

Independent Living Skills

September 2024

Definition

Independent Living Skills (ILS): services are intended to develop, maintain and improve the community-living skills of a waiver participant. The service includes direct training from a qualified staff person to address the identified skill development needs of a waiver participant in the areas of:

- communication skills;
- community living and mobility;
- interpersonal skills;
- reduction/elimination of problem behavior;
- self-care; and
- sensory/motor development involved in acquiring functional skills.

ILS services must be provided individually and primarily in the participant's home or community settings typically used by the public.

The methods, materials and settings used to provide ILS services must be designed to meet the following outcomes:

1. Increase the participant's independence by teaching skills so tasks and activities can be performed with decreased dependence on caregivers;
2. Increase the participant's opportunities to interact with people without disabilities who are not paid caregivers;
3. Increase the participant's ability to plan and carry out daily schedules, routines, and interactions similar to those of people without disabilities of the same chronological age;
4. Provide skills training in the natural environment where the skill will be used; and
5. Assist in the development of decision-making skills necessary for all aspects of daily living.

Training must be the primary service provided, however, in the process of delivery, assistance and supervision may occur.

The following are examples of ILS services provided in the participant's home and/or community setting:

- Learning to cook in the participant's kitchen
- Learning to deposit money at a bank or ATM
- Learning to use the bus system

Transportation is included as part of the service when integral to service delivery but cannot be provided as a discrete service.

If the waiver participant has demonstrated an inability to acquire the identified skills, the assessment and plan must be changed by the ILS provider to identify appropriate goals and objectives.

Service Unit

- One unit of service = 15 minutes.

Service Limit / Restrictions

- Completion of the ILS assessment and plan must not exceed 32 units (8 hours) per plan year.
- Independent Living Skills services are limited to 60 units (15 hours) per week, as determined by the service assessment. A week is defined as Sunday through Saturday. Unused units from one week cannot be banked (i.e. held in reserve) for use during a later week.
- The service does not include overnight supervision and must not duplicate other state plan or waiver services.

Waiver participants requesting Independent Living Skills services must meet the following criteria:

- be at least 18 years of age and no longer able to participate in programs funded by the public school system;
- express a willingness to participate in an ILS program and demonstrate an ability to learn and perform the needed skills, as indicated by the assessment data;
- have an identified outcome on the Support Plan related to independent living;
- **not** be authorized to receive Residential Habilitation;
- **not** be authorized to receive Adult Companion Services.
- **not** be authorized to receive Community Services-Individual.

Providers

Independent Living Skills (ILS) is provided by agencies approved by DDSN and enrolled with SCDHHS. It is the Waiver Case Manager's responsibility to ensure the provider is on the qualified provider list for Independent Living Skills. The participant must be given a list of approved providers to choose from, and offering of choice must be documented in the case notes.

Conflict Free Case Management (Effective June 1, 2021):

In order to honor choice and prevent conflicts of interest, providers of Waiver Case Management services must not provide any other waiver service to the same person. When

there is a conflict, the WCM will help the participant understand why a conflict exists and offer a choice of either another WCM provider or another waiver service provider. The Case Manager must then transition the participant to the chosen provider within 60 days.

Arranging and Authorizing the Service

The Waiver Case Manager (WCM) must assess the need for Independent Living Skills and document the need for the service in the participant's Support Plan, along with the specific areas of need. The Support Plan must include the name of the service, funding source, provider type, the amount and frequency of the service, as well as the projected completion date for the goal(s)/objective(s).

WCMs may only authorize services based on the following schedule once reviewed and approved by the Waiver Administration Division:

Assessment and Planning	Up to 32 units (8 hours) annually
Ongoing ILS Training Service based on assessed need	Up to 60 units (15 hours) per week

Once the ILS provider has completed the assessment and plan, this information should be available to the WCM and include the number of units needed per week for training. Once determined, a plan change request must be completed documenting the number of units needed for training. Once reviewed and approved by the Waiver Administration Division, an electronic authorization must be completed via Therap to the chosen provider. Services must be authorized on a weekly or monthly basis.

Billing

The service must be direct-billed to SCDHHS. Providers are responsible for following SCDHHS billing procedures.

The provider agency is responsible for maintaining documentation that service was rendered for each unit billed.

Monitorship

The WCM must monitor the service for effectiveness, usefulness and participant satisfaction. Monitoring may be completed with the participant, representative, service providers, or other relevant entities. Information gathered during monitoring may lead to a change in the service, such as an increase/decrease in units authorized, change of provider, change to a more appropriate service, etc. DDSN recommends that the WCM monitors this service when it begins and as changes are made.

Monitoring must be conducted as frequently as necessary to ensure:

- the health, safety and well-being of the participant;

- the service adequately addresses the needs of the participant;
- the service is being furnished by the chosen provider in accordance with the authorization, relevant policies and quality expectations;
- the participant/representative is satisfied with their chosen provider/s.

Some questions to consider during monitoring include:

- Is the participant receiving Independent Living Skills as authorized?
- Does the provider show up on time and stay the scheduled length of time?
- Does the provider show the participant courtesy and respect?
- Does the service need to continue at the level at which it has been authorized?
- Is the participant pleased with the service being provided, or is assistance needed in obtaining a new provider?
- What type of training is the participant receiving? Is the participant satisfied with the training?
- Are the training areas consistent with the goals on the participant's ILS Plan of Care?
- Is the participant making progress in training areas identified? If not, are goals and objectives reviewed and amended as needed?

Service Denial, Reduction, Suspension, and Termination

If a HASCI Waiver participant is denied a service that was requested or denied an increase in units of a service already authorized, the Waiver Case Manager must provide written notification to the participant or legal guardian, including reason for denial. The Process for Reconsideration of SCDHHS Decisions must also be provided.

If a participant's authorized units of a HASCI Waiver service must be reduced, temporarily suspended, or indefinitely terminated, the Waiver Case Manager must provide written notification to the participant or legal guardian, including reason for the action. The Process for Reconsideration of SCDHHS Decisions must also be provided. The Waiver Case Manager will end the electronic authorization(s), sending notification to the affected service provider(s).

Except when the action was requested by the participant or legal guardian or if the action is due to the participant's death, admission to a hospital or nursing facility, or loss of Medicaid and/or HASCI Waiver eligibility, there must be at least 10 calendar days between the date of notification and effective date.

Written notification to the participant or legal guardian is made using the following forms:
Access via the SCDDSN Application Portal >Business Tools >Forms >HASCI Waiver

- *Notice of Denial of Service (HASCI Form 11C)*
- *Notice of Reduction of Service (HASCI Form 11A)*
- *Notice of Suspension of Service (HASCI Form 11B)*
- *Notice of Termination of Service (HASCI Form 11)*

When the action becomes effective, the person's Support Plan must be updated. Budget information in the Waiver Tracking System (WTS) must be adjusted accordingly.

Service information in the Service Tracking System (STS) must be updated by the Waiver Case Manager as necessary.