



PURCHASE OF SERVICE GUIDELINE

10/04/2018	INDEPENDENT LIVING SERVICES	FINAL
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I. DEFINITION

Independent Living Services (ILS) may be purchased for adult consumers, consistent with his or individual program plan, that provide the consumer with functional skill training that enables him or her to acquire or maintain skills to live independently in his or her own home, or to achieve greater independence while living in the home of a parent, family member, or other person. ILS training focuses on teaching functional skills to adult consumers who generally have acquired basic self-help skills or who have attendant care and require additional skills to maintain themselves in their chosen living arrangement. Training areas may include, but are not limited to: cooking, cleaning, menu planning, meal preparation, shopping, money management, parenting, sexuality training, health care appointment management, homemaking skills, community inclusion training, community / emergency resource awareness.

II. CRITERIA

- A. ILS can be purchased for consumers who are in need of functional skills training in order to acquire or maintain a self-sustaining, independent living situation.
- B. ILS can be purchased if the consumer so chooses depending upon his/her commitment, motivation to live independently, and assessment of needs.

III. AMOUNT OF SERVICE

An authorization for ILS hours is typically arranged for a period of six months. This will allow for a review of the program progress report by all involved parties. Upon review, if services are to continue, an authorization of funding will be processed for the following six months.

- A. **Assessment**
Each consumer referred to an agency to receive ILS, shall initially have a needs assessment in order to determine the amount of ILS hours per month. A maximum of five hours will be authorized for needs assessment. Based on an individual's needs, up to ten additional hours may be authorized.

B. Training

Authorization of ILS training hours for a consumer shall be based on a needs assessment, the ILS hours in combination with other generic/natural support services, and the consumer's ability and motivation to abide by the number of training hours.

An exception to this may be granted based on need and mutually agreed upon by the IPP Planning team.

C. Close of Service

Upon completion of the authorized hours of training, or after the mutually agreed-upon duration of service, a review by the planning team shall be made to determine if the consumer has attained the independent living skills outlined in the service plan. If the consumer has not met the outlined objectives or not made reasonable progress, according to the planning team, alternative services or programs shall be explored with the consumer.

IV. ALTERNATIVE FUNDING RESOURCES

While the resources listed below may not in all cases serve as alternative funding resources, they must be explored as supplemental funding resources while arranging ILS services:

- SSI, SSA, VA
- In-Home Supportive Services
- Department of Rehabilitation
- Parks and Recreation
- Family, consumer and other private resources
- Other state and local generic resources

ELARC shall not purchase any service that would otherwise be available from Medi-Cal, Medicare, The Civilian Health and Medical Program for Uniform Services, In Home Support Services, California Children's Services, private insurance, or a health care service plan when a consumer or a family meets the criteria of this coverage but chooses not to pursue that coverage [WIC 4659 (c)].

V. PROCESS FOR PURCHASE OF SERVICE

- A. Once ILS services have been identified as appropriate upon review and request of planning team, the service coordinator provides the consumer/family/authorized representative with information on ILS providers so that the consumer may have a choice of providers.
- B. The service coordinator coordinates the completion and/or review of all relevant consumer assessments/records as part of the referral process. Additionally, an interview with the program should be arranged.

- C. Once a provider for ILS assessment is chosen, the service coordinator completes an Authorization for Purchase of Service for an initial ILS assessment.
- D. Within 15 days of completing the assessment, the ILS provider shall submit an assessment and individual service plan (ISP) with a measurable definition of: (a) baselines, (b) goals, (c) objectives, (d) plans, and (e) hours proposed to implement each plan [W&I § 4646.5 (a)(1)(2); Title 17 § 56720].
- E. The planning team will review the assessment and ISP. If all parties agree with the plan, the service coordinator shall initiate a POS Authorization for ILS training for the duration for up to six months.
- F. ELARC fiscal/administration processes the Authorization for Purchase of Service.

VI. EVALUATION OF SERVICE EFFECTIVENESS

Consumer feedback will serve as the primary mode of evaluating service effectiveness. The annual face-to-face person centered planning meeting to review IPP objectives and the review of ILS progress report will serve as a reference to determine the effectiveness and continuance of the program. Additionally, evaluation will be based on review of the vendor semi-annual report [Standards for All Community-Based Day Programs, Title 17 § 56720(c)].

Progress reports shall be submitted by the ILS program at the end of the fifth month of the current authorization, to allow time for review of the report prior to the end of the six-month authorization period.

The vendor's report shall contain: (1) a review of the consumer's performance and progress in relation to each IPP objective and plans for which the vendor is responsible; (2) an identification of the barriers (if any) to the consumer's success in achieving the IPP objective(s) for which the vendor is responsible and how such barriers shall be overcome in the future; and (3) whether the vendor's program can continue to meet the consumer's needs as specified in the IPP. [Title 17 § 56720(c)]