

- **SAS**

- The administrator cannot be the caregiver.
- Being both was always only a temporary solution.
- Support coordinators agreed to review and approve timesheets during the public health emergency.
- Please be working with your fiscal agent as needed.

- **Provider model**

Waivers Waiting List

- Physical Disabilities
- Acquired Brain Injury
- Intellectual and Developmental Disabilities
- Waiting List

Four categories

- 1) Category 1 — Up to 10 hours weekly
- 1) Category 2 — Up to 20 hours weekly
- 1) Category 3 — Up to 30 hours weekly
- 1) Category 4 — Up to 40 hours weekly

Caregiver compensation:

- Can convert already existing ongoing funding in a person's budget to caregiver compensation by an increase of one level as long as caregiver burnout and individual preference have been taken into account.
- There is an exception process based on need.

Categories

Exceptions

- People new to services who are not able to gather the needed information before their initial budget is set.
- People over the age of 18 who continue to live at home full time and would like to use caregiver compensation in place of other day services.
- People who are not able to find other providers.
- People who have had significant concerns or issues in the past with using other
— service models.

Considerations

- Burnout
- Capacity
- Choice

UCANS use in caregiver compensation

Amanda Barr

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Category 1

0-10 hours a week

UCANS score of 1-3 in the following core areas:

- Activities of Daily Living (Ages 3+)
 - Independent Living Skills (Ages 16+)
 - Or additional UCANS scores will be taken into consideration.
 - Complete a caregiver addendum. Items rated 2 or 3 require supporting documentation.
-

Category 2 (0-20 hours per week)

- Meet criteria for Category 1
- Evidence of medical and/or behavioral need
- Medical need is determined by UCANS scores including medical, physical, and medication.
- Behavioral need is determined by UCANS scores including behavior, emotional, and risk.
- A combination of medical and behavioral needs may also be considered.

Categories 3 & 4

- Meet criteria for category 2
- Medical and/or behavioral needs that require total assistance.
- Medical need determined by;
 - Verification from a healthcare provider of at least 2 prescribed medical treatments that require total assistance weekly to manage the person's medical condition.
 - Additional documentation requested by the waiver manager or the RFS committee.

Categories 3 & 4

- Behavioral need determined by;
 - Verification from a healthcare provider of at least 2 behavioral conditions or treatments that require total intervention weekly.
 - A behavioral assessment of the person's target behavior(s) or;
 - A behavioral support plan (BSP) must be developed or;
 - Verification of behavioral treatment that requires total assistance from one of the following: psychologist, psychologist, Board Certified Behavior Analyst (BCBA), or a therapist/clinician who holds a Master's Degree.

Categories 3 & 4

- Medical and/or behavior needs;
 - Qualification may be determined by a combination of medical and behavioral needs if there are two conditions or interventions that require total assistance weekly.
- Category 3 - Person receives over 29 hours of any other service weekly.
- Category 4 - Person receives less than 29 hours of any other service weekly.

Comprehensive Brain Injury Assessment (CBIA) use in caregiver compensation

Rolf Halbfell

Category 1

0-10 hours a week

- CBIA score of 1-3 in Activities of Daily Living
 - CBIA score of 1-3 in Instrumental Activities of Daily Living (18+)
 - Additional CBIA scores will be taken into consideration.
 - Waiver/program manager may request additional documentation to make a determination.
-

Category 1

Continued

- A caregiver addendum will be completed and reviewed.
 - Any scores of 2 or 3 need supporting information.
-

Category 2 - up to 20 hours

- Evidence of medical and/or behavioral need
- Medical need determined by corresponding CBIA scores
- Behavioral need determined by CBIA control of emotion or judgment score of 3 core items.

Categories 3 and 4

- Meet criteria for category 2
- Medical and/or behavioral needs that require total assistance.
- Medical need determined by:
 - Verification from a healthcare provider of at least 2 prescribed medical treatments that require total assistance weekly to manage the person's medical condition.
 - Additional documentation requested by the waiver manager or the RFS committee.

Categories 3 and 4, cont.

- Behavioral need determined by:
 - Verification from a healthcare provider of at least 2 behavioral conditions or treatments that require total intervention weekly.
 - A behavioral assessment of the person's target behavior(s), or
 - A behavioral support plan (BSP) must be developed, or
 - Verification of behavioral treatment that requires total assistance from one of the following: psychologist, psychologist, Board Certified Behavior Analyst (BCBA), or a therapist/clinician who holds a master's degree.
- Medical and/or behavior needs:
 - Qualification may be determined by a combination of medical and behavioral needs if there are 2 conditions or interventions that require total assistance weekly.

Categories 3 and 4, cont.

Category 3 - Person receives over 29 hours of any other service weekly.

Category 4 - Person receives less than 29 hours of any other service weekly.

Caregiver Compensation

Worksheet Calculator

Caregiver Compensation

Worksheet Overview

Before Creating The New Caregiver Worksheet:

In all cases: Make sure the affected Person Centered Support Plan (PCSP) exists in either “New, Pending” or “Active” statuses.

Program-specific steps:

Community Supports Waiver (CSW), Community Transitions Waiver (CTW) and Limited Supports Waiver (LSW):

- Complete an appropriate UCANS assessment

Acquired Brain Injury (ABI) Waiver:

- Complete an appropriate CBIA assessment

Waiting List (WL):

- No pre-assessment is required to create the caregiver worksheet.

Worksheet Calculator Overview

The worksheet manager

The worksheet manager is the place where all service code worksheet calculators will eventually go (e.g. the RHS, PPS, HHS, DSG, etc.). Caregiver compensation is the first worksheet calculator built directly into USTEPS.

▼ Create Worksheets

Worksheet Type

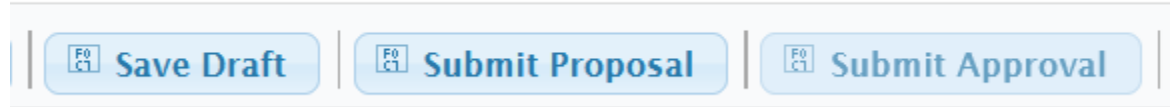
Worksheet Type	SVC ⇅	Type	Rate	Kind	Units	Start ⇅	End ⇅	Create ⇅	Status ⇅	Status Date ⇅	Action
No records found.											

Worksheet Calculator Overview

The worksheet manager

The worksheet process follows a workflow.

- First, the support coordinator enters the data.
- Next, the support coordinator submits the worksheet for approval.
- Finally, the worksheet is reviewed and either approved or denied.
 - For the CTW, CSW and ABI waiver programs, the decision is made through the RFS process.



Caregiver Compensation

Worksheet Calculator Details

Worksheet Calculator

Caregiver compensation worksheet details

- 4 service codes are available for caregiver compensation.
 - **CMS** - Caregiver Compensation - Spouse
 - **CMP** - Caregiver Compensation - Parent/Guardian
 - **CM2** - Caregiver Compensation (SAS) - Spouse
 - **CM3** - Caregiver Compensation (SAS) - Parent/Guardian

 Take Me Back

 Save Draft

 Submit Proposal

CCA

Category 1

Category 2

Category 3/4

Documents

Relationships

PCSP Budget

Worksheet Calculator

Caregiver compensation worksheet details

- Quarter-hour is the unit type for all 4 caregiver compensation service codes (the rate is not variable).
- The worksheet is used to determine the number of units (hours) that can be prescribed for the service. The units are defined by categories 1 through 4.
 - **Category 1** – up to 10 hours (40 quarter-hours) per week.
 - **Category 2** – up to 20 hours (80 quarter-hours) per week.
 - **Category 3** – up to 30 hours (120 quarter-hours) per week.
 - **Category 4** – up to 40 hours (160 quarter-hours) per week.

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[CCA](#)

[Category 1](#)

[Category 2](#)

[Category 3/4](#)

[Documents](#)

[Relationships](#)

[PCSP Budget](#)

Worksheet Calculator

Caregiver compensation worksheet details

- For CSW, CTW and LSW:
 - Categories 1 and 2 are automatically determined by UCANS data.
 - Categories 3 and 4 are conditional and require the support coordinator to provide additional documentation that helps explain / justify the person's need.

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 Save Draft

 Submit Proposal

CCA

Category 1

Category 2

Category 3/4

Documents

Relationships

PCSP Budget

Worksheet Calculator

Caregiver compensation worksheet details

- For ABI and WL:
 - Categories 1 and 2 are not pre-populated with any data.
 - Categories 3 and 4 are conditional and require the support coordinator to provide additional documentation that helps explain / justify the person's need.

 Take Me Back

 Save Draft

 Submit Proposal

CCA

Category 1

Category 2

Category 3/4

Documents

Relationships

PCSP Budget

Worksheet Calculator

Caregiver compensation worksheet details

The “CCA Status” bar shows general information about the worksheet’s content.

CCA	Category 1	Category 2	Category 3/4	Documents	Relationships	PCSP Budget
CCA Status (Draft)						
Assessed Category	Category1			Proposal Category		CCA Category
				Proposal Funding Type		CCA Funding Type
UCANS Date	04/20/2023			CCA Proposed On		CCA Completed On

Worksheet Calculator

Caregiver compensation worksheet details

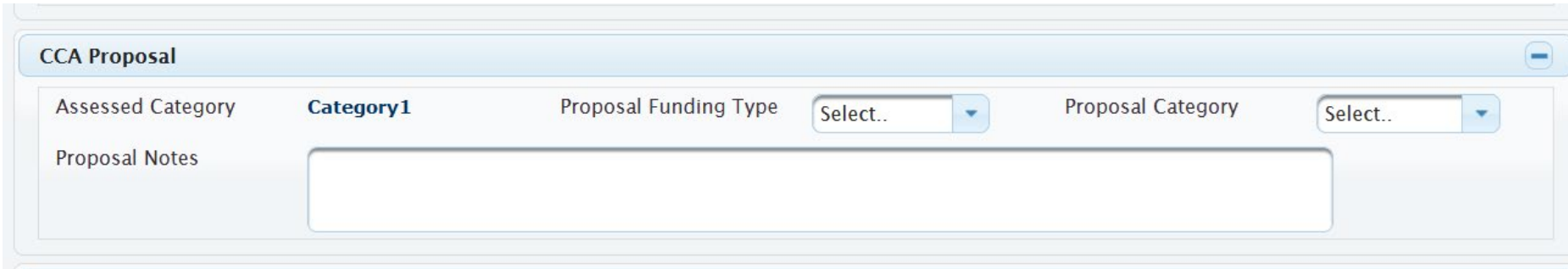
Use the “CCA Data” bar to enter the worksheet’s start date, end date, service code and PCSP.

CCA Data			
CCA Start Date	<input type="text"/>	CCA End Date	<input type="text"/>
CCA Service Code	<input type="text" value="Select.."/>	Plan	<input type="text" value="Select Plan..."/>
County	Salt Lake	Frontier County	No

Worksheet Calculator

Caregiver compensation worksheet details

Use the “CCA Proposal” bar to select the worksheet’s funding type (one-time or ongoing) and its proposed category.



The image shows a software interface for a "CCA Proposal" bar. The bar has a light blue header with the text "CCA Proposal" and a minus sign icon on the right. Below the header, there are four main sections: "Assessed Category" with the value "Category1"; "Proposal Funding Type" with a dropdown menu showing "Select.."; "Proposal Category" with a dropdown menu showing "Select.."; and "Proposal Notes" with a large empty text area.

Assessed Category	Proposal Funding Type	Proposal Category
Category1	Select..	Select..

Proposal Notes

Worksheet Calculator

Caregiver compensation worksheet details

The “CCA Approval” & “CCA Proposal-Approval History” bars record the worksheet’s outcome / decision(s).

CCA Approval [-]

Approval Decision Approval Funding Type Approved Category

Approval Notes

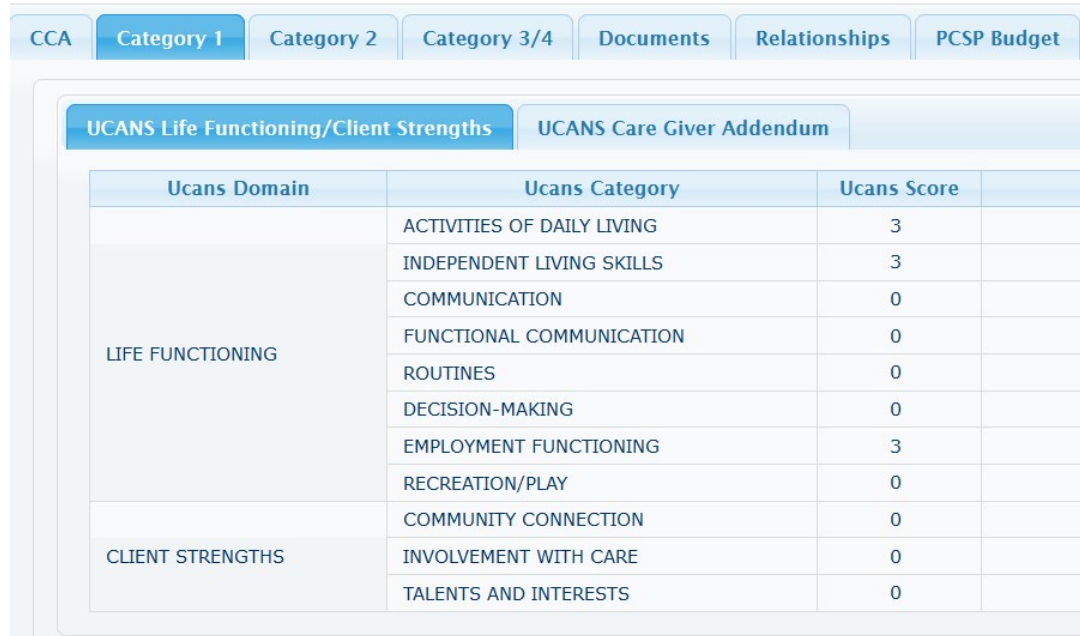
CCA PROPOSAL-APPROVAL HISTORY [-]

Proposal				Approval			
Category	Funding	Submit Date	Category	Funding	Decision	Submit Date	
<input type="button" value="⏪"/> <input type="button" value="⏴"/> <input type="button" value="⏵"/> <input type="button" value="⏩"/>							

Worksheet Calculator

Caregiver compensation worksheet details

The “Category 1” tab shows the UCANS scores that apply to it.



The screenshot displays a software interface for a worksheet calculator. At the top, there are several tabs: 'CCA', 'Category 1' (which is selected and highlighted in blue), 'Category 2', 'Category 3/4', 'Documents', 'Relationships', and 'PCSP Budget'. Below these tabs, there are two sub-tabs: 'UCANS Life Functioning/Client Strengths' (selected) and 'UCANS Care Giver Addendum'. The main content area contains a table with the following data:

Ucans Domain	Ucans Category	Ucans Score	
LIFE FUNCTIONING	ACTIVITIES OF DAILY LIVING	3	
	INDEPENDENT LIVING SKILLS	3	
	COMMUNICATION	0	
	FUNCTIONAL COMMUNICATION	0	
	ROUTINES	0	
	DECISION-MAKING	0	
	EMPLOYMENT FUNCTIONING	3	
	RECREATION/PLAY	0	
CLIENT STRENGTHS	COMMUNITY CONNECTION	0	
	INVOLVEMENT WITH CARE	0	
	TALENTS AND INTERESTS	0	

Worksheet Calculator

Caregiver compensation worksheet details

The “Category 2” tab shows the UCANS scores that apply to it.

CCA	Category 1	Category 2	Category 3/4	Documents	Relationships	PCSP Budget
Ucans Domain	Ucans Category	Ucans Score				
LIFE FUNCTIONING	MEDICAL/PHYSICAL	2				
	MEDICATION	1				
	ELIMINATION	0				
	SLEEP	0				
	SEXUAL DEVELOPMENT	0				
	MOTOR	3				
	SENSORY	0				
BEHAVIORAL/EMOTIONAL NEEDS	ANXIETY	1				
	DEPRESSION	0				
	EATING DISTURBANCE	0				
	ADJUSTMENT TO TRAUMA	0				
	REGULATORY	0				
	ATYPICAL/REPETITIVE BEHAVIORS	0				
	OPPOSITIONAL	N/A				
	OPPOSITIONAL	N/A				
	ANGER CONTROL/FRUSTRATION TOLERANCE	0				
	SUBSTANCE MISUSE	0				
	PSYCHOSIS (THOUGHT DISORDER)	0				
	CONDUCT/ANTISOCIAL BEHAVIOR	0				
	INTERPERSONAL PROBLEMS	0				
	MANIA	0				
VICTIMIZATION/EXPLOITATION	0					

Worksheet Calculator

Caregiver compensation worksheet details

To request categories 3 or 4, the support coordinator records the appropriate information on the “Category 3/4” tab.

The screenshot displays a software interface for a caregiver compensation worksheet. At the top, there is a horizontal navigation bar with several tabs: 'CCA', 'Category 1', 'Category 2', 'Category 3/4' (which is currently selected and highlighted in blue), 'Documents', 'Relationships', and 'PCSP Budget'. Below this, there is a sub-navigation bar with two tabs: 'Medical' (selected) and 'Behavior'. The main content area is divided into two sections. The top section is labeled 'Medical Issue Category' and contains a dropdown menu with the text 'Select..' and a downward arrow. Below this is a section labeled 'Medical Care Details' which contains a large, empty rectangular text input field. At the bottom of this section are two buttons: 'Add' and 'Clear' (with a small icon to its left). Below the input field is a horizontal bar with four navigation buttons: a left arrow, a double left arrow, a double right arrow, and a right arrow. Below this bar is a table with two columns: 'Medical Issue Category' and 'Medical Details'. The table is currently empty. At the bottom of the table, there is another set of four navigation buttons: a left arrow, a double left arrow, a double right arrow, and a right arrow.

Worksheet Calculator

Caregiver compensation worksheet details

The “Documents” tab is where supporting documents are connected to the worksheet (which were previously uploaded to USTEPS) to justify requesting Categories 3 or 4.

The screenshot shows the 'Documents' tab selected in a navigation bar. Below the navigation bar is a 'Select Documents' button. Underneath is a table titled 'Selected Documents' with columns for Document Type, Document Category, Document Date, View, and Remove. The table currently displays 'No records found.'

Selected Documents				
Document Type	Document Category	Document Date	View	Remove
No records found.				

Worksheet Calculator

Caregiver compensation worksheet details

The “PCSP Budget” tab shows the services currently prescribed on the PCSP budget.

Service	Provider Name	Start Date	End Date	Kind	Rate	Units
UTP	UTAU	06/01/2023	06/30/2023	D	22.83	15
HHS	CHRLF	06/01/2023	05/31/2024	D	231.00	365
SCE	SEAFB	06/01/2023	05/31/2024	M	245.01	12
PBA	CHRLF	06/01/2023	05/31/2024	S	18.30	24

Worksheet Calculator

Live Demonstration

Request: We need your feedback about offering a live demonstration of the worksheet during the weeks of May 6th or May 13th.

Do you want the demo?

If so, what date/times would be practical for the demo?

Request for Services, annual reviews and monthly summaries

Caregiver compensation codes

- Caregiver compensation will have new codes starting in July. Everyone using the ongoing program needs to use 1 of the following codes:
 - **CM2**- Caregiver compensation-Spouse (SAS)
 - **CM3**- Caregiver compensation-Parent/Guardian (SAS)
 - **CMS**- Caregiver compensation-Spouse (Provider)
 - **CMP**- Caregiver compensation-Parent/Guardian (Provider)
 - The former codes including SL2, SL3 and SLN for caregiver compensation will no longer be used. SLN will still be used for supported living outside of caregiver compensation.
-

Request for Services (RFS) process

To change to the new program, the support coordinator needs to work with people and families to submit a request for services. A request must be submitted for each person who will use the program.

Steps to submit an RFS request

- 1) **The person, their family, and the support coordinator (SCE):**
 - a) Meet to discuss the person's service needs and options.
 - b) If they decide to use caregiver compensation as part of the service package, they complete the caregiver compensation authorization form and gather documentation.
- 2) **The SCE submits the RFS request**, including the authorization form and other documentation.
- 3) **The RFS committee reviews the request.** They may approve the request, return a modified offer, or deny the request.

If the request is denied, the person and their family will receive a notice of agency action letter with instructions on how to appeal the decision.

If the request is approved the funding is adding to the person's budget and the caregiver can begin providing service under the new service codes starting July 1, 2024.

Caregiver compensation:

- Is intended to be 1 service option within the package of services available to meet the needs of the person.
- Is **not** intended to address all the time a caregiver spends caring for their loved one.
- **Should** be considered as a replacement to services already in the person's budget.
- **Should not** be approved as an add-on service to the current package.

Funding caregiver compensation

Many families have been using one-time funding through the public health emergency to fund caregiver compensation services. This will be factored in when the RFS committee reviews the requests.

Other people with ongoing caregiver compensation funding in their budget, or who have been transferring funding from other approved service codes, are expected to transfer those funds to the new service codes if they would like to continue to use caregiver compensation as part of the service package.

Funding caregiver compensation

Tips to ensure a smooth review

Make sure:

- **Each request has an attached schedule of services.** Work as a team to complete this. It should include all services a person is receiving support for, including DSPD paid services, Medicaid paid services like home health, school and time spent in employment. It should also include a general idea of when caregiver compensation will be provided.
- **The guardianship papers are uploaded to USTEPS** or a copy is attached to the request if a family requests caregiver compensation services for a guardian.
- **A copy of the validated authorization form is attached** to the request.
- **Relevant and current documentation is attached to the request** if you are requesting a higher category level due to medical or behavioral needs.
- **The caregiver compensation medical/behavioral justification form or equivalent information is completed by a licensed medical or behavioral professional.**

Annual reviews

DSPD finance staff will complete annual reviews of the program

- 20% of all caregiver compensation participants will be randomly chosen for review.
- Reviews include discussions with the support coordinator, the person, and caregivers, review of submitted level of care documentation, review of monthly summaries, and confirmation of the care received. DSPD will require payback of any funding for caregiver compensation that is improperly invoiced and paid.
- Staff will also review funding for the previous year to make sure funding levels in the person's budget matches the amount approved in the RFS request.

Families using the provider model for caregiver compensation and the self-administered service model for additional services will be reviewed to make sure submitted timesheets for both programs do not overlap.

For any hours of caregiver compensation that overlap with paid hours for other in-home services, the family will be required to pay back the caregiver compensation hours. It is the family's responsibility to make sure timesheets are not submitted that overlap between services.

Monthly summary

Caregivers need to fill out a summary each month, regardless of whether they use the SAS model or provider model.

Submitting monthly summaries

- Submit monthly summaries to:
 - The support coordinators AND
 - **Either** the fiscal agency (if using SAS model) or the provider (if using the provider model).
- The support coordinator makes a log note verifying they have received and reviewed the monthly report.
- The caregiver needs to completely fill out the monthly summary including details about the service provided and attestations.
- Attestations include:
 - The statements submitted in this report are true and accurate.
 - Services to the person have promoted the health and safety needs of the individual.
 - The services provided continue to meet the needs of the person.
 - Caregiver compensation services were provided by the approved caregiver.
 - No other services were provided or billed at the same time as caregiver compensation hours.
 - Submitting false information may be subject to criminal action, administrative sanctions and/or liability for repayment of funds received pursuant to submission of false information.