

**Instructions for Quarterly Completion of Attachment C:
Baseline and Quarterly Report
July 01, 2010 – June 30, 2011**

Attachment C:

1. In FY 11, DDS D will calculate performance contract compliance for each Community Inclusion Service (Supported Employment, Community Access, and Adult Habilitation) using Attachment C data. DDS D will use this formula to calculate performance compliance for Supported Employment:
 - For each quarter, total the number of individuals listed with a target date for that quarter and total the number of individuals that achieved the required outcome for the quarter.
 - Divide the total number listed in the deliverable with a target date in the quarter into the number that achieved the required outcome in the quarter times 100%. Example: There's a total of 20 individuals in deliverable 1 and 10 individuals achieved the required outcome. $10/20 = .50 \times 100$ equal 50%.
 - To calculate the overall percentage, add up all the percentages for each deliverable and divide by the total number of deliverables. Example: $85\% + 80\% + 90\% + 75\% + 80\% + 85\% = 82.5\%$.
 - In addition to reporting deliverables for each quarter, providers will need to report over all performance year to date using the examples above.
2. Attachment C contains 5 sheets and/or Tabs. The first Tab "Baseline Targets" will be used to negotiate targets for each individual served in performance contract negotiations. Quarterly Tabs (sheets 2-5) will be used by the provider for quarterly reporting.
3. Identifying information in the Header and in Columns A, B, C, D, E, F, and G will be pre-populated prior to contract negotiation by DDS D. Providers should check that all individuals are correctly listed, make corrections (including inserting the (-) symbol as instructed in #4 below), and notify DDS D of corrections.
4. Use the drop down menu, 1 or - , in Columns E, F, and G on quarterly reports to indicate individuals who are no longer receiving a particular service from this provider. For any new individuals that were added throughout a quarter, add to the bottom of the Quarterly Tab as indicated on Attachment C. Use the comments section to indicate when new individual began services, when existing individuals left services and why.
5. List the date started for current employment, including self-employment, in Column H on, Baseline Tab. If an individual has multiple current jobs, list start dates for all jobs by inserting a row for each job. Employed: An individual's date for obtaining a new job begins the day that they are officially earning monies while at the job site. If self-employed, the date employment begins should meet one or more of these

criteria: Individual officially receives business licensure, signs a business contract, and/or makes first sale.

6. Use the drop down menu to add a 1 or -, in Column I, Baseline Tab, for any individual who has a work outcome related to employment, regardless of the type of Community Inclusion service (Supported Employment, Community Access, and Adult Habilitation). In the Quarterly Tabs, indicate any changes from the Baseline Targets regarding work outcomes added or dropped.
7. Select anticipated quarters, using the drop down menu select Q1, Q2, Q3, or Q4 on Baseline Tab, for achieving targets that are identified in columns J, K, M, N. In Quarterly Tabs, the Provider will report the actual date the target is achieved in columns J, K, M, N, O.
8. Use the drop down menu to add a 1 or -, on Baseline Tab, in Column L, for all individuals that are targeted to maintain working at or exceeding criteria. On Quarterly Tabs, when individuals targeted are maintaining at or exceeding criteria verify by using the drop down menu to add a 1 or if not maintaining choose - .
9. Select anticipated quarter, using the drop down menu to select Q1, Q2, Q3, or Q4 in Column P, on Baseline Tab to indicate individuals currently not employed that will be referred by the Provider to the IDT, to move into supported employment services for that Quarter. On Quarterly Tabs, when a referral for Supported Employment is made by the provider, recorded in the ISP notes, and reported in the comments section, (with a copy of the ISP notes to the Coordinator), this target will be met. The provider will report the actual date the individual was referred on Quarterly Tabs. DDS will measure when Supported Employment, Column E, is reported by the Provider as a service to track how many individuals who were targeted for a referral to the IDT for Supported Employment actually move into that service.
10. On Baseline and Quarterly Tabs, Columns Q, indicate the average percent of time, per day, over a period of a week, each individual receiving Community Access and/or Adult Habilitation currently spends in a typical community setting while in this service. This deliverable relates to where billable services happen related to individual interests and choices identified in the person's ISP, including the definition of a meaningful day. A typical setting includes community activities and functions of community life in the same settings used by the general population (Note: An example of an activity in a typical community setting would be eating lunch at a restaurant that the individual likes). The DDS Meaningful Day Idea Book, available on the DDS website, includes selections about how to document opportunities offered related to this target.
11. On Baseline Tab, indicate by using the drop down menu to add a 1 in Column R, for individuals identified for Community Access and/or Adult Habilitation to be in the community 50% or more time in integrated settings. On Quarterly Tabs,

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indicate by using the drop down menu to add a 1 or - in Column R, individuals who are in the community 50% of more time in integrated settings.

This target relates to the composition of the group in the setting where the individual receives services. Segregated services are services provided to groups of individuals where the majority of the individuals engaged are individuals with disabilities. Whether provided at a physically separate Provider Agency location or in the community. Anyone who is served in segregated settings for 50% or more of the billable hours of this service is identified as segregated. All persons served through Community Access Services should be served in integrated settings. The Meaningful Day Idea Book, available on the DDS website, includes the DDS Advisory Council on Quality's definition of segregation.

Integrated settings provide services to an individual where a majority of the individuals engaged are individuals without disabilities, who are not staff members or volunteers, where the individual has consistent and regular opportunities for interacting and building relationships with people without disabilities, are considered integrated.

12. On Baseline Tab and Quarterly Tabs, verify by using the drop down menu to add a 1 or - , in Column S, for each individual engaged in meaningful activities, for 80% or more time, as related to the individual's action plan and personal definition of a meaningful day as identified in the ISP. Use the approved DDS sampling method to verify the percent that individuals are spending. The sampling method is applied to the time the provider billed for Community Access and/or Adult Habilitation.

Sampling Method:

For one week of each quarter, each provider will select a representative week and sample 100% of all individuals served to determine the percent of time in the service billed that relates to the ISP, including the person's definition of a Meaningful Day. A resulting percentage will be reported to the pertinent Community Inclusion Meaningful Day Coordinator in the required Quarterly Reporting format for the given performance contract.

Ensuing DDS visits should find the percentages reported in the sample are representative. If the percentages are not representative of what is happening currently, then the provider should offer the reasons why there is a variation. When variations exist, DDS may initiate individualized provider follow-up, targeted technical assistance or a performance improvement plan.

A provider can elect to exceed this sampling technique if desired.

13. Use the drop down menu to add a 1 or –, in Columns T, Baseline Tab for all individuals whom are billed for CA and/or AH Service(s) and have a CA and/or

AH Outcome(s) in their ISP. In the Quarterly Tabs, indicate any changes from the Baseline Targets regarding CA and/or AH outcomes added or dropped.

14. On Quarterly Tabs, Column W, Comments section, should be utilized to detail barriers to employment, solutions to barriers, changes and/or clarification related to targets. This column should also be used to note the date of any ISP that specifies the number of hours an individual should work (a copy of the ISP should be submitted to the Regional Community Inclusion Supported Employment Coordinator). If lengthy comments are needed, the Provider can place an X in the Comments section to indicate that the Provider is attaching comments for that individual. The Provider should reference the Provider Name, Individual(s) Name(s), and the quarter for which comments apply.

Contract Status

1. The Performance Contract is a contractual obligation under the Developmental Disabilities (DD) Medicaid Provider Agreement. It is an addendum to the Provider Agreement each approved Provider Agency holds with DDS.
2. The Performance Contract is made between DDS and the Provider Agency.

Multiple Providers

1. If multiple providers offer Community Access and Adult Habilitation to the same individual, they are expected to coordinate their efforts for referral to DVR through the Interdisciplinary Team (IDT) process and the case manager to identify a lead to ensure that the referral is made. (For example: an individual receives Adult Habilitation services through one Provider Agency and Community Access Services through another. Both organizations identify the individual as a candidate for referral to DVR in their separate Performance Contract deliverables. Both organizations bring their support for the referral to the IDT. A decision is made by the IDT re: how to proceed with the referral. The IDT identifies a lead that makes the referral and reports its outcomes to the team. Both organizations must verify that the referral has been made and include this information in their CA/AH Performance Contract Quarterly Reports.)

Partnership with IDT Process

1. These Performance Contracts are intended to be implemented in partnership with the IDT process. Provider Agency staff members are expected to utilize their professional knowledge of each person supported to identify individuals across deliverables.
2. As applicable, quarterly information the Provider Agency submits to Case Managers based on each individual's ISP date, can be used as a source of information in reporting progress toward deliverables in the fiscal year CA/AH Performance Contract Quarterly Reports required for Performance Contracts.