

# Self-administered services: Service code descriptions

Version: 1/2026

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# Part I. General SAS service code descriptions

## 1. Companion services - CO1

- a. General description.** CO1 provides one-to-one non-medical care, socialization, and supervision for Persons. Companions assist with, or supervise, tasks like meal preparation, shopping, or laundry. Occasionally they may assist with light housekeeping chores necessary for the care and support of the Person.
- b. Population served.** Persons with ID/RC or adults aged 18 years and over with an ABI as defined in Utah Administrative Rule R539-13 and who are receiving DHHS/DSPD self-administered services.
- c. Direct service requirements.**
  - i. CO1 employee shall provide one-to-one support to achieve the Person's PCSP goals by:
    - 1. providing access to desired social experience;
    - 2. assisting and supervising household tasks like meal preparation, shopping, and laundry;
    - 3. occasionally assisting with light housekeeping chores necessary for care;
    - 4. providing assistance and supervision in accessing community services and resources, including but not limited to finding housing, applying for food stamps, and obtaining Social Security benefits;
    - 5. providing transportation; and
    - 6. other comparable activities.
  - ii. If providing transportation, the employee shall have:
    - 1. a current and valid driver's license;
    - 2. current vehicle registration; and
    - 3. current automobile insurance.
  - iii. The employee shall ensure that:
    - 1. Persons are not left unattended in the vehicle;
    - 2. Persons use lap/shoulder belts and remain seated while the vehicle is in motion;
    - 3. keys are removed from the vehicle at all times when the driver is not in the driver's seat unless the driver is actively operating a lift on vehicles that require the keys to be in the ignition to operate the lift;
    - 4. all Persons in wheelchairs use both the available lap belt and wheel locks on the Person's wheelchair and available lap/shoulder belt within the vehicle/mechanisms to restrict movement of wheelchairs during travel, or locking mechanisms to immobilize wheelchairs during travel;
    - 5. Persons are transported in safety restraint seats when required by Utah state law;
    - 6. vehicles used for transporting Persons have working door locks and doors are locked at all times while the vehicle is moving; and

7. Persons arrive safely at the scheduled time and arranged destination, and no Person is left alone along the way even in emergency situations or when the health and safety of others may be in question. If necessary during an emergency, the driver may wait until another driver arrives to complete the transportation.

**d. Limitations.** CO1 shall not:

- i. be provided or billed for medical or personal nursing care;
- ii. be used for personal nursing care;
- iii. be provided or billed at the same time Persons are receiving any other DHHS/DSPD services; or
- iv. be provided for Persons who are clients of DCFS or JJYS.

**e. Specific training requirements.** General SAS service training requirements shall be completed before providing services.

**f. Rate.** CO1 is a one-to-one, quarter hour service.

## 2. Daily transportation payment - DTP

**a. General description.** Daily transportation payment (DTP) is a mileage reimbursement for transportation provided to the Person. The transportation service is to enable Persons to gain access to waiver and other community services, activities, and resources. Whenever possible, family, neighbors, friends, or community agencies that can provide this service without charge shall be utilized.

**b. Population served.** Persons with ID/RC or adults age 18 and older with an ABI as defined in Utah Administrative Rule R539-13 and who are receiving DHHS/DSPD self-administered services.

**c. Direct service requirements.**

- i. Track transportation mileage in a trip log, which shall include a minimum of the following information:
  1. driver's name;
  2. name of Person or the Person's personal identification number (PID);
  3. date of travel;
  4. purpose of the trip;
  5. beginning and ending physical locations including address; and
  6. beginning and ending mileage from the odometer and the amount of miles traveled.
- ii. The employee shall have:
  1. a current and valid driver's license;
  2. current vehicle registration; and
  3. current automobile insurance.
- iii. The employee shall ensure:
  1. Persons are not left unattended in the vehicle;
  2. Persons use lap/shoulder belts and remain seated while the vehicle is in motion;

3. keys are removed from the vehicle at all times when the driver is not in the driver's seat unless the driver is actively operating a lift on vehicles that require the keys to be in the ignition to operate the lift;
4. all Persons in wheelchairs use both the available lap belt and wheel locks on the Person's wheelchair and available lap/shoulder belt within the vehicle/mechanisms to restrict movement of wheelchairs during travel, or locking mechanisms to immobilize wheelchairs during travel;
5. Persons are transported in safety restraint seats when required by Utah state law;
6. vehicles used for transporting Persons have working door locks and doors are locked at all times while the vehicle is moving; and
7. Persons arrive safely at the scheduled time and arranged destination, that no Person is left alone along the way even in emergency situations or when the health and safety of others may be in question. If necessary during an emergency, the driver may wait until another driver arrives to complete the transport.

**d. Limitations.** DTP shall not:

- i. be reimbursed for medical transportation, transportation that is available at no charge, or as part of administrative expenditures; or
- ii. be used when payment for transportation is included in a service code and established in the rate for that service code.

**e. Rate.** DTP is a per mile rate.

### **3. Homemaker and chore services - HS1**

**a. General description.** Homemaker Services (HS1) provides general household activities and services to maintain a Person's home in a clean, sanitary, and safe environment. HS1 can be provided when the individual regularly responsible for such activities is temporarily absent or unable to do them or if the Person is unable to manage the home and care for themselves.

**b. Population served.** Persons with ID/RC, and adults age 18 and older with an ABI as defined in Utah Administrative Rule R539-13 and who are receiving DHHS/DSPD self-administered services.

**c. Direct service requirements:**

- i. maintain a clean, sanitary and safe living environment in the Person's home; and
- ii. HS1 may include meal preparation and routine household care.

**d. Limitations.** HS1 shall not:

- i. provide transportation;
- ii. be used as a skill building service; or
- iii. be provided or billed at the same time as CO1, CM2, CM3, SL1, PA1, PA2, or PA3.

**e. Specific training requirements.** General SAS service training requirements shall be completed before providing services.

- f. **Rate.** HS1 is a quarter hour service and may be provided without the Person being present.

#### 4. Personal assistance - PA1, PA2, & PA3

- a. **General description.** Personal assistance service is the hands-on care of both medical and non-medical support needs of a medically stable Person. This service is intended to reinforce a Person's strengths, while substituting or compensating for the absence, loss, diminution, or impairment of physical or cognitive functions. PA1 is generally provided on a regularly scheduled basis, though may be offered on an intermittent or as-needed basis. Services may be provided in the Person's place of residence or community setting.
- b. **Population served.** Persons with ID/RC and/or adults age 18 and older with physical disabilities (PD) as described in Utah Administrative Rule R539-13 and who are receiving DHHS/DSPD self-administered services.
- c. **Direct service requirements:**
  - i. maintain a sanitary and safe living environment in the Person's home; and
  - ii. personal assistance may include unskilled medical care, health maintenance support, housekeeping, chore services, and other reasonable and necessary activities.
- d. **Service code selection.** Personal assistance includes service codes PA1, PA2, and PA3.
  - i. PA1 must be used when the Person is receiving services from an employee who is NOT the Person's spouse, parent, step-parent or guardian.
  - ii. PA2 must be used when the Person:
    - 1. receives services from an employee who is the spouse of the Person; and
    - 2. receives Physical Disability Waiver services.
  - iii. PA3 must be used when the Person:
    - 1. receives services from an employee who is the parent, step-parent or guardian of the Person; and
    - 2. receives Physical Disability Waiver services.
- e. **Specific service requirements for PA2 & PA3.**
  - i. It is in the best interest of the Person to have their spouse (for PA2) or their parent, step-parent or guardian (for PA3) be their employee.
  - ii. The Person chooses to have their spouse (for PA2), or parent, step-parent or guardian (for PA3) be their employee, and this choice is supported by their person-centered support team (PCST).
  - iii. Caregiver capacity and burnout have been evaluated as not limiting factors in their ability to provide an effective service.
- f. **Limitations.**
  - i. Personal assistance shall NOT be provided or billed for at the same time Persons are receiving any other DHHS/DSPD services.
  - ii. PA2/PA3 shall NOT be billed for more than 40 hours a week.

- g. Employee qualifications.** The Employee shall be capable of physically completing all required tasks.
- h. Specific training requirements.** The employee shall meet all general SAS staff qualifications.
- i. Rate.** Personal assistance is a one-to-one, quarter hour service.

## **5. Respite - RP1**

- a. General description.** Routine respite service (RP1) provides one-to-one care to give relief to, or during, the absence of the regular caregiver. This care is typically provided in the Person's residence or other approved setting.
- b. Population served.** Persons with ID/RC and/or adults age 18 and older with ABI as defined in Utah Administrative Rule R539-13 and are receiving DHHS/DSPD self-administered services.
- c. Direct service requirements.**
  - i. RP1 shall be provided in a one-to-one ratio.
  - ii. RP1 shall be provided in the Person's residence or in a setting approved in writing by DHHS/DSPD.
  - iii. Personal belongings such as clothing, personal hygiene products, and medicine shall be provided by the employer and accompany the Person. The employee is not responsible for providing these items.
- d. Transportation.**
  - i. If the RP1 employee provides transportation, the employee shall have:
    - 1. a current and valid driver's license;
    - 2. current vehicle registration; and
    - 3. current automobile insurance.
  - ii. The employee shall ensure:
    - 1. Persons are not left unattended in the vehicle;
    - 2. Persons use lap/shoulder belts and remain seated while the vehicle is in motion;
    - 3. keys are removed from the vehicle at all times when the driver is not in the driver's seat unless the driver is actively operating a lift on vehicles that require the keys to be in the ignition to operate the lift;
    - 4. all Persons in wheelchairs use both the available lap belt and wheel locks on the Person's wheelchair and available lap/shoulder belt within the vehicle/mechanisms to restrict movement of wheelchairs during travel;
    - 5. seat belts or locking mechanisms are used to immobilize wheelchairs during travel;
    - 6. Persons are transported in safety restraint seats when required by Utah State law;
    - 7. vehicles used for transporting Persons have working door locks and that doors are locked at all times while the vehicle is moving; and
    - 8. Persons arrive safely at the scheduled time and arranged destination,

that no Person is left alone along the way even in emergency situations or when the health and safety of others may be in question. If necessary during an emergency, the driver may wait until another driver arrives to complete the transport.

**e. Limitations.** RP1 shall not:

- i. be provided by an employee caring for more than four people at any one time including the employee's own minor children under the age of fourteen;
- ii. be provided or billed for at the same time Persons are receiving any other DHHS/DSPD service;
- iii. be provided for exceptional care needs;
- iv. include room and board; or
- v. be provided for ongoing day care.

**f. Specific training requirements.** General SAS service training requirements shall be completed before providing services.

**g. Rate.** RP1 is a one-to-one, quarter hour service.

## **6. Routine respite with room & board - RP6**

**a. General description.** Routine respite with room and board provides one-to-one and overnight care to give relief to, or during the absence of the regular caregiver. This care is typically provided in the RP6 employee's residence.

**b. Population served.** Persons with ID/RC or adults age 18 and older with ABI as defined in Utah Administrative Rule R539-13 and who are receiving DHHS/DSPD self-administered services.

**c. Direct service requirements.**

- i. RP6 shall be provided with a one-to-one ratio.
- ii. RP6 shall be provided in the RP6 employee's residence or a setting approved in writing by DHHS/DSPD that is not the Person's private residence.
- iii. Personal belongings such as clothing, personal hygiene products, and medicine shall be provided by the employer and accompany the Person. The employee is not responsible for providing these items.

**d. Transportation.**

- i. If the RP6 employee provides transportation, the employee shall have:
  - 1. a current and valid driver's license;
  - 2. current vehicle registration; and
  - 3. current automobile insurance.
- ii. The Employee shall ensure:
  - 1. Persons are not left unattended in the vehicle;
  - 2. Persons use lap/shoulder belts and remain seated while the vehicle is in motion;
  - 3. keys are removed from the vehicle at all times when the driver is not in the driver's seat unless the driver is actively operating a lift on vehicles that require the keys to be in the ignition to operate the lift;
  - 4. all Persons in wheelchairs use both the available lap belt and wheel

locks on the Person's wheelchair and available lap/shoulder belt within the vehicle/mechanisms to restrict movement of wheelchairs during travel;

5. seat belts or locking mechanisms are used to immobilize wheelchairs during travel;
6. Persons are transported in safety restraint seats when required by Utah state law;
7. vehicles used for transporting Persons have working door locks and doors are locked at all times while the vehicle is moving; and
8. Persons arrive safely at the scheduled time and arranged destination, that no Person is left alone along the way even in emergency situations or when the health and safety of others may be in question. If necessary during an emergency, the driver may wait until another driver arrives to complete the transport.

**e. Limitations.** RP6 shall not be:

- i. provided in the private residence of the Person being served;
- ii. provided by an employee caring for more than four people at any one time, including the employee's own minor children under the age of 14 years;
- iii. provided or billed at the same time Persons are receiving any other DHHS/DSPD services;
- iv. be billed for the day the Person is leaving from RP6 services when overnight respite has been provided;
- v. provided for exceptional care needs; or
- vi. be provided for ongoing day care.

**f. Specific training requirements.** General SAS service training requirements shall be completed before providing services.

**g. Rate.** RP6 is a one-to-one, quarter hour service.

## **7. Respite group - RP7**

**a. General description.** Routine respite group service (RP7) provides group care for up to 3 Persons, to give relief to, or during the absence of the regular caregiver. This care is typically provided in the Person's residence or other approved setting.

**b. Population served.** Persons with ID/RC or adults age 18 and older with ABI as defined in Utah Administrative Rule R539-13 and who are receiving DHHS/DSPD self-administered services.

**c. Direct service requirements.**

- i. RP7 shall be provided for up to 3 Persons at a time.
- ii. RP7 shall be provided in the Person's residence or a setting approved in writing by DHHS/DSPD.
- iii. Personal belongings such as clothing, personal hygiene products, and medicine shall be provided by the employer and accompany the Person. The employee is not responsible for providing these items.

**d. Transportation.**



- i. If the RP7 employee provides transportation, the employee shall have:
  - 1. A current and valid driver's license;
  - 2. Current vehicle registration; and
  - 3. Current automobile insurance.
- ii. The Employee shall ensure:
  - 1. Persons are not left unattended in the vehicle;
  - 2. Persons use lap/shoulder belts and remain seated while the vehicle is in motion;
  - 3. keys are removed from the vehicle at all times when the driver is not in the driver's seat unless the driver is actively operating a lift on vehicles that require the keys to be in the ignition to operate the lift;
  - 4. all Persons in wheelchairs use both the available lap belt and wheel locks on the Person's wheelchair and available lap/shoulder belt within the vehicle/mechanisms to restrict movement of wheelchairs during travel, seat belts or locking mechanisms to immobilize wheelchairs during travel;
  - 5. Persons are transported in safety restraint seats when required by Utah state law;
  - 6. vehicles used for transporting Persons have working door locks and doors are locked at all times while the vehicle is moving; and
  - 7. Persons arrive safely at the scheduled time and arranged destination, that no Person is left alone along the way even in emergency situations or when the health and safety of others may be in question. If necessary during an emergency, the driver may wait until another driver arrives to complete the transport.
- e. Limitations.** RP7 shall not:
  - i. be provided by an employee caring for more than three people at any one time including the employee's own minor children under the age of fourteen;
  - ii. be provided or billed for at the same time Persons are receiving any other DHHS/DSPD services;
  - iii. be provided for exceptional care needs;
  - iv. include room and board; or
  - v. be provided for ongoing day care.
- f. Specific training requirements.** General SAS service training requirements shall be completed before providing services.
- g. Rate.** RP7 is a quarter hour service. The rate reflects the amount paid to the employee for each Person served in the group.

## **8. Respite group with room & board - RP8**

- a. General description.** Routine respite-group with room and board service (RP8) provides group care for up to 3 Persons, to give relief to, or during the absence of the regular caregiver. This care is typically provided in the RP8 employee's residence.
- b. Population served.** Persons with ID/RC or adults age 18 and older with ABI as

defined in Utah Administrative Rule R539-13 and who are receiving DHHS/DSPD self-administered services.

**c. Direct service requirements.**

- i. RP8 shall be provided for up to 3 Persons at a time.
- ii. RP8 shall be provided in the RP8 employee's residence or a setting approved in writing by DHHS/DSPD that is not the Person's private residence.
- iii. Personal belongings such as clothing, personal hygiene products, and medicine shall be provided by the employer and accompany the Person. The employee is not responsible for providing these items.

**d. Transportation.**

- i. If the RP8 employee provides transportation, the employee shall have:
  1. a current and valid driver's license;
  2. current vehicle registration; and
  3. current automobile insurance.
- ii. The Employee shall ensure:
  1. Persons are not left unattended in the vehicle;
  2. Persons use lap/shoulder belts and remain seated while the vehicle is in motion;
  3. keys are removed from the vehicle at all times when the driver is not in the driver's seat unless the driver is actively operating a lift on vehicles that require the keys to be in the ignition to operate the lift;
  4. all Persons in wheelchairs use both the available lap belt and wheel locks on the Person's wheelchair and available lap/shoulder belt within the vehicle/mechanisms to restrict movement of wheelchairs during travel, and seat belts or locking mechanisms to immobilize wheelchairs during travel;
  5. Persons are transported in safety restraint seats when required by Utah state law;
  6. vehicles used for transporting Persons have working door locks and doors are locked at all times while the vehicle is moving; and
  7. Persons arrive safely at the scheduled time and arranged destination, that no Person is left alone along the way even in emergency situations or when the health and safety of others may be in question. If necessary during an emergency, the driver may wait until another driver arrives to complete the transport.

**e. Limitations.** RP8 shall not be:

- i. provided in the private residence of the Person being served;
- ii. be provided by an employee caring for more than three people at any one time including the employee's own minor children under the age of fourteen;
- iii. be provided or billed for at the same time Persons are receiving any other DHHS/DSPD services;
- iv. be provided for exceptional care needs; or
- v. be provided for ongoing day care.

**f. Specific training requirements.** General SAS service training requirements shall

be completed before providing services.

- g. Rate.** RP8 is a quarter hour service. The rate reflects the amount paid to the employee for each Person served in the group.

## **9. Supported living - SL1, CM2, & CM3**

- a. General description.** Supported living services provide one-to-one support, supervision, skill building, and assistance for Persons to live independently.
- b. Population served.** Persons with ID/RC or adults age 18 and older with ABI as defined in Utah Administrative Rule R539-13 and who are receiving DHHS/DSPD self-administered services.
- c. Direct service requirements.** Services include training, skills development, and assistance with the following:
  - i. maintenance of the Person's health and safety;
  - ii. personal care;
  - iii. homemaker skill building;
  - iv. advocacy and communication;
  - v. activities of daily living;
  - vi. transportation to access community activities and shopping;
  - vii. personal finances including keeping track of money and bills;
  - viii. using the telephone;
  - ix. services such as support with socialization, self-help, and adaptive/compensatory skills development needed to reside successfully in the community; and
  - x. providing routine transportation and assisting the Person in accessing community services and resources, including, but not limited to, finding housing, maintaining Medicaid eligibility, and applying for assistance programs.
- d. Transportation.**
  - i. Employees shall have:
    - 1. a current and valid driver's license;
    - 2. current vehicle registration; and
    - 3. current automobile insurance.
  - ii. The Employee shall ensure:
    - 1. Persons are not left unattended in the vehicle;
    - 2. Persons use lap/shoulder belts and remain seated while the vehicle is in motion;
    - 3. keys are removed from the vehicle at all times when the driver is not in the driver's seat unless the driver is actively operating a lift on vehicles that require the keys to be in the ignition to operate the lift;
    - 4. all Persons in wheelchairs use both the available lap belt and wheel locks on the Person's wheelchair and available lap/shoulder belt within the vehicle/mechanisms to restrict movement of wheelchairs during travel, and seat belts or locking mechanisms to immobilize wheelchairs during travel;

5. Persons are transported in safety restraint seats when required by Utah state law;
6. vehicles used for transporting Persons have working door locks and doors are locked at all times while the vehicle is moving; and
7. Persons arrive safely at the scheduled time and arranged destination, that no Person is left alone along the way to or from day supports even in emergency situations or when the health and safety of others may be in question. If necessary during an emergency, the driver may wait until another driver arrives to complete the transport.

**e. Service code selection.** Supported living includes service codes SL1, CM2, and CM3.

- i. SL1 must be used when the Person is receiving services from an employee who is NOT the Person's spouse, parent, step-parent, or guardian.
- ii. CM2 must be used when the Person is receiving services from an employee who is the Person's spouse.
- iii. CM3 must be used when the Person is receiving services from an employee who is the Person's parent, step-parent, or guardian.

**f. Specific service requirements for CM2 & CM3:**

- i. it is in the best interest of the Person to have their caregiver be their employee;
- ii. the Person chooses to have their caregiver be their employee and this choice is supported by their person-centered support team (PCST);
- iii. the caregiver is able to meet the needs of the Person;
- iv. caregiver capacity and burnout have been evaluated as not limiting factors in their ability to provide an effective service; and
- v. the caregiver is not the employer or legal representative of the Person's self-administered services.

**g. Limitations.**

- i. Supported living shall NOT be:
  1. provided or billed the same day as CH1, CHA, HS1, HSQ, PA1, PAC, TFA, TF1, TFB, HHS, PPS, RHS, or SLN;
  2. provided or billed at the same time Persons are receiving any other DHHS/DSPD services or other services;
  3. billed for personal needs cost or room and board;
  4. billed during times when the Person is asleep; and
  5. billed during times when the Person is in school or is being homeschooled.
- ii. CM2 and CM3 shall not be billed for more than 40 hours a week.
- iii. CM2 and CM3 shall not be billed unless the Person has a need for the service that exceeds the range of activities that a parent, step parent, legal guardian, or spouse would typically perform on behalf of an individual without a disability of the same age.

**h. Specific training requirements.** General SAS service training requirements shall

be completed before providing services.

- i. **Rate.** Supported living is a one-to-one service with a quarter hour rate. If a Person requires more than eight hours of SL1, CM2, or CM3 a day, a more cost-effective service should be investigated.

## 10. Family training and preparation - TF1

a. **General description.** Family training and preparation (TF1) services include training families in areas such as parenting, daily living, social skills, and as a supplement to FMS for skills necessary to function effectively in the SAS program.

b. **Population served.** Persons with ID/RC as defined in Utah Administrative Rule R539-13 and who are receiving DHHS/DSPD self-administered services.

c. **Direct service requirements.**

- i. The TF1 service may include training and preparation to families with the following:
  - 1. parenting;
  - 2. skills training for daily living, social skills, and accessing recreational activities;
  - 3. building physical stamina and strength;
  - 4. advocacy and communication; and
  - 5. nutrition.
- ii. Skills necessary to function effectively in the SAS program include the following:
  - 1. recruitment and selection of employees;
  - 2. legal requirements of hiring and retaining employees;
  - 3. methods of employee supervision; and
  - 4. requirements and techniques for terminating employees.
- iii. If TF1 is being used for training of skills necessary to function effectively in the SAS program, this training shall be a supplement when necessary to the basic instruction and training offered to Persons through their FMS provider.
- iv. TF1 shall accomplish a clearly defined outcome as listed in the Person's PCSP including the expected duration of the activity, and the measures to be used to gauge progress.
- v. TF1 shall be provided no more than intermittently, on a consulting basis.
- vi. TF1 may be provided in or out of the Person's residence.
- vii. TF1 may be billed without the Person being present at the time of service.

d. **Limitations.** TF1 shall not:

- i. be provided or billed if the Person has the service codes RHS, HHS, or PPS;
- ii. be provided or billed at the same time Persons are receiving any other DHHS/DSPD services;
- iii. consist solely of supervision, companionship, or observation of the Person during leisure and other community events; or
- iv. be duplicative to services provided in school.

e. **Specific training requirements.** General SAS service training requirements shall

be completed before providing services.

- f. **Rate.** TF1 is a one-to-one service with a quarter hour rate.

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## Part II. SAS service code descriptions - LSW

### 1. Attendant care - AC1, AC2, AC3, & AC4

- a. **General description.** Attendant care provides supportive care to the Person in their place of residence or in the community. It is intended to maximize independence and prevent or delay premature or inappropriate institutionalization. It is also intended to prevent or delay unwanted out-of-home placement. Attendant care includes provision of a range of assistance that enables the Person to accomplish tasks needed to live as independently as possible.
- b. **Population served.** Persons with ID/RC or adults age 18 and older with an ABI as defined in Utah Administrative Rule R539-13. The Person must also be receiving DHHS/DSPD self-administered services through the Limited Supports Waiver (LSW).
- c. **Direct service requirements.**
- i. Attendant care may include assistance with any of the following:
    1. maintenance of the Person's health and safety;
    2. advocacy and communication;
    3. activities of daily living (ADL);
    4. instrumental activities of daily living (IADL);
    5. providing routine transportation and assisting the Person in accessing community services and resources including but not limited to finding housing, applying for assistance programs, accessing community activities, and shopping;
    6. services such as socialization and self-help that are needed to successfully reside in the community;
    7. recommendations outlined in the Person's plans including behavioral therapy, occupational therapy, physical therapy, speech therapy; and
    8. direct supervision to the Person while they work on goals at home or in the community.
  - ii. Assistance with behavioral therapy, occupational therapy, physical therapy, and speech therapy, etc., must be within the scope that is permitted by state laws and as outlined in the Person's person-centered support plan. Implementation activities may include assistance with exercise routines, range of motion, reading the therapist's directions, helping the Person to remember and follow the steps of the plan, or hands-on assistance. It does not include and cannot duplicate the actual service that the professional, paraprofessional, or therapist provides.
  - iii. Employees providing transportation shall ensure:

1. Persons are not left unattended in the vehicle;
2. Persons use lap or shoulder belts and remain seated while the vehicle is in motion;
3. keys are removed from the vehicle whenever the driver is not in the driver's seat, unless the driver is operating a lift on vehicles that require the keys to be in the ignition to operate;
4. all Persons in wheelchairs use both the available lap belt and the wheel locks on the Person's wheelchair, and available lap/shoulder belt within the vehicle/mechanisms to restrict movement of wheelchairs during travel and seat belts, or locking mechanisms to immobilize wheelchairs during travel;
5. Persons are transported in safety restraint seats when required by Utah state law;
6. vehicles used for transporting Persons have working door locks and the doors are locked at all times while the vehicle is moving; and
7. Persons arrive safely at the scheduled time and arranged destination, that no Person is left alone along the way to or even in emergency situations or when the health and safety of others may be in question. If necessary, during an emergency, the driver may wait until another driver arrives to complete the transport.

**d. Telehealth requirements.**

- i. Attendant care can be provided through telehealth for support needs that do not require hands-on assistance. It must meet the following requirements:
  1. it must be provided in conjunction with in-person attendant care and may not be the only service delivery method;
  2. the Person must be provided with an opportunity for informed choice between in-person services and telehealth; and
  3. telehealth is at the Person's request, and their consent must be documented in their person-centered support plan.
- ii. The technology used for telehealth shall:
  1. be compliant with Health Insurance Portability and Accountability Act (HIPAA), including a secure network requiring authentication, authorization, encryption of data, and ensuring that access to data is limited to authorized personnel;
  2. allow for engagement in live two-way audio and visual mode of communication with the Person; and
  3. be owned and operated by the Person, and not by the employee.
- iii. The employee shall provide the Person with initial and on-going support regarding the operation of the technology.
- iv. Telehealth shall be provided only when the Person has other opportunities for community integration through other DHHS/DSPD services that are provided in the community. They shall not:
  1. isolate the Person from the community or from interacting with

- community members; or
  - 2. be used for the convenience of the employee.
- v. Telehealth shall:
  - 1. support the Person's goals as identified in the Person's person-centered support plan; and
  - 2. ensure that the employee documents the technology is HIPAA compliant and maintains that documentation in the Person's file.
- e. Limitations.** Attendant care shall not be:
  - i. billed during the same times that Persons are receiving any other DHHS/DSPD services;
  - ii. billed for personal needs cost;
  - iii. billed for room and board; and
  - iv. billed for overnight care for more than 13 continuous days, not including the date of discharge.
- f. Employee qualifications.**
  - i. Employees providing transportation shall have:
    - 1. a current and valid driver's license;
    - 2. current vehicle registration; and
    - 3. current automobile insurance.
- g. Specific training requirements.** General SAS service training requirements shall be completed before providing services.
- h. Service code selection.** Attendant care includes service codes AC1, AC2, AC3 and AC4.
  - i. AC1 shall be used when providing services that include:
    - 1. general supervision and socialization;
    - 2. minimal assistance with routine tasks; or
    - 3. overnight attendant care.
  - ii. AC2 shall be used when providing services that include:
    - 1. extensive assistance needs that may be related to the Person's medical condition, behavioral needs, ADLs, or IADLs;
    - 2. skills building; or
    - 3. the need for the employee to have a specialized skill or use specialized equipment.
  - iii. AC3 shall be used when providing services that include the same as AC2 services when delivered by a parent or guardian.
  - iv. AC4 shall be used when providing services that include the same as AC2 services when delivered by a spouse.
- i. Specific service requirements for AC3 and AC4.**
  - i. It is in the best interest of the Person to have their parent/guardian (for AC3), or spouse (for AC4) be their employee.
  - ii. The Person chooses to have their parent/guardian (AC3) or spouse (AC4) be their employee and this choice is supported by their person-centered support team (PCST).
  - iii. The parent/guardian (AC3) or spouse (AC4) is able to meet the needs of the



Person.

- iv. Caregiver capacity and burnout have been evaluated as not limiting factors in their ability to provide an effective service.
  - v. The parent/caregiver (AC3) or spouse (AC4) is not the employer of the Person's self-administered services.
  - vi. AC3 and AC4 do not have an overtime option.
- j. **Rate.** AC1, AC2, AC3, and AC4 are a one-to-one service with a quarter-hourly rate.

## 2. Behavior support professional - BE1

- a. **General description.** Behavior Support Professional (BE1) services support the Person to decrease problem behavior and increase adaptive behavior. BE1 is provided by a Registered Behavior Technician (RBT) or Licensed Assistant Behavior Analyst (LaBA), under the supervision of a qualified Board Certified Behavior Analyst according to the principles of Applied Behavior Analysis and Positive Behavior Supports. The primary goal of BE1 is to develop skills that assist the Person to reduce maladaptive behaviors and develop positive replacement behaviors that support stability, productivity, and independence.
- b. **Population served.** Persons with ID/RC or adults age 18 and older with an ABI as defined in Utah Administrative Rule R539-13 and who are receiving DHHS/DSPD self-administered services.
- c. **Direct service requirements.**
  - i. BE1 service shall include the following:
    - 1. provide Adaptive Behavior Treatment as a one-on-one service;
    - 2. provide services under the supervision of a Board Certified Behavior Analyst (BCBA) who shall directly observe the BE1 staff member implementing interventions with the Person, in accordance with the Behavior Analyst Certification Board (BACB) supervision requirements;
    - 3. implement interventions outlined in the treatment plan and behavior support plan (BSP) in a variety of settings, including in the Person's home, the community, or a licensed setting;
    - 4. modelling interventions for the parent or other natural caregivers as part of the intervention; and
    - 5. develop proficiency in the implementation of the treatment plan and BSP when the Person lives with their parents or other natural caregivers.
  - ii. The BE1 staff member shall maintain documentation that includes:
    - 1. data specific to the interventions being implemented and the target behaviors according to the treatment plan and BSP that includes the Person's name and date; and
    - 2. session notes that include the Person's name, the date with start and end times of the session, a brief summary of the session including goals addressed, and the name of the staff member providing the services.
- d. **Limitations.** BE1 shall not be provided when:

- i. measurable functional improvement is not expected;
- ii. services provided are primarily educational in nature;
- iii. services provided are primarily vocationally or recreationally-based;
- iv. services provided primarily assist in the activities of daily living, such as bathing, dressing, eating, and maintaining personal hygiene and safety;
- v. services provided are primarily for maintaining the Person's, or anyone else's, safety;
- vi. services are intended to provide supervision of the Person;
- vii. services provided are primarily for respite care;
- viii. the time spent by the BE1 staff member charting or collecting data is occurring separately from the time spent documenting direct observations of when the employee is working with the Person; and
- ix. the BE1 staff is providing transportation to the Person.

**e. Employee Qualifications.** BE1 staff shall:

- i. have a minimum of a high school diploma or equivalent;
- ii. have a current DOPL LaBa license, or current RBT certification, or complete a 40-hour training program conducted by a BACB certificant based on the RBT Task List; and
- iii. the employee shall pass the RBT Competency Assessment administered by a BACB certificant within 120 calendar days of the staff's date of hire, and become registered as an RBT through the BACB within 180 calendar days of the staff's date of hire.

**f. Rate:** BE1 is a one-to-one service with a quarter-hour rate.

### **3. Individual supported employment - IS1**

**a. General description:** IS1 provides skills-building through job coaching. This service focuses on how to obtain, maintain, or advance the Person's competitive integrated employment, or self-employment, based upon their individual goals and needs. The optimal outcome is that the Person has developed the skills needed to have a successful work experience.

**b. Population served:** Persons with ID/RC or adults ages 18 and older with an ABI as defined in Utah Administrative Rule R539-13. Persons must also be receiving DHHS/DSPD self-administered services through the LSW.

**c. Direct service requirements.**

- I. Provide job coaching for the Person to obtain, maintain, or advance in competitive integrated employment or self-employment.
- II. The following services shall be included as part of job coaching.
  - 1. The Person's daily work tasks shall be analyzed in order to provide instruction for the Person to independently complete as many of the tasks as possible. As a part of training and instruction, IS1 may include instructional prompts, verbal and written instructions, self-management tools, and role play.
  - 2. The Person shall receive personal assistance with activities of daily

- living (ADL) and instrumental activities of daily living (IADL) such as toileting, transferring, and eating.
3. The Person shall be supervised to the extent necessary to ensure the Person's health and safety.
  4. The Person shall receive off-the-job supports that are essential for the Person to successfully maintain employment (e.g. phone call or text reminders to the Person).
  5. The Person shall receive assistance and skills-building of communication to maintain employment, such as asking for time off, accommodations, and self-advocacy.
  6. The Person shall receive assistance and skills-building for how to interact with co-workers and work culture in order to maintain employment.
- iii. Job coaching shall also include the following where needed:
1. recognizing and facilitating the support of the Person's co-worker(s) in order to engage in unpaid, natural co-worker supports to the Person, with the goal of minimizing or fading out the Person's need of IS1 supports;
  2. supporting identification of, and coordination for, provisions of reasonable worksite accessibility and accommodations that will assist the Person in completing their essential job functions;
  3. meeting every six months with the Person's PCPT to assess the number of hours of IS1 the Person needs, and to create strategies for decreasing the amount of IS1 needed;
  4. providing assistance and skills-building for the Person to independently access transportation, including fixed bus and rail routes, as well as para-transit; and
  5. providing transportation to and from work or activities related to employment, as needed, and when no other transportation is available.

**d. Limitations.** IS1 shall NOT be:

- i. provided or billed at the same time Persons are receiving any other DHHS/ DSPD services;
- ii. provided or billed to support a Person to obtain or continue in a job where the Person receives sub-minimum wages;
- iii. billed for personal needs cost;
- iv. billed for supervision, training, support, and adaptations that are typically also DHHS/DSPD services available to other workers without disabilities, and when filling similar positions within the business, relative to how the Person is employed;
- v. billed for services rendered in a facility-based training center, sheltered workshop, or other like facilities;
- vi. billed for volunteer activities;
- vii. billed for employment services that are available under, or funded by, the

Utah State Office of Rehabilitation Vocational Rehabilitation, including either the Rehabilitation Act of 1973 or Individuals with Disabilities Education Act; and

- viii. utilize IS1 payments to fund incentive payments, subsidies, or unrelated vocational training expenses including incentive payments made to an employer or beneficiaries to encourage or subsidize an employer's participation in a supported employment program.
- e. **Employee qualifications.** Prior to providing service, the employee shall maintain as current:
  - i. customized employment training through Utah State University; or
  - ii. ACRE training through Utah State University, or any accredited program available through the ACRE website; or
  - iii. workplace support training through Utah State University.
- f. **Specific training requirements.** General SAS service training requirement shall be completed before providing services.
- g. **Rate:** IS1 is a one-to-one service with a quarter-hour rate.

#### 4. Peer support services - LP1

- a. **General Description.** Individual and Family Peer Support provides mentors who have lived experience as a Person with disabilities, or as a family member of a Person with disabilities, or both. Mentors support the Person and their family members in understanding service programs and strategies to reach personal goals. Services build resilience and strengthen family relationships, including with siblings, and require face-to-face interaction which may occur through approved video platforms. A peer support agency facilitates a match between a peer support and the Person or family, and offers ongoing support to assure the matched relationship meets expectations. Peer support services encourage sharing successful strategies for navigating community resources and promote strengths, socialization, self-advocacy, natural supports, and community living skills. Support may include coordination with medical and behavioral health providers. Peer support also includes instruction on accessing waiver services, participating in the self-direction of care, hiring, and evaluating service providers, participant rights, and responsibilities when receiving services under the self-directed services method (e.g., billing, reviewing and approving timesheets). Mentors may teach coping strategies, behavior supports, social skills, and accessing community activities. Service can be provided in the participant's home and community.
- b. **Direct Services Requirements.** Individual and family peer support is provided by an experienced peer support specialist. A peer support specialist can be a parent, caregiver, or other family member who is a primary unpaid support to a Person with a disability; and an individual with an intellectual or developmental disability. Support needs for peer support are identified in the participant's person-centered plan.
- c. **Limitations:** Peer support does not provide targeted case management services to

a waiver participant. Peer support does not include determination of level of care, functional or financial eligibility for services, or person-centered service planning. Peer support may not duplicate, replace, or supplant Support Coordination. This service, limited in nature, is aimed at providing support and advice based on lived experience of a family member or self-advocate. Peer support specialists cannot provide peer supports to their own family members. Prior to accessing DHHS/DSPD funding for this service, all other available and appropriate funding sources, including those offered by the Medicaid State Plan, Vocational Rehabilitation, State Department of Education, and Department of Health and Human Services, must be explored and exhausted to the extent applicable. These efforts must be documented in the Person's file.

## **5. Routine respite without room & board - RL1**

- a. General description.** RL1 provides one-to-one or group care to Persons to give relief to, or during the absence of, the Person's regular caregiver.
- b. Direct service requirements.**
  - i. The Contractor shall ensure the Person's health and safety during the absence of the Person's regular caregiver. This shall include assisting the Person with their Activities of Daily Living (ADL).
  - ii. The regular caregiver shall provide the Person's necessary personal belongings.
- c. Direct service administrative requirements.**
  - i. The Contractor shall provide RL1 in a setting approved in writing by DHHS/DSPD with a staff ratio of one-to-one. Approved settings may include:
    - 1. the Person's residence; or
    - 2. the private residence of a respite staff. Prior to providing services, all individuals who live in the private residence must pass a criminal background screening from the DHHS/Office of Licensing.
  - ii. When providing RL1 daily, the Contractor shall maintain written billing service documentation that includes:
    - 1. the name of the Person receiving the service;
    - 2. the date the service was delivered;
    - 3. the name of the DHHS service code delivered (RL1 daily);
    - 4. the name of the Staff providing the service; and
    - 5. a written daily summary note of substantive activities consistent with the service description.
- d. Specific service limitations.** In addition to the General Limitations section of this contract, the following limitations also apply.
  - i. The Contractor shall not bill DHHS/DSPD for RL1 services provided to Persons who are clients of DCFS.
  - ii. This service is not for ongoing daycare nor is this service intended to supplant resources otherwise available for child-care.
  - iii. Respite care may not be offered at the same time as the Person is receiving any other service, either contained within the Home and Community-Based

Services waiver or from other sources including the Medicaid State Plan that will afford the Person with care and supervision. Respite care may not be offered for relief or substitution of staff paid to provide care and supervision to Persons as part of day habilitation services they receive in this Home and Community-Based Services waiver.

**e. Rate.** RL1 is a quarter hour and daily service.

## **6. Routine respite with room & board - RL6**

**a. General description:** RL6 provides overnight one-to-one and group care to Persons to give relief to, or during the absence of, the Person's regular caregiver.

**b. General requirements.**

- i. The Contractor shall ensure the Person's health and safety during the absence of the Person's regular caregiver including assisting the Person with their ADLs.
- ii. The regular caregiver shall provide necessary personal belongings.
- iii. The individual or their appointed decision-maker is responsible for the hiring, training, firing, scheduling, supervising of employees, and verifying the accuracy of time sheets submitted.

**c. Direct service administrative requirements.** The Contractor shall provide RL6 in a setting approved in writing by DHHS/DSPD with a staff ratio of one-to-one. Approved settings may include the Person's residence or the private residence of a respite staff. Prior to providing services, all individuals who live in the private residence must pass a criminal background screening from the DHHS Division of Licensing and Background Checks (DLBC) Office of Licensing (OL).

**d. Specific service limitations.** In addition to the General Limitations section of this contract, the following additional limitations also apply.

- i. Overnight Respite may not be provided for more than 13 days continuously (not including date of discharge). In the case of services contained within this definition provided in the provider's or the participant's home, individuals will be cared for in a ratio of one-to-one. All instances in which Overnight Respite services are delivered for a period of six hours or more within a day shall be billed using a daily rate rather than hourly rates for this service.
- ii. This service is not available to children in the custody of the State of Utah: Department of Health and Human Services, Division of Child and Family Services (DHHS/DCFS).
- iii. This service is not for ongoing daycare nor is this service intended to supplant resources otherwise available for child-care.
- iv. Respite care may not be offered at the same time as the Person is receiving any other service, either contained within the Home and Community-Based Services waiver or from other sources including the Medicaid State Plan that will afford the Person with care and supervision. Respite care may not be offered for relief or substitution of staff paid to provide care and supervision to Persons as part of day habilitation services they receive in the Home and Community-Based Services waiver.Outcomes.
- v. The intended outcome of this service is to provide a break to the Person's

regular caregiver to help prevent caregiver burnout and keep Persons living in a community setting with their family.

- e. **Measures.** The percentage of Persons who remained living in a community-based setting with their family.
- f. **Reporting.** The Contractor shall create a fiscal year annual report. The fiscal year annual report will be submitted via email to [dspdcontracts@utah.gov](mailto:dspdcontracts@utah.gov) by August 30th, 60 days after each fiscal year end. The fiscal year annual report must include the following:
  - i. how many Persons received RL6; and
  - ii. data reflecting the measure in (b) above.
- g. **Rate:** RL6 is a daily rate, 6-24 hours of RL6 is included in the daily rate.

## 7. Transportation - DTP

Same as the DTP under General SAS Service Codes above.