

**CALCULATION OF MINIMUM NUMBER OF DIRECT SERVICES STAFF AND  
ELEMENTS OF DOCUMENTATION REQUIRED FOR BILLING HCBS ADULT  
DAY SUPPORT, VOCATIONAL HABILITATION, AND SUPPORTED  
EMPLOYMENT-ENCLAVE SERVICES**

The calculation of minimum number of direct services staff and the elements of documentation contained in this appendix relate solely to verification of staff intensity ratios that result from administration of the ODMRDD Acuity Assessment Instrument (AAI) and are necessary to justify billing. Providers are also required to meet the documentation requirements contained in rule 5123:2-9-05 of the Administrative Code related to the provision of waiver services and the ISP development requirements contained in rule 5123:2-1-11 of the Administrative Code.

The minimum number of direct services staff required to support the billing for Adult Day Support, Vocational Habilitation, and/or Supported Employment-Enclave services may be determined by aggregating the staff intensity needs for all waiver enrollees and non-waiver enrollees receiving services from one certified waiver provider in one service delivery location during a calendar day. Calculation of the minimum number of direct services staff required to meet the staff intensity needs at a waiver service delivery location will depend upon the number of individuals receiving services in one day, the times during the day in which they receive services, and their staff intensity needs. In the event the required number of direct services staff are not present at a location where waiver services are delivered, the provider shall bill only for those times during the day in which waiver services were delivered to the individuals whose staff intensity needs were met.

The following documentation elements are required to verify the provision of Adult Day Support, Vocational Habilitation, and/or Supported Employment-Enclave services at the required staff intensity ratio. These documentation elements shall be recorded on a per-person basis for each calendar day in which a certified waiver provider provides service:

1. Staff intensity ratio. The portion of direct services staff needed is expressed in decimals in appendix D to this rule. When non-waiver enrollees are served in a group with waiver enrollees, it is recommended that the AAI be used to determine the staff intensity needs of the non-waiver enrollees. If the AAI is not used, the staff intensity needs of non-waiver enrollees shall be determined through the ISP development process applicable to them.
2. Date of service.
3. Location of service.

4. Service codes. These codes shall correlate to the codes listed in appendix C to this rule and also to the billing documents submitted by the provider for payment of waiver services delivered.
5. In/out times for services delivered. One sign-in and one sign-out entry may be used when the same staff member expends continuous blocks of time to deliver the same service in one day to an individual.
6. Minutes of service delivered each day, by service code. When Adult Day Support and Vocational Habilitation services are provided to the same individual on one day by one provider, the minutes of service may be documented for the day and billed using the Adult Day Support and Vocational Habilitation service code identified in appendix C to this rule.
7. Verification of staff intensity ratios per calendar day. Indicate for each waiver enrollee served:
  - a. The names of other individuals present when waiver services are provided.
  - b. The names of the direct services staff who delivered services.
  - c. The initials of the direct services staff indicating all time periods/time spans during which they provided waiver services to the individual.  
(Legends indicating signatures and initials of direct services staff may be retained separately from documentation sheets.)
  - d. The average staff intensity ratio for the combined time periods when one or more waiver services are provided during the calendar day by direct services staff employed by the same certified provider or by the certified provider directly and/or through subcontractors of the certified provider.