

ODP Communication

Now Available: Life Sharing and Respite Question and Answer Document

ODP Communication Number: Memo 028-18

The mission of the Office of Developmental Programs is to support Pennsylvanians with developmental disabilities to achieve greater independence, choice and opportunity in their lives.

AUDIENCE: Individuals and Families, Providers of Respite and/or Life Sharing services, Administrative Entity (AE) Administrators or Directors, Supports Coordination Organization (SCO) Administrators or Directors, Supports Coordinators (SCs), and Other Interested Parties.

PURPOSE: This ODP communication is intended to provide clarification regarding the provision of discrete Respite services for individuals who are authorized to receive Life Sharing services as well as clarification on the provision of Respite in Life Sharing homes. This communication applies to Life Sharing and/or Respite services rendered through the Consolidated, Person/Family Directed Support or Community Living waiver.

DISCUSSION: Effective January 1, 2018, individuals who receive Life Sharing services are also eligible to receive discrete Respite services. ODP has received many questions and requests for clarification regarding how this change should be implemented. These questions and ODP's answers are in the attached document. ODP will provide updates to this document periodically as additional questions arise.

CONTACT: Questions about this communication should be directed to the appropriate Developmental Programs Regional Office.

Life Sharing and Respite Questions and Answers Document

Question	Answer
<p>Q1: Should 30 day units of discrete Respite services be automatically included on Individual Support Plans (ISPs) for every person who is authorized to receive Life Sharing services?</p>	<p>Units of service should not be automatically added to an ISP. The Respite service should be included in the ISP and authorized based on the needs of the individual and the Life Sharing host. The Life Sharing provider agency should be invited to all ISP team meetings. Their presence during a discussion of Respite for a Life Sharing host family is especially important as they may have information written in the host family's contract about Respite.</p>
<p>Q2: Can 365 days of Life Sharing and 30 day units of Respite be authorized on the ISP? If a day unit of Respite is utilized by an individual, does the ISP need to be revised to decrease the number of Life Sharing days by 1?</p>	<p>ODP recognizes that circumstances change and that there is a need for some flexibility in authorizations for Respite services. For this reason, the total number of combined day unit Respite and Life Sharing days authorized on a plan can exceed 365. However, it is also important to note that it is not allowable for two day units of service to be provided on the same calendar day. For this reason, a day unit of Respite and a day unit of Life Sharing cannot be provided on the same calendar day. Therefore, the combined utilization for both services cannot exceed 365 days (or 366 days in a leap year).</p> <p>As stated in the answer to the previous question, this does not mean that every individual who will receive Life Sharing and day unit Respite should automatically be authorized for the maximum amount allowed of both services.</p>
<p>Q3: Is it allowable for a day unit of Respite and a day unit of Life Sharing to be provided on the same calendar day?</p>	<p>It is not allowable for two day units of service to be provided to the same person on the same calendar day. For this reason, a day unit of Respite and a day unit of Life Sharing cannot be provided on the same calendar day.</p>
<p>Q4: Is it allowable for 15-minute units of Respite to be provided on the same calendar day as a day unit of Life Sharing?</p>	<p>It is allowable for a day unit of Life Sharing and 15-minute units of Respite to be provided on the same calendar day if certain conditions are met.</p> <p>In order for this to happen the following must occur:</p> <ul style="list-style-type: none"> • The 15-minute unit Respite cannot be provided in the Life Sharing home. This is

	<p>because only day unit Respite can be provided in a Life Sharing home.</p> <ul style="list-style-type: none"> • The Life Sharing agency must provide a minimum of 8 hours of care within a 24 hour period beginning at 12:00 a.m. and ending at 11:59 p.m. The 8-hour period does not need to be continuous; it can be a cumulative 8 hours in the 24-hour period. However, the 15-minute unit Respite cannot be within any time period counted as part of the 8-hour Life Sharing “day.” • The 15-minute unit Respite must be provided for 16 hours or less within a 24 hour period beginning at 12:00 a.m. and ending at 11:59 p.m.
<p>Q5: Is it allowable for a person to receive 15-minute units of Respite and a day unit of Respite on the same calendar day?</p>	<p>A person cannot receive both 15-minute units and a day unit of Respite on the same calendar day.</p> <p>First the ISP team needs to discuss where Respite will be provided.</p> <p><u>Respite Provided in a Life Sharing Home</u> When Respite is provided in a Life Sharing home, only day Respite can be authorized. This means that Respite must be provided in the Life Sharing home for a minimum of 8.25 hours and up to 24 hours in a 24 hour period that starts at 12:00 a.m. and ends at 11:59 p.m.</p> <p><u>Respite Provided in Private Homes That Are Not Life Sharing Homes</u> If the Respite service will be provided in a private home (excluding private homes where Life Sharing is provided), the ISP team needs to discuss the number of hours of Respite the person will need in a 24 hour period that starts at 12:00 a.m. and ends at 11:59 p.m. If the person needs 16 hours of Respite or less in a 24 hour period, 15-minute unit Respite must be provided and billed. If the person needs more than 16 hours or Respite in a 24 hour period, day Respite must be provided and billed.</p>
<p>Q6: How should Life Sharing and Respite be billed when one individual receives both services in the same home?</p>	<p>Life Sharing providers have two choices:</p> <ol style="list-style-type: none"> 1. Continue the informal substitute care arrangements that Life Sharing providers

	<p>have previously been implementing to support host families. When this occurs, the Life Sharing provider bills the Life Sharing service.</p> <p>2. Request that the needed number of day units of Respite be added to the ISP. When this occurs, billing should be for the Respite service, not the Life Sharing service.</p> <p>It is not allowable for two day units of service to be provided on the same calendar day. For this reason, a day unit of Respite and a day unit of Life Sharing cannot be provided on the same calendar day.</p>
<p>Q7: There are limits in the waivers on the number of day units and 15-minute units of Respite a person can receive in a year. Do these limits apply to informal substitute care arrangements that Life Sharing providers have been implementing to support host families for years?</p>	<p>No, there is no limit on the amount of informal substitute care that a Life Sharing provider can arrange to support host families. When informal substitute care is provided, billing should be for the Life Sharing service (assuming the threshold for billing a day unit of service is met), not the Respite service.</p>
<p>Q8: Are the procedure codes for Respite in a licensed or unlicensed Life Sharing home (W9795 through W9801) only to be used when the person receiving Respite is also authorized to receive Life Sharing services? What procedure codes should be used for Respite in a licensed or unlicensed Life Sharing home when the individual is not authorized for the Life Sharing service?</p>	<p>When day unit Respite is provided in a licensed or unlicensed Life Sharing home, regardless of the other services the individual is authorized to receive, the procedure codes to bill are W9795 through W9801.</p>
<p>Q9: When Respite is provided to person A in a home where person B is receiving Life Sharing, does the ISP need to be revised for person B to reflect a change in procedure codes from a one person Life Sharing home to a two person Life Sharing home during the period that Respite is provided to person A? What Respite code should be utilized for person A?</p>	<p>The ISP for person B does not need to be revised to change the procedure codes from a one person Life Sharing home to a two person Life Sharing home, since person A is not receiving Life Sharing services.</p> <p>The appropriate Respite code to utilize for person A would reflect the staffing ratio needed by person A which would also reflect whether the same member of the host family is providing both Respite to person A and Life Sharing to person B. If Maria is the only member of the host family and she is providing Respite to person A and Life Sharing to person B on the same calendar day, the appropriate Respite code for</p>

	<p>person A would be W9797 which is for a staff to individual ratio of 1:2.</p>
<p>Q10: Do all private homes (excluding private homes where Life Sharing is provided) where Respite services will be provided have to be enrolled as service locations? Can an office location be used instead?</p>	<p>If Respite is being provided in a private home (excluding private homes where Life Sharing is provided), the Life Sharing provider will bill the Respite service using the “office” service location code (SLC).</p> <p>If Respite is being provided in a Life Sharing home which is considered a provider-operated setting, the Life Sharing provider will bill the Respite service using the Life Sharing home’s service location code (SLC).</p>