



Department of Intellectual and Developmental Disabilities

Level Descriptions for Residential Habilitation, Supported Living, Medical Residential and Special Needs Adjustment

Staffing Plan for Residential Services

The provider must develop a staffing plan and schedule for each home in which the following residential services are provided: residential habilitation, supported living and medical residential. The staffing plan must comply with any licensing requirements and be adequate to protect the individual's health and safety and carry out all activities required to meet the outcomes and goals identified in the Individual Support Plan. The plan must address staff coverage for peak hours, overnight hours and emergency and back up staffing. The provider's staffing plan for the home must be present in the home and the provider's adherence to the plan will be monitored by DIDD employees. Additional requirements must be met as described below.

For Levels 1 - 3, short periods of unsupervised time during awake hours may be approved through the individual support plan. In addition, where applicable all requirements for the individual's safety in the absence of a staff person must be met.

Residential Habilitation and Supported Living (Levels 1, 2, 3, 4 and 6)

Level One

Level One rates are to serve an individual who requires onsite access to one (1) staff person to provide minor support to perform the activities of daily living and to remain safe and healthy. The individual may need reminders to perform some self-care or other activities of daily living and may require some or complete assistance to complete activities such as money management and making health care arrangements. The individual does not have behavioral or medical needs that are significant enough to routinely restrict participation in day services or community activities. Overnight staff are not required to stay awake.

Level Two

Level Two rates are to serve an individual who requires onsite access to one (1) staff person to provide a moderate amount of staff support to perform activities of daily living and needs close supervision to remain safe and healthy. The person may need assistance as well as reminders to perform some or all self-care tasks and other activities of daily living such as money management and making healthcare arrangements. The individual does not have behavioral or medical needs that are significant enough to routinely restrict participation in day services or community activities. Overnight staff are not required to stay awake.



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Level Three

Level Three rates are to serve an individual who requires onsite access to one (1) staff person to provide assistance with most or all activities of daily living including basic self-care tasks such as eating, dressing, bathing and toileting as well as more complex activities of daily living. The person requires continuous staff supervision including awake overnight staff in order to remain safe and healthy.

Level Four

Level Four rates are to serve an individual who has behavioral or other needs that are so significant that the person requires close support including onsite access to two (2) staff with them at least during some times each day and including onsite awake overnight staff so that the person is not a danger to him or herself or the community and so that the person does not destroy property. The person's staffing plan must specify the activities for which two (2) staff are necessary.

Level Four rates are also to serve an individual who requires onsite staff assistance with all activities of daily living including basic self-care and requires intensive staff support for integration of multiple health and safety strategies throughout the day including specialized positioning, specialized mealtime assistance techniques and transfers requiring more than one person to assist.

Level 6

Level Six rates are to serve an individual who has behavioral or other needs that are so significant that the person requires extremely close, continuous support requiring onsite access to two (2) staff at all times, including the need for onsite access to two (2) awake overnight staff, so that he/she is not a danger to him/herself or the community. Level 6 rates may also be used for individuals who require that level of staffing for preventative purposes for an individual with a low frequency behavior that was life threatening to others in the past (e.g., murder, pedophilia).

Level 6 rates are not to serve an individual with medical needs or who requires two (2) person transfers, etc., that can be met safely and cost-effectively in Medical Residential Services (Level 5).

Medical Residential Services (Level 5)

Medical Residential rates are to serve individuals living alone or in a home shared by individuals who have similar needs. They are individuals who have medical needs sufficient to have a physician's order that requires direct skilled nursing on a daily basis and at a level that cannot for practical purposes be provided through two (2) or fewer visits by a licensed nurse. These individuals require health care oversight provided by a Registered Nurse. Each person requires onsite access to one (1) staff person and may need limited to complete support to perform activities of daily living. For individuals who are receiving Medical Residential Services, a staff person licensed as an LPN or higher qualification must be onsite as per the doctor's order.



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Special Needs Adjustment

A special adjustment is available for Levels 1-4. The adjustment does not change the rate Level designated for the individual, but adjusts the rate Level to meet one or more of the following circumstances:

1. The individual has a history of significant behavioral or psychiatric needs that are now not apparent due to the design or intensity of services being received and the rate level does not cover the cost of such services. Less intensive services will likely result in recurrence of previous needs. The Regional Office must review the special adjustment at least annually.
2. The individual is in circumstances that are time limited but that require support(s) at a higher level than described by the Level and the rate level does not cover the cost of such services. For example, the person has had a serious illness, injury, or surgery that requires more support while he is recovering than the Level describes. A special adjustment may be approved for up to 90 days and may be extended for an additional 90 days.
3. The person needs a roommate and requires a special adjustment until one moves in. A special adjustment may be approved for up to 90 days and may be extended for an additional 90 days.