



San Diego Regional Center



Goals for Today:



- Understand the Intention Behind These Services the "WHY"
- Understand Service Coordinator Responsibilities
- Understand Client Responsibilities
- Understand POS Process/Timelines
- Understand FMS Process/Timelines



Legislation

"It is the intent of the Legislature to ensure that the individual program plan and provision of services and supports by the regional center system is centered on the individual and the family of the individual with developmental disabilities and takes into account the needs and preferences of the individual and the family, if appropriate, as well as <u>promoting community integration</u>... It is the further intent of the Legislature to ensure that the provision of services to consumers and their families be effective in meeting the goals stated in the individual program plan, <u>reflect the preferences and choices of the consumer</u>, and <u>reflect the cost-effective use of public resources</u>." W&I Code section 4646(a)

In light of the Legislature's intent to increase access to these services as stated in W&I Code section 4688.22(a), <u>regional centers</u> must not use W&I Code section 4512(b) to restrict funding of these services to only those that are specialized or directed toward the <u>alleviation of a developmental disability</u>.

<u>Clarification Regarding Reimbursement and Participant-Directed Services for Social Recreation Services, Camping Services and Nonmedical Therapy</u> (Sept 2024)

<u>Updates to Welfare and Institutions Code Section 4688.22: Social Recreation Services, Camping Services and Nonmedical Therapies</u> (Aug 2024)

Social Recreation, Camping and Nonmedical Therapies - Legislative Intent and Provider Access (Feb 2024)

Sub-Code for Social Recreation Activities (Feb 2022)

Restoration of Camping, Social Recreation and Other Services (Oct 2021)

July 2021 Trailer Bill Language Affecting Regional Centers (Oct 2021)

Enclosure B - Restoration of Camping Social Recreation And Other Services (July 2021)

Purchase of Service (POS) Standards Rev 10-22-18

Goal of Services

- Services are designed to enhance social interaction opportunities and skills, which enable the client to become involved in group and individual activities at home and within the community.
- Services should **encourage clients** to initiate communication with others, teach appropriate social skills, develop friendships, and enhance natural supports.
 - ➤ Note: Services are considered time-limited, with periodic reassessment, and are intended for clients to acquire the social and behavioral skill(s) identified in the Individual Program Plan (IPP) or Individual Family Service Plan (IFSP) to enable clients to become involved in additional integrated social/recreational opportunities.

WHO IS ELIGIBLE?



ALL Status 2 (Lanterman Eligible) clients regardless of age or living arrangement!

Three Types of Service

- Social Recreation
- 2 Camp
- Non-Medical Therapies



Social/recreational opportunities are everywhere and can include programs such as Boys and Girls Club, YMCA, municipal parks and recreational programs, and other generic community activities and services.

Providers DO NOT have to be vendored, just willing to accept payment through an FMS.

Examples: martial arts class, swimming lessons, theater class, soccer team, baseball league.

1

Minimum Criteria for Social Rec

- The activity is helping the client access the community, in an activity or setting of their choosing, for social/recreational purposes.
- Client has no socialization or recreation resources similar available to them.
- The need for the service is identified in the client's IPP and a specific outcome has been developed to address the need.
- The identified service meets appropriate Home and Community-Based Services (HCBS) regulations.
- Must be vendored through SDRC's Community Services Department or be willing to receive payment through an FMS (CIS).
- Funding for transportation may be offered if needed and would be done through a TSR

Social Recreation

- Martial Arts
- Swimming Lessons
- Theater/Performing Arts
- Sports League
- Art Class
- Music Lessons
- Dance Class
- ... and many more!













2 CAMP



- Camp may be utilized by an individual or family as an alternative resource for respite, daycare, day programming, or a social recreational experience.
- Providers DO NOT have to be vendored, just willing to accept payment through an FMS
 - Community Services will review new camps to determine if can be vendored.

2

Minimum Criteria for Camp Services

- The camp is determined to be appropriate by the planning team
- The client's ability to participate does not compromise his/her health and safety
- The selected camp is vendored through SDRCs Community Services Department or willing to accept payment from a 3rd party FMS.
- Other funding sources have been exhausted including camperships (scholarships), grants, and volunteers to provide inclusion support
- Funding for transportation to/from the camp may be offered if needed and would be done through a TSR

Camp

- Summer Day Camp
- School Break Camps
- Overnight Camps

Day Camp:

Provides a creative experience in outdoor living for a limited period of hours per day and days per year.

Overnight Camp:

Provides a creative experience in outdoor living on a 24-hour per day basis for a limited period of time.







NON-MEDICAL THERAPIES



- Non-Medical Therapies include but are not limited to specialized recreation such as art, music, and equine-assisted therapy.
- Providers DO NOT have to be vendored, just willing to accept payment through an FMS
 - Community Services will review these providers' credentials to determine if the program meets qualifications to provide the service.

3

Minimum Criteria for Non-Medical Therapies

- The activity is recommended by the planning team.
- The selected non-medical therapy provider is vendored through SDRCs Community Services Department or willing to accept payment from a 3rd party FMS.
- Community Services staff will ensure that providers meet the standards required to provide non-medical therapeutic services. (limited exceptions)
- Funding for transportation to/from the non-medical therapy may be offered if needed and would be done through a TSR

Non-Medical Therapies

- Art, Music, Dance Therapy
- Equine Therapy
- Animal Assisted Therapy
- Some Adaptive Programs

Music, Art, Dance Therapies:

Providers must have current registration with the American Music/Art/Dance Therapy Association.

Specialized Recreational Therapy:

Providers must be certified/credentialed in their field.









Client Responsibilities:

- ➤ **IDENTIFY** a social recreation organization agency/provider for the social recreation activity they are requesting.
- ➤ ASK the provider if they are willing to become vendored with SDRC or accept payment through SDRC's Financial Management Service (the FMS).
- ➤ **PROVIDE** the bill payment procedure to the provider if the provider is willing to work with FMS.
- GATHER information to provide to service coordinator.



Client Responsibilities continued

Share With Your Service Coordinator:

- ✓ Name of social recreation agency/provider
- Confirmation they are willing to accept payment through FMS
- ✓ Type of activity (for example swimming, gymnastics, dance)
- Activity setting (individual lessons or groups lessons)
- ✓ How often will your child be attending the lesson/class
- Cost of the lesson/class
- ✓ How the activity will benefit yourself/your child
- Date the activity will begin (in general, at least one month's notice is needed)



Service Coordinator Responsibilities

- Once the SC receives information from the client, SC completes a social recreation screening/referral form and it is submitted to the PM for review (this includes any vendored provider for camps, social rec, and non-med therapies AND non-vendored providers for social rec activities).
- FOR NON-VENDORED camps and non-medical therapies, the SC will submit the form as noted above to the PM and these requests will be reviewed by our Social Rec Team via the inbox.
- Once approved or denied, SC will inform client.
- ➤ If approved, SC and client complete an **IPP amendment** to add outcome and service to the IPP and the client signs an IPA summary sheet agreeing to the service. SC enters POS for services.
 - If approved, social recreation services are time-limited by definition and approved in no more than six months increments.

Service Coordinator Responsibilities continued



- After activity ends, a new request may be submitted to the social recreation team to be reviewed/re-reviewed and approved for a new activity or to continue the current activity. It is also the responsibility of client to contact their service coordinator when services are ending to discuss continuing the same activity or switching to a different activity.
- ➤ Typically, SDRC is only able to fund **one social recreation service category at a time** (social rec, non-medical therapy, camp), though it is possible to have more than one of each type of service. This is a planning team discussion/decision, and it should be clear that these services are not duplicative.



- ➤ Community Interface Services (CIS) is the Financial Management Service (FMS) provider.
- ➤ As a third-party bill payer, CIS makes payments to social and recreational activity providers for clients of San Diego Regional Center (SDRC).
- ➤ CIS purchases goods and services in accordance with SDRC regulations as determined by the individual's planning team and documented on the Social Rec/Camp Screening Tool.
- ➤ Every provider/merchant/person the service or activity is to be purchased from must complete and return a payment agreement form and W-9 to CIS.
- > SDRC pays for activities and services in arrears. In general, CIS will process payments to providers once an invoice is received from the provider and funds have been received from SDRC.

W FMS Information continued

Provider invoices must include the following information:

- Participant name
- Exact cost of the activity or service purchased (cannot exceed authorization)
- Date(s) of service and frequency
- Name of the provider, merchant, or person the item is to be purchased from (must match the W-9)
- Description of the service or activity with details as needed

If a provider/merchant/person is offering social and recreational services to multiple SDRC clients, they may choose to become vendored with SDRC and be paid by them directly.



FMS Payment Options and Timelines

Payment can be processed after services are authorized, a provider agreement form is completed, a W-9 and invoice are received (note: invoice cannot exceed authorization), and funds are available.



Review Process

SC Duties

- Complete screening tool via THEREFORE with the family/client upon initial request (a separate form is needed for each request)
- Verify that selected services meet SDRC POS Guidelines/Standards
- Verify the agency/company will accept FMS payment, if applicable
- Submit screening tool to program manager for review

PM Duties

- * Review and Approve/Deny Screening Tool Request in THEREFORE
- If non-vendored camp or non-vendored non-medical therapy, submit screening tool to Soc/Rec review team via THEREFORE workflow

Review Team Duties

- Meets weekly to review submitted requests If deferred/denied:
- due to lack of information; will send screening tool back to SC and provide feedback
- due to service not meeting POS standards; will send signed screening tool back to SC w/denial explanation in THEREFORE notes
- When approved, signed screening tool will be automatically updated in THEREFORE and sent back to SC.

Communication w/ the Planning Team

All service dates should be discussed with the family, provider, and SDRC before the screening tool is submitted.

Non-Vendored Services

Once a request has been approved for a <u>non-vendored</u> service, SC should reach out to the client/family <u>AND</u> CIS to inform them of the decision.

Vendored Services

- Once a request has been approved for a <u>vendored</u> service, SC should reach out to client/family <u>AND</u> vendor to inform them of the decision.
- It is important to communicate a clear start date with all parties involved as soon as we receive approval. Providers (both vendored and CIS) will not see the client information in their vendor portal until there is an active authorization in SANDIS.

Social Rec Screening Tool

The Screening Tool is completed by the SC via Therefore

- Ensure all sections are complete (use the drop down options)
- Indicate if the individual is in SDP
- Mark activity type (soc/rec, camp, non-med therapy)
- Ensure service dates are accurate and do not exceed 6 months.
- Ensure cost is accurate
- Ensure description of activity and who this activity will benefit the client is person-centered

PM will review. If there is missing information, PM will defer back to SC for updates. Once updated, SC will re-submit to PM for approval.

If activity is non-vendored camp/non-medical therapy: When PM approves, the screening tool is sent to the Social Recreation Inbox.

Please NOTE: Once the Screening Tool has been approved by the Social Recreation Review Team, the document will be sent back to the SC. At that point, the SC can notify the client/family, the vendor or FMS, and start the POS process. This entire process can take up to 4 to 6 weeks.

Social Rec/Camp Screening Tool

Date: Click or tap to enter a date. Service Coordinator: Click or tap here to enter text.

Unit: Click or tap here to enter text.

Client Information

Client Name: Click or step here to enter tent. UCI: Click or step here to enter next.

DOB: Click or tap to enter a date.

Qualifying Diagnosis: Choose as item.

Residence Type: Choose as item.

If "Other" please describe: Click or tap here to enter text.

If "Other" please describe: Click or tap here to enter text.

Day Services: Choose as item.

If "Other" please describe: Click or tap here to enter text.

Does the Client Participate in the Self-Determination Program?

Yes

No

If yes, please provide start and end date for current budget year:

Start Date: Click or tap to enter a date. End Date: Click or tap to enter a date.

1

Agency Information.

Name of agency providing activity: Click or top here to enter red.

Vender Number (if applicable): Click or top here to enter text.

Will Agency accept payment from FMS-Regional Center? \Box Yes \Box No

Is the Agency HCB5 compliant? D Yes D No.

Activity Information

Type of Activity: Choose an item. Activity Setting: Choose an item.

Frequency: Click or top bore to enter text.

Start Date: Click or top to union a date. End Date: Click or top to union a date.

Cost: Click or tap here to enter text. Per: Charge as men.

Total Cost: Click or tap been to enter yest.

Please describe the activity: Click or but here to enter text.

Does this relate to and support the individuals qualifying conditions? \square Yes \square No

Can an IPP outcome be developed that supports this activity?

Yes

No

Please describe: Click or tap here to enter text.

Is this individual correctly involved in similar activities? \Box Yes \Box No

If yes, please describe: Click or lag hars to anter text.

Supplemental Information

Is Additional Support/Staffing Required? ☐ Yes☐ No.

If you, please describe how this need will be met. Clink or hip hors, in soint limit.

Is Transportation Needed?

Yes

No

If yes, provide details as to how this need will be met. Click or tay here to enter text.

Any Additional Information to Share: Click or by laste to safet text.

SC Sign Date: Click or top here to enter text, Click or top to enter a date.

PM Sign/Date: Click or tap here to enter text. Click or tap to enter a date.

Soc/Rec Review Team Review Date (Non-Medical Therapy Only): Click or tap to enter a date.

Request Approved:

Yes

No

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Request Approved

SC Duties

- Create IPP/IPA/IFSP to reflect outcome, and the service.
- IPP/IPA/IFSP signed and approved
- Enter appropriate POS
- Screening tool will determine POS info



POS Process - Vendored Services

- SC will complete the POS using the vendor number and service code assigned
- Service units and rate should align with the request
- Timeframe of authorization should be no longer than 6 months (this can be re-assessed to continue after 6 months if planning team in agreement)
- If there is a request for an activity to be longer than 6 months, please discuss with your PM and the Social Rec Review Team. Examples may include an activity that has an expected time frame for participation
- Should not rollover, all POS' will be split over the Fiscal Year
- Fiscal justification should indicate the specifics of the request (3 sessions/month for 4 months; or 1 week camp at set rate of \$/week, etc)
 - Ex. \$175/session x 3 session = \$525 x 4 months = \$2100
- Regular justification should include
 - Benefit related to the disability
 - IPP/IFSP outcome
 - 'Review Team approved on (date)'

Important: Email a copy of the approved screening tool to the PM when the POS is submitted for review

All social recreational activities, camps, and non-medical therapies will have a subcode of Social Recreation Activity-SRA (with a variable rate 1.00).

**Please ignore all other subcodes. We are only using SRA subcodes. Community Services is working on having the other subcodes deleted.

POS – Non-Vendored Services via Fiscal Management Service (FMS)/Third Party Payee

Once approval is received:

SC will need to enter 2 POS requests:

First POS: FMS monthly fee

- Select the appropriate FMS, Service Code 490 SRA (fee)
- Rate is \$50/month and you only need to enter 1 under service units.
- One time service (Please DO NOT cross the 490 pos over the fiscal year.
 We want this POS to match the actual services 459 POS.
- Justification should state 'monthly FMS fee for payment of [activity] with [provider], starting [date] and ending [date].'

POS Non-Vendored Services via FMS cont.

Second POS: Direct Service/Activity

- Select the appropriate FMS vendor
- Service Code 459
- Subcode will be Social Recreation Activity (SRA, SRAC, SRAN)
- Variable rate (1.00)
- Enter the exact cost of the activity
- Timeframe of authorization should be no longer than 6 months unless approved by the Review Team (can be re-assessed to continue after 6 months if planning team in agreement).
- Should not rollover
- (Please DO NOT cross the 459 pos over the fiscal year. We want this POS to match the actual services 490 SRA POS (fee).

POS Non-Vendored Services via FMS cont.

Second POS Service/Activity continued:

Fiscal justification should indicate the specifics of the request

- Ex: 3 sessions/month for 4 months; or 1 week camp at set rate of \$/week, etc)
- Name of the provider of the service
- Dates of Service
- Ex. \$175/session x 3 session = \$525 x 4 months = \$2,100
- One time service

Regular justification should include:

- benefit related to the disability
- IPP/IFSP outcome
- Approval date

Email a copy of the approved screening form to the PM when the POS is submitted for review.

1:1 Supports for Soc/Rec, CAMP and Non-Med Therapies

SDRC may fund 1:1 supports during soc/rec, CAMP and non-med therapy activities. In order to determine the need for 1:1 supports, the request for an aide should typically be initiated by the vendor or non-vendor provider. With meaningful community integration the primary goal of all social recreational services, the decision to fund for 1:1 supports will be made as a planning team to determine the least restrictive, most appropriate level of support necessary for the client to access their social rec program.

Funding 1:1 Social Recreation Services

W&I Code section 4688.22(a)(2) states, "As such, it is the intent of the Legislature for social recreation services, camping services, and nonmedical therapies, including, but not limited to, specialized recreation, art, dance, and music, be made widely available to individuals, not only for socialization, but to lead the lives they want in the community." Therefore, when considering funding social recreation, camping and nonmedical therapies, regional centers must not apply nor include in purchase of service (POS) policies, the requirement that services meet both a recreation and socialization need. While a 1:1 service may not directly provide socialization, it could support the acquisition of skills that would promote community inclusion and socialization opportunities. To this end, regional centers shall not prohibit the purchase of 1:1 services to include private lessons.

Funding Equipment

W&I Code section 4688.22(a)(4) states, "It is further the intent of the Legislature for regional centers to prioritize access to those services, not only by referring consumers and their families to existing opportunities for social recreation services and camping services, but also by funding those services directly along with the supports they may need to access them, increasing the availability of vendors, and expediting vendorizations accordingly."

- SDRC may consider the purchase of equipment to support a client's participation in a social rec activity. This is a planning team discussion. The planning team should exhaust all available resources for this equipment before purchasing (i.e. rentals, scholarships, donations, etc.)
- If the program is able to provide the equipment and can add that cost into the total POS cost, then the POS should reflect those added costs for equipment in the total cost.
- If the equipment needs to be purchased separately, a new POS will be entered
 - Subcode SRAEQ will be used for equipment purchases. Both the 459 and 490 POS will use the same subcode. (see next slide for examples)
 - Planning team should determine where the equipment will be purchased from and share this information with CIS.

1:1 Supports for Soc/Rec, CAMP and Non-Med Therapies, continued

The request for 1:1 support must be indicated on the Soc/Rec Screening Tool with a brief description of the need.

Is	Additional Support/Staffing Required? ☐ Yes☐ No
lf	yes, please describe how this need will be met: Click or tap here to enter text.
Is	Transportation Needed? ☐ Yes ☐ No
If	yes, provide details as to how this need will be met: Click or tap here to enter text
A	ny Additional Information to Share: Click or tap here to enter text.

<u>Transportation is now available for all soc/rec, camps and non-med therapies and a TSR is required (**PDS):</u>

Options include voucher options (participant directed service), possible bus pass, MTS Access

Contract services are most likely *not* an appropriate option as these vendors typically have scheduled routes to specific sites/locations

All transportation requests should be described on the Soc/Rec Screening Tool under Supplemental Info (location of soc/rec activity, vendor info if provider is vendored, days per week, any info to support TSR).

Supplemental Information

Is Additional Support/Staffing Required? ☐ Yes☐ No

If yes, please describe how this need will be met: Click or tap here to enter text.

Is Transportation Needed? ☐ Yes ☐ No

If yes, provide details as to how this need will be met: Click or tap here to enter text.

Any Additional Information to Share: Click or tap here to enter text.

Info provided here should also be listed in the TSR comment section.

Request Denied

Review Team Duties Inform SC the reason deferred/denied:

- Request not in line with POS guidelines (denied)
- Need additional information (deferred)

SC Duties

- If denied for reason #1 above, inform client/family and complete the Good Faith Letter/NOA process in collaboration with your program manager.
- If deferred for reason #2 above, obtain the additional information requested and resubmit via THEREFORE WORKFLOW

Multiple Concurrent Requests

Funding for more than one social rec / camp / non-medical therapy at a time (overlapping service dates) can occur under certain circumstances. The Planning Team must determine it is appropriate and would not be considered a duplication of service.

- For vendored services with overlapping service codes, the POS Justification should clearly state that this is "<u>Planning Team decision</u>" and "<u>not a duplication of service</u>". A corresponding T19 outlining how the Planning Team reached this decision should be entered.
- ➤ For multiple activities in the same month using the 459 Service Code, the above justifications still apply, but the POS should be entered as 1 POS with a breakdown of all expenses in the justification. (example on next slide)
 - Provider name should be at the beginning of each line in the fiscal justification.
 - 490 FMS SRA POS should be inclusive of multiple activities.



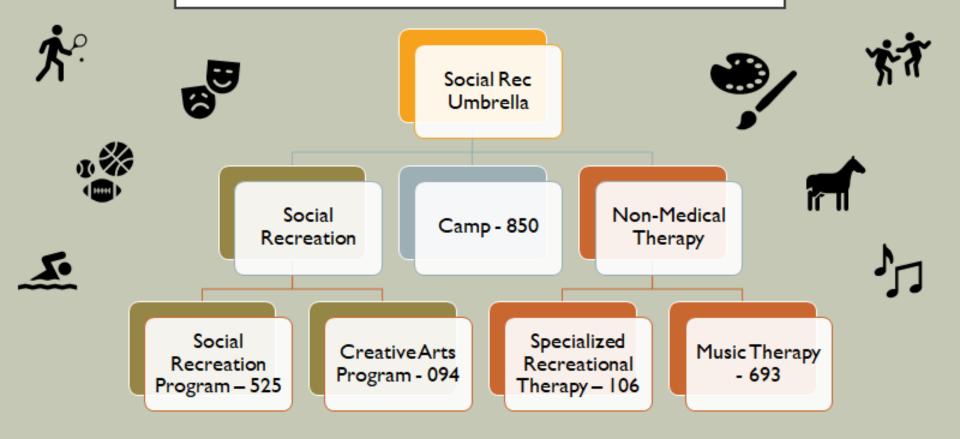
Prepayments!

- SDRC is finalizing this process, and Business Services has confirmed with DDS that their proposed method will meet audit merit.
- In order for a business to be paid in advance, SDRC's Community Services Team will need to procure a copy of that business's payment schedule from their website.

Process for New Vendorization Requests

- Please connect potential vendor to SDRC's Community Services Department.
- Community Services gets information from potential vendor to determine appropriate service code and requirements.
- 40 requests come in a month.
- Will communicate as programs are vendored or if program does not qualify on the spreadsheet.

SOCIAL REC SERVICE CODES



VENDORIZATION PROCESS

The Reader's Digest Version



Initial Contact

- · Program reaches out to express interest, or
- · Family/client expresses interest

Infogathering Program is sent list of initial info-gathering questions via email

Review

- · Information provided by program via email
- Social Rec Committee reviews prospective vendor and confirms ability to fund and applicable Service Code

Application

 Program completes full application process and submission of Insurance, EFT info, Program Design, etc.

Processing

- Information entered into SANDIS
- eBilling and Service Provider Portal accounts created

- 110

- New Vendor Orientation Meeting completed
- · Final documents signed

Information added to Google Doc

HOW TO GET A NEW PROGRAM INVOLVED



When learning about a new program that might be suitable for Social Rec

DO:

DON'T:

Reach out to Social Rec Resource Coordinator with program contact information

Give parents Social Rec Resource Coordinator's contact info

Provide the program with Social Rec Resource Coordinator's contact info

Self Determination Program

- Requests should follow the same process as Traditional Services including review by the social rec review team as needed.
- Start process of requests early on in initial planning (When you receive a Person Centered Plan or have a request to build a SDP budget) to streamline process of enrollment.
- Vendors and Non-Vendors would be paid by the individual's self-determination FMS
- ❖ Usual and customary rates for services that would be funded by an FMS under traditional services
- Median/set rates for those services that should/would be vendored by SDRC (consultation with community services may be needed to determine appropriate rates)
- HCBS applies to all services
- Social/ rec team will need to evaluate some requests on case by case basis to take Self Determination into account
- Generally speaking, non-vendored social rec/ camps/ and non-medical funded into the Individual Budget should be reflected as such in the Spending Plan.

If approved by your PM or Social Rec Review Team, **DO NOT** enter a Traditional POS please... see next slide!

Self Determination Program

Funding Social/Rec in SDP

- Initial or annual Individual Budget would include service as one time/ temporary service.
- Budget Adjustment would be made for existing SDP budgets
- Funding of Social/ Rec service & FMS fees would be included in budget (Non-vendored social rec requests)
- For ongoing participants, updated spending plan, POS 'work with' and IPA required
- Schedule a Calendly session with Participant Choice Specialist for support in this area or email SDP@SDRC.org
- SDP participants can also use their SDP budget funds for social rec services without requesting additional funds for social rec from SDRC. EX: Client uses their respite hour funds for karate and tennis lessons in their spending plan.



QUESTIONS?

