

SUPPORTED LIVING COACH	
<p><i>This synopsis of the service identified is from the iBudget Handbook but it is not all inclusive and is not limited to what is here. Each employee is responsible for the information in the iBudget Handbook whether the employee reads the information or not. Use the information provided here with the information, including definitions, in the JOB DESCRIPTION – ALL SERVICES description.</i></p>	
Description	<p>Service provision of training and assistance in a variety of activities, including assistance with locating appropriate housing, the acquisition, retention, or improvement of skills related to activities of daily living (e.g., personal hygiene and grooming), household chores, meal preparation, shopping, personal finances, and social and adaptive skills necessary to enable clients to reside on their own</p> <ul style="list-style-type: none"> • provided to recipients age 18 years or older • clients who live in family homes, foster homes, or group homes are NOT eligible for these services UNLESS clients have an identified goal to move into their own homes or apartments
Who Provides	<ul style="list-style-type: none"> • licensed home health or hospice agencies • solo or agency providers who are not required to be licensed, certified, or registered
Place of Service	<ul style="list-style-type: none"> • Can be provided: <ul style="list-style-type: none"> - in own home or apartment (a supported living arrangement where the home must be available for lease or purchase by anyone in the community and cannot be co-located on the same property as the client's family home) - in the community • CANNOT be provided: <ul style="list-style-type: none"> - in the same home with a legally responsible family member except during transition from the family home into supported living - by a supported living coach who is living in a client's home - in the provider's own home or apartment
Limitations & Exclusions	<ul style="list-style-type: none"> • providers must work together to avoid duplication of activities • should not be duplicative of services performed by the personal supports provider • documentation must clearly reflect the service being provided and billed for at a given time • an exception can be requested by the client to the APD regional office to request a waiver to allow supported living services to be provided on the property of a family member, in a separate structure, with a separate lease • CANNOT be provided during the same period of time as residential habilitation services or when the client is living in the family home EXCEPT for 90 days prior to client moving into supported living setting • If the SLC serves as a representative payee, the supported living provider must: <ul style="list-style-type: none"> - document informed consent of the client or legal representative's choice and follow all applicable Social Security representative payee guidelines - review, with the client and the legal representative, if applicable, alternative payee options - notify APD and provide documentation of the above prior to becoming the representative payee • The supported living coaching provider or the provider's immediate family must not be the client's landlord or have any interest in the ownership of the housing unit as required by APD's Rule 65G-5.004, F.A.C. • Client's name, if renting, must appear on the lease either singularly or with a roommate or a guarantor • The client must: <ul style="list-style-type: none"> - live with no more than two other people who have developmental disabilities - have control over daily routines • Supported living coaching services are limited to the amount of duration as scope of the services described in the client's support plan and current approved cost plan
Minimum Qualifications	<p>Must meet a minimum of one:</p> <ul style="list-style-type: none"> • Bachelor's degree from accredited college or university with a major in education, rehab science, business, or related degree • Associate's degree or 2 years of college from accredited college or university AND 2 years documented direct experience with clients with developmental disabilities • 1 year of college from accredited college or university AND 3 years documented direct experience with clients with developmental disabilities • 4 years of direct professional experience in working with clients with developmental disabilities AND a GED
Minimum Training Requirements	<p>Zero Tolerance HIPAA Direct Care Core Competency Medication Administration Course & Validation, if working with client who takes medications Behavioral Emergency Procedures, if working with client with Behavior Plan CPR First Aid HIV/AIDS/Infection Control Requirements for ALL Waiver Providers Overview of APD Waiver Provider Requirements SLC Pre-Service (Pre-Service & Introduction to Social Security Work Incentives)</p>

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<p>Other Training (APD, Company, as required)</p>	<ul style="list-style-type: none"> Pre-Service Certification (APD) Provider Verification General Hire Training Client-Specific Training DD & Ibudget Handbooks Waiver Services Agreement & Attachments Documentation Requiriements Bill of Rights, Chapter 393.13 Person-Centered Planning Rights & Choices Emergency Preparedness Core Assurances Incident Reporting
<p>Documentation to Maintain)</p>	<ul style="list-style-type: none"> • claim(s) submitted for payment • daily progress notes sent monthly • Implementation Plan/Transition Plan within 30 days of service start, receipt of SP, or changes/updates • Implementation Plan annually • Quarterly/Annual Summary • Functional Community Assessment • Individual Financial Profile • Client Demographics
<p>Documentation Provided to WSC</p>	<ul style="list-style-type: none"> • daily progress notes sent monthly • Implementation Plan/Transition Plan • Quarterly/Annual Summary • Individual Financial Profile
<p>Required Employee Documentation</p>	<ul style="list-style-type: none"> • If transporting client in private provider vehicle, copies of valid: <ul style="list-style-type: none"> - driver license - vehicle registration - automobile insurance • Proof of all required training • Proof of education/experience • Proof of background screening
<p>Service Requirements</p>	<ul style="list-style-type: none"> • Completion of: <ul style="list-style-type: none"> • Functional Community Assessment Form: <ul style="list-style-type: none"> - completed prior to the client's move into a supported living arrangement - completed within 45 days of service implementation for a client already in a supported living arrangement - updated at least annually • Housing Survey Form: <ul style="list-style-type: none"> - to ensure client housing selection meets housing standards and is within the client's means - prior to lease being signed - WSC approval required at final on-site inspection - reviewed quarterly by WSC • Individual Financial Profile Form: <ul style="list-style-type: none"> - submitted initially to WSC no more than 10 days from onset of services - updated following the selection of housing by the client or if the financial situation changes - approved by APD regional office before client signs lease if: <ul style="list-style-type: none"> - the financial profile indicates a need for a one-time or recurring subsidy - any time the client's finances change - annually • Provider must participate in iBudget Waiver monitoring reviews conducted by the APD or its authorized representatives • Provider must render supported living coaching services at the time and place mutually agreed to by the client and provider • The provider must have an on-call system in place that allows clients access to services for emergency assistance 24/7 • The provider must specify a backup person to provide services in the event that the provider is unavailable. Phone access to the provider or the backup provider must be available, without toll charges to the client. Services provided and documented by the backup provider must be billed by the backup. • Supported living coaching encourages maximum physical integration into the community. • Clients who live in family homes, foster homes, or group homes are not eligible for these services unless clients have an identified goal to move into their own homes or apartments. • Supported living coaching services can be made available to clients who are in the process of looking for a residence within 90 days before moving, even though they will reside in a family, foster, or group home during the search process and can be receiving residential habilitation services. Supported living coaching services cannot be authorized or reimbursed for a client who chooses a home that does not meet acceptable housing standards as outlined in the APD housing survey. • Supported living coaching services are provided on a one-to-one basis. • The provider will bill for supported living coaching services in accordance with the APD rate structure. If services are provided with two or more clients present, the amount billed must be prorated based on the number of clients receiving the service if there are two or more clients receiving the service at the same time. • The homes of individuals receiving supported living coaching services will meet requirements as required by APD's Rule 65G-5.004, F.A.C.

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<p>Billing Requirements</p>	<p>For reimbursement purposes, the supported living coach must meet certain basic billing requirements (which may be maintained electronically). Billable activities may include the direct provision of, or training the client in, the following:</p> <ul style="list-style-type: none"> • Housing procurement • 24-hour emergency help • Clothing care • Utilizing third party benefits • Mobility and travel skills • Interpersonal communication • Client specific documentation • Time spent: <ul style="list-style-type: none"> - in person-centered meetings with the client present (to discuss futures planning, support plan meetings, quarterly progress review meetings) - without the client present working to coordinate services with other providers that does not duplicate support coordination responsibilities - completing and updating functional community assessments, financial profiles, implementation or transition plans, and relationship maps • Quality assurance activities which must: <ul style="list-style-type: none"> - be clearly documented in the supported living daily progress notes - include activities, supports and contacts with the client, other providers and agencies with dates and times, and a summary of support provided during the contact, any follow up needed and progress toward achieving support plan goals <ul style="list-style-type: none"> • Household maintenance and management • Meal planning and preparation • Self-care, manners, and sexuality • Time management • Civic responsibilities • Facilitation of one-to-one support counseling • Safety and emergency procedures • Shopping and consumer skills • Money management and banking • Recreation and leisure • Advocacy • Self-medication and health management