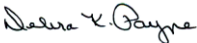
 <p style="text-align: center;"> <b>POLICIES AND PROCEDURES</b>   <b>State of Tennessee Department of Intellectual and Developmental Disabilities</b> </p>	Policy #: 80.5.3	Page 1 of #3
	Effective Date: June 29, 2015	
	Distribution: B	
Policy Type: Administrative	Supersedes: P-018, 80.5.3 (10/15/12)	
Approved by:   Debra K. Payne, Commissioner	Last Review or Revision: April 28, 2015	
Subject: VEHICLE PROTECTIVE BARRIER SUBSIDY		

- I. **AUTHORITY:** Tennessee Code Annotated (TCA) 4-3-2708, TCA 33-1-302(a), TCA 33-1-303, TCA 33-1-305, and Home and Community Based Services waiver.
- II. **PURPOSE:** The purpose of this policy is to provide clarification about the eligibility criteria for a Vehicle Protective Barrier Subsidy that is state-funded by the Department of Intellectual and Developmental Disabilities (hereinafter "Department" or "DIDD") and the process for requesting and authorizing the subsidy.
- III. **APPLICATION:** This policy applies to staff of the Department of Intellectual and Developmental Disabilities who are responsible for authorizing requests for state-funded Vehicle Protective Barrier Subsidies.
- IV. **DEFINITIONS:**
  - A. **Home and Community Based Services (HCBS) waiver or waiver** shall mean a waiver approved for Tennessee by the Centers for Medicare and Medicaid Services to provide services to a specified number of Medicaid eligible individuals who have an intellectual disability and who meet criteria for Medicaid reimbursement in an Intermediate Care Facility for People with Intellectual Disabilities. The HCBS waivers for people with Intellectual Disabilities in Tennessee are operated by the Department of Intellectual Disabilities with oversight from TennCare, the state Medicaid agency.
  - B. **Qualified HCBS Waiver Residential Service** shall mean one of the following HCBS waiver services:
    1. Supported Living.
    2. Medical Residential.
    3. Residential Habilitation.
    4. Intensive Behavioral Residential Services.
  - C. **Vehicle Protective Barrier** shall mean an individualized support, justified in the person centered ISP, needed to modify a vehicle through the addition of a barrier to protect the occupants during transport of an individual having an established history of aggressive behavior (as described in the person centered ISP) that would

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reasonably be expected to pose a serious and imminent danger to the occupants during transport or to result in an auto accident.

D.

**Vehicle Protective Barrier Subsidy** shall mean a state-funded subsidy provided by the Department of Intellectual and Developmental Disabilities to a residential service provider to install a barrier in a vehicle.

V. **POLICY:** There are occasions when additional safety measures are required for a person supported to be safely transported in a vehicle. This policy institutes a method by which providers of waiver services may obtain a vehicle protective barrier subsidy.

VI. **PROCEDURES:**

A. **Amount of Subsidy:** A Vehicle Protective Barrier Subsidy shall be limited to a subsidy of no more than \$800.00. The provider shall maintain itemized documentation of expenses to support the amount of the subsidy requested for installation of the protective barrier.

B. **Purpose of Subsidy:** A Vehicle Protective Barrier Subsidy shall only be used for labor and materials needed to install a protective barrier in a vehicle between the driver and rear seats. The vehicle in which the protective barrier is installed shall be accessible for transport of a person supported who meets the eligibility requirements specified in this policy.

C. **Eligibility for a Vehicle Protective Barrier Subsidy:** A provider may receive a Vehicle Protective Barrier Subsidy in accordance with the following criteria:

1. The person supported for whom the protective barrier is needed to ensure safe transport must meet all of the following criteria:
  - a. The person supported must have an established history of aggressive behavior that would reasonably be expected to pose a serious and imminent danger to the driver during transport or to result in an auto accident. AND
  - b. The person supported must be receiving a Qualified HCBS Waiver Residential Service as defined herein.
2. The provider must own or lease the vehicle in which the protective barrier will be installed.

D. **Vehicle Protective Barrier Subsidy Approval Process:**

1. The residential provider shall submit a completed request form to the DIDD Regional Director or designee for review. Along with the request form, the provider must submit itemized documentation to support the amount of the

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subsidy requested. Request forms may be obtained from the Regional Office or from the Department's web site.

2. The Regional Director or designee shall approve or deny the request. If the request is approved the Regional Director or designee shall forward the completed request to the Office of Business Services for calculation of the final subsidy amount, within 5 business days of approval.
3. The Office of Business Services shall inform the Regional Director or designee of the final subsidy amount and enter the cost plan in the system within 5 business days of receiving the request.
4. The Regional Director or designee shall notify the provider in writing that approval has been granted and of the final subsidy amount within 5 business days of notice from the Office of Business Services. The notice shall instruct the provider to submit any invoices for installation of the vehicle protective barrier to the Regional Director or designee for review and payment processing.
5. If the request is not approved the Regional Director or designee shall inform the provider in writing of the denial within 5 business days. The notice shall include justification for the denial of the request.

- E. Payment: The Regional Director or designee shall forward invoices to the Office of Business Services for processing of the provider's reimbursement, within 5 business days of receipt. The Office of Business Services shall issue payment to the provider within 30 calendar days.

VII. **CQL STANDARD(S)**: 6a, 6b

VIII. **REVISION HISTORY**: October 10, 2012; April 28, 2015

IX. **TENNCARE APPROVAL**: N/A

X. **ATTACHMENT(S)**:

- A. Request for Vehicle Protective Barrier Subsidy form (DIDD-0614)