chapter 1800 in NOW Manual)

- 1807(C) - Consider revising the annual maximum, which is currently \$2,000.32 (or 224 units at the current rate); at the new rate 224 units would cost \$1,785.28 (or \$2,000.32 could buy almost 251 units)

Chapter 1900: Community Living Support (Chapter 1900 in NOW Manual)

- 1901 - Consider updating description to note that staff may serve up to four consumers at one time
- With the latest rate increase and an absence factor built into the rate model, consider eliminating the personal assistance retainer (would also impact Appendix C)
- 1902.1(3) - Add client-to-staff ratio to list of required documentation (*assuming that individual providers may provide group services?*)
- 1902.1(4) - Consider eliminating the personal assistance retainer
- 1902.1(5) - Consider eliminating the reference to the personal assistance retainer
- 1902.2(3) - Add client-to-staff ratio to list of required documentation
- 1902.2(4) - Consider eliminating the personal assistance retainer
- 1902.2(5) - Consider eliminating the reference to the personal assistance retainer
- 1907(8) - Consider eliminating the personal assistance retainer
- 1907(9) - Consider eliminating the personal assistance retainer
- 1907(10) - Consider eliminating the personal assistance retainer
- 1907(11) - Consider eliminating the personal assistance retainer
- 1908 - Insert billing guidelines for group services
- 1908(B) - Consider revising the annual limit on services (currently 9,002 units for Comprehensive Waiver and 4,650 for NOW)
- 1908(C) - Change daily limit from \$138.09 to 28 units
- 1908(F) - Consider eliminating the personal assistance retainer

Chapter 2000: Community Residential Alternative (Comprehensive Waiver Manual only)

- 2001 - Update description to note that staffing levels should be determined based upon consumers' assessed needs
- 2008 - Note that rate is 'tiered' based on consumer need
- 2008(A) - Consider removing requirement that nursing services be billed separately (and then deducted from CRA billing) as nursing services are built into the proposed rates (and providers do not appear to be following this direction anyway)

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Chapter 2300: Prevocational (Chapter 2400 in NOW Manual)

- 2301
 - Update description to note that group sizes shall be based on individual consumer needs as measured by the SIS
 - Decrease the maximum group size from 10 consumers per staff to eight for Tier 1 and to six for Tier 2, and include a description of the rate that will be paid if the group sizes are exceeded
- 2302(1f) - Revise the maximum group size
- 2302(3) - Add client-to-staff ratio to list of required documentation
- 2302(5) - Specify presumptive group size by SIS level/ tier
- 2305(6) - Revise to note that transportation is not separately billable as costs are built into the rate model
- 2307 - Insert billing guidelines for group services
- 2307(E) - Remove this paragraph (because transportation costs are now explicitly funded in the rate models outside of administrative costs)
- 2307(F) - Unclear whether this paragraph should be retained; since transportation is assumed in the rate, under what circumstances would transportation be separately authorized?

Chapter 2300: Natural Support Training (NOW Manual only)

- 2301
 - Consider updating description to distinguish between roles of licensed professionals and providers who are not licensed professionals
- 2302.1(1) - Define requirements of non-licensed professionals (or add reference to new section that defines such requirements)
- 2302.2(1g) - Define requirements of non-licensed professionals (or add reference to new section that defines such requirements)
- 2306
 - Consider revising covered services to specify which may be provided by licensed professionals and others
- 2308
 - Revise the annual maximum of units (B) or dollars (C) to reflect new rates

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Chapter 2500: Respite (NOW Manual only)

- 2501 - Consider updating description to note that staff may serve up to four consumers at one time
- 2502.1(1b) - Add client-to-staff ratio to list of required documentation
- 2502.1(2c) - Add client-to-staff ratio to list of required documentation
- 2502.2(1b) - Add client-to-staff ratio to list of required documentation
- 2502.2(1e) - Increase respite home capacity for individual providers (currently limit of one)?
- 2502.2(2c) - Add client-to-staff ratio to list of required documentation
- 2502.2(2g) - Increase private home capacity (currently limit of one)?
- 2507(2) - As applicable, update limit on private residence capacity to conform with any changes to 2502.2(1e) or 2502.2(2g)
- 2508 - Insert billing guidelines for group services
- 2508(B1) - Change daily limit to 28 units per day
- 2508(B2) - Consider changing annual limit from 1,248 to 1,456 to reflect that the 15-minute unit rate may be billed for seven hours per day instead of six
- 2508(C) - Note that each extended unit reduces consumers' annual maximums by 28 units rather than 24 units (for the reason noted in the previous bullet)
- 2508(E) - Consider changing annual maximum (currently at \$3,744, which is 889 units at the current rate of \$4.21 or \$3.00 per unit using the annual maximum of 1,248 units)

Chapter 2600: Support Coordination (Chapter 2800 in NOW Manual)

- 2602 - Consider adding requirement that support coordinator caseloads not exceed 35 consumers
- 2602(1e) - Eliminate the bullets relating to the Supports Intensity Scale (SIS)
- 2602(1g) - Eliminate the bullet relating to the SIS
- 2602(4a) - Delete references to the SIS
- 2602(10) - Delete third requirement, relating to the SIS
- 2605(1) - Delete references to the SIS
- 2602(6b) - Consider revising circumstances requiring additional visits; current reference is to those with exceptional rates for Community Access-Group, but 'tiered' rates will significantly decrease exceptions

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Chapter 2700: Supported Employment (Chapter 2900 in NOW Manual)

- 2701 - Update description to note that group sizes shall be based on individual consumer needs as measured by the SIS
 - Decrease the maximum group size from 10 consumers per staff to eight, and include a description of the rate that will be paid if the group sizes are exceeded
- 2702.1(2) - Add client-to-staff ratio to list of required documentation
- 2702.2(1h) - Revise the maximum group size
- 2702.2(3) - Add client-to-staff ratio to list of required documentation
- 2702.2(5a) - Revise the maximum group size
- 2705 - Specify differences between job coaching and job development activities
- 2705(6) - Eliminate job maintenance?
- 2707 - Insert billing guidelines for group services
 - Specify billing limitations for job development activities (e.g., no more than six months)
- 2707(D) - Eliminate job maintenance?
- 2707(F) - Remove this paragraph (because transportation costs are now explicitly funded in the rate models outside of administrative costs)
- 2707(G) - Unclear whether this paragraph should be retained; since transportation is assumed in the rate, under what circumstances would transportation be separately authorized?