

JOB DESCRIPTION – ALL SERVICES

The iBudget Waiver provides home and community-based supports and services to eligible persons with developmental disabilities living at home or in a home-like setting. The iBudget Waiver program is funded by both federal and matching state dollars. Eligible recipients can choose between the iBudget Waiver or an intermediate care facility for individuals with intellectual disabilities (ICF/IID).

The iBudget waiver reflects use of an individual budgeting approach and enhanced opportunities for self-determination.

The eligible individual can choose from different services provided by the iBudget Waiver within the limits of an individual budget in order to:

- live as independently as possible in their own home
- be as independent as possible in the community
- achieve productive lives

Similar services are grouped in service families. Individual job descriptions are defined by but are not limited to the service family or service provided.

Service Family	Service
Life Skills Development	Level 1 - Companion
Personal Supports	Personal Supports Qtr
	Personal Supports Day
Residential Services	Supported Living Coach

The purpose of the iBudget waiver is to:

- promote and maintain the health and welfare of eligible individuals with developmental disabilities
- provide medically necessary supports and services to delay or prevent institutionalization
- foster the principles of self-determination as a foundation for services and supports

Individuals enrolled in the iBudget Waiver should receive services that enable them to:

- have a safe place to live
- have a meaningful day activity
- receive medically necessary medical and dental services
- receive medically necessary supplies and equipment
- receive transportation required to access necessary waiver services

DEFINITIONS: *the Developmental Disabilities Individual Budgeting Waiver Services Coverage and Limitations Handbook September 2015*

§ Daily Progress Note - (SLC) documentation of activities, supports, health, safety, welfare, contacts with client, other providers, agencies with dates, times, and summary of support provided during the contact, follow-up needed, progress toward achievement of support plan goals

§ Service Log - (LSD1, PS) documentation of service delivery - staff name, client name, time in/out, service name, dates of service provision, summary or list of service provided, follow up needed for client health, safety if applicable

The Service Log and Daily Progress Note can be combined and must contain all information for both.

§ Implementation Plan/Transition Plan

- plan developed by provider and client describing support plan goals to be addressed, methods used to assist client in meeting goals, system, for data collection and client progress in achieving goals
- addresses frequency of service and how home, health, community safety needs
- includes personal emergency disaster plan (updates annually and when client moves)
- includes description of how natural and generic supports will be used to assist in supporting client
- includes documentation of attempts to get SP if not provided by the WSC

§ Functional Community Assessment - A report designed to describe individual's capabilities and needs to identify types of training, assistance, and intensity of support needed; addresses all aspects of daily life (relationships, health concerns, personal care needs, finances, community mobility, interest, etc); updated annually

§ Annual Report/Summary - A report of supports and services received throughout the year, description of progress toward meeting goals, any information about significant events in the client's life. May be the Third Quarter Summary plus a summary of previous quarters or the 9th monthly summary if doing monthly summaries. Must be submitted to the WSC 60 days prior to SP effective date (the month prior to the SP meeting)

§ Individual Financial Profile - An analysis of the household costs and revenue sources associated with maintaining a balanced monthly budget for the client; updated at minimum annually, to include:

- substantiating the need for a monthly subsidy or initial start-up costs
- strategies for assisting the recipient with money management when requested
- evaluation of whether housing selected is within the client's financial means (need for a supported living subsidy requires approval by APD regional office)

§ Client Demographics - current information regarding demographics, health, medical, emergency information

§ Support Plan - developed by the client/representative and his circle of support based on the preference, interests, talents, attributes and needs of the individual to enable the client to live a dignified life in the least restrictive setting, appropriate to the client's needs; must include the least restrictive and most appropriate environment for accomplishment of the objectives for individual progress and a specification of all services authorized, including identification of natural and community supports as well as paid services and provisions for the most appropriate level of care for the client

- client receives a copy of the plan and any revisions made to the plan

- must be reviewed, signed, and dated by the recipient or legal representative prior to its implementation

§ Person-Centered Planning - A planning approach based on the recipient's perspective rather than that of a program or resource used to identify the services and supports necessary to meet the recipient's needs involving the recipient and significant people in the recipient's life. The most important goals and outcomes are identified as well as the supports needed to achieve them.

GENERAL PROVIDER REQUIREMENTS

ATTEND MEETINGS

- The provider will participate (with the recipient's or legal representative's permission) in the discussion of the recipient's record, the recipient's progress, the extent to which the recipient's needs are being met or any need for modifications to their support plan, implementation plan, or other documents, as applicable
- The provider will provide information (with the recipient's or legal representative's permission) about the recipient to assist in the development of the support plan, and to attend the support planning meeting when invited by the recipient, family member, or legal representative
- The provider will notify the Program Administrator of any contact information changes including e-mail address, mailing address, phone number, etc.
- The provider must participate in and the person-centered planning and implementation for each recipient and use the recommendations from the planning to:
 - implement person-centered supports and services
 - support development of informed choices through education, exposure, and experiences in activities of interest to the person served
 - enhance service delivery in a manner that supports the achievement of individually determined goals
 - make improvements in the provider's service delivery system

COMPUTER

- The provider will have access to a computer with Internet access, which allows for secure transmission to and from APD, and a valid active e-mail address
 - computer must be used exclusively by the provider and stored in a secure manner
 - computer used for business purposes must be capable of performing security functions that promote and maintain confidentiality of information (such as password-protected logins, virus detection, and secure/encrypted network communications)
 - information stored on physical media, e.g., computer hard-drive, USB drive, which is not encrypted, should be physically safeguarded to prevent loss or theft
 - computer hard drives that store confidential iBudget Waiver recipient data used by waiver providers must implement Full Disk Encryption software; other data storage devices must be encrypted using a minimum of a 128-bit encryption algorithm
- The provider will comply with APD information security policies, and state and federal regulations and laws, in all use of APD computer systems and data in accordance with Rule 71A-1.006 FAC; Chapter 119, FS.; section 282.318 and 286.011, FS
- The provider will agree to abide by the terms and conditions of use of the APD online iBudget Waiver system or other electronic system providing such access when made available by APD

DOCUMENTATION

- The provider will document contact time with the individual that is appropriate to the type and scope of rendered service in accordance with the individual's support plan
- All documentation must be dated and identify the person rendering the service. Documentation must be signed by the person rendering the service to attest to the accuracy and completeness. If using an electronic signature the name of the person providing the service should be typed on all documentation related to billing.
- Services that are billed on a quarter-hour or hour basis must have "from" and "through" time and date documented. It is the responsibility of each provider to understand and comply with all documentation requirements.

POLICIES

The provider will comply with the provider agency's policies.

INCIDENTS

- The provider will:
 - report incidents, including reportable and critical, to the Program Administrator, to APD, to the WSC, and to family/guardian within the time frames described in the iBudget Handbook
 - take immediate action to resolve the incident to ensure the individual's health and safety
- Anyone who suspects or knows of instances of abuse, neglect, or exploitation must immediately report this to the Florida Abuse Hotline.

FINANCIAL

- The provider agrees to notify APD in writing prior to any filing for bankruptcy protection.
- The provider agrees to maintain a separate checking account for any personal funds of any and all recipients in the care of, or receiving services from, the provider

The provider agrees that at no time should any recipient's personal funds be co-mingled with any other funds, including those of the provider or any of its employees

The provider must maintain on file a written consent to manage personal funds, signed by the recipient or his legal guardian. The provider must maintain on file receipts for individual purchases of \$25.00 or more.

- Neither the provider nor its employees, in their official capacity, will:
 - receive any financial benefit as a result of being named the beneficiary of a life insurance policy covering a recipient served by the provider
 - benefit financially by borrowing or otherwise using the personal funds of a recipient served by the provider