



# **BDDS Procedure**

## **Budget Review Questionnaire (BRQ) Procedure**

**Procedure Number:** 2015-002-DDRS

**Effective Date:** April 1, 2015

**Revision History:** July 6, 2017

### **Purpose:**

The purpose of this procedure is to describe the process for individuals, through their respective waiver case managers, to request an increase to the Objective Base Allocation (OBA) to meet their increased needs because of a qualifying event.

### **Scope:**

#### **Individual Support Team Duties**

The Individual Support Team (IST) is responsible for:

1. Evaluating the needs of an individual who is receiving Medicaid Home and Community Based Services through the Community Integration and Habilitation (CIH) Waiver and experiences a qualifying event;
2. Reviewing the functional assessment findings and, if it finds the individual needs an increased budget, providing the individual's waiver case manager supporting documentation to justify an increase to the individual's budget allocation; and
3. Communicating the additional needs of the individual to the waiver case manager, if it believes the OBA budget allocation does not meet the individual's needs after a qualifying event.

#### **Personal Allocation Review Unit Duties**

The Personal Allocation Review (PAR) unit is responsible for:

1. Reviewing the Budget Review Questionnaire (BRQ) and supporting documentation and information;

2. Determining whether, based on the information provided, an individual's OBA budget allocation meets the individual's needs; and
3. Determining a new ALGO and budget allocation if it finds that the individual's ALGO changed.

### Waiver Case Manager Duties

The waiver case manager is responsible for:

1. Submitting the BRQ to the Bureau of Developmental Disabilities (BDDS) with the following documentation based on the specific qualifying event.
  - a. The IST identified that the individual's needs are not being met through shared staffing:
    - i. An explanation of why it is not feasible for the individual to share staffing or live with housemates.
  - b. The individual completes his or her education:
    - i. A copy of certificate of completion or other documentation from school noting the final date for attendance.
  - c. The IST believes the ALGO level is incorrect:
    - i. The IST's review of the ICAP assessment with detailed notes on areas needing reviewed; and
    - ii. The medical and behavioral documentation needed to update the addendum.
  - d. Health or medical condition prevents the individual from attending day programs:
    - i. Documentation from a medical professional outlining why the condition negates a day program, the duration of the condition, and risk factors to consider.
  - e. The IST believes that the Wellness Coordination Health score is inaccurate and needs to be reviewed:
    - i. Documentation from a medical professional outlining the change in condition or diagnosis, with an anticipated duration of the condition, risk factors to consider and any other special considerations.
  - f. An individual's behavior conditions change:
    - i. A copy of the behavior support plan;
    - ii. Monthly documentation supporting the change in condition(s); and
    - iii. Incident reports.
  - g. The IST believes the ICAP assessment has significant errors:

- i. The IST's review of the ICAP assessment with detailed notes on areas needing reviewed; and
    - ii. The medical and behavior documentation needed to update the addendum
  - h. The IST believes the ICAP addenda (behavioral and health factors) are incorrect:
    - i. Documentation from a medical professional outlining the change in condition or diagnosis, with an anticipated duration of the condition, risk factors to consider and any other special considerations
    - ii. A copy of the behavioral support plan;
    - iii. Monthly documentation supporting the change in condition(s); and
    - iv. Incident reports.
2. The waiver case manager must respond to all inquiries from the PAR unit for the PAR unit to make a final decision. Failure to respond may result in denial of the BRQ.

#### Bureau of Development Disabilities Services Duties

The BDDS is responsible for:

1. Reviewing the BRQ within seven (7) business days of submission resulting in an approval or request for additional information;
2. If a change in the Algo score is appropriate, calculating an Objective Based Allocation (OBA) based upon the PAR unit's determination and generating a Notice of Action (NOA) that is distributed to the participant, through the waiver case manager, with appeal rights.

#### Procedure

1. The IST provides information to the waiver case manager regarding the additional needs of the individual with supporting documentation.
2. The individual's waiver case manager submits the following information to BDDS:
  - a. A BRQ based on information and documentation provided by the IST;
  - b. Information showing that a qualifying event occurred;
  - c. The IST's review of the individual's functional assessment; and
  - d. Supporting documentation that the IST compiled for submission
3. BDDS responds to the BRQ within seven (7) business days of submissions with either an approval or request for additional information.
4. The PAR unit reviews the BRO, supporting documentation and information.
  - a. If additional documentation is needed the PAR unit may request that the individual's case manager submit additional information to support the BRQ.

- b. While waiting for the additional information from the waiver case manager complied by the 1ST, the PAR unit may allocate funding above the OBA determination for a period of 90 days. If after 90 days the case manager fails to provide the requested additional information for the PAR unit to make a determination, the PAR unit shall deny the request to modify the individual's budget allocation.
  - c. If the documentation provided with the BRQ is complete, the PAR unit shall determine an individual's budget allocation and the duration of the budget allocation increase based upon the BRQ, the supporting documentation and the PAR unit's specialized knowledge and experience.
  - d. Based upon the BRQ, the supporting documentation, and the needs of the individual derived from a compilation of individual scores on broad independence, general maladaptive, health, and behavioral components assessed through the ICAP and ICAP addendum, the PAR unit shall also make a decrease or remain the same.
  - e. The PAR unit will notify the waiver case manager or any change in ALGO or allocation.
5. BDDS shall calculate the OBA based upon the PAR unit's determination.
  6. An individual who is dissatisfied with the PAR unit's determination may appeal the NOA within 33 days of the date on the notice.
  7. BDDS shall maintain the budget from the last agreed upon budget allocation, during the appeal.

**Definitions:**

1. "Algorithm" or "ALGO" means the overall algorithm level determined for an individual derived from a compilation of individual scores on broad independence, general maladaptive, health, and behavioral components assessed through the ICAP and ICAP addendum.
2. "Bureau of Developmental Disabilities" (BDDS) means bureau of developmental disabilities services as created under I.C. 12-11.1-1.
3. "ICAP addendum" means the assessment used that determines an individual's level of functioning on behavioral and health factors.
4. "Individual" means a person with a developmental disability who has been determined eligible for waiver services by BODS. If the term is used in the context indicating that the individual is to:
  - (a) receive information; or
  - (b) provide agreement to some activity;
 the term also includes the individual's legal representative.
5. "Individualized support team" (IST) means a team of persons, including the following:
  - (a) An individual.

- {b) The individual's representative, if applicable.
  - (c) The individual's providers.
  - {d) The individual's case manager, if indicated.
  - (e) A BDDS representative.
  - (f) Other persons identified by the individual or the individual's legal representative, if applicable, who assist the individual in the development and implementation of the individual's ISP.
6. "Budget Review Questionnaire" (BRQ) means individual's responses to a set of questions developed by BDDS for the PAR until to assess the additional budget needs caused by a qualifying event of an individual who is receiving BDDS' waiver services through the Community Integration and Habilitation (CIH) Waiver.
  7. "Notice of Action" (NOA) means the document that outlines the approved service hours and individual may receive from providers.
  8. "Objective Based Allocation" (OBA) means the method used by the state to determine an individual's budget based on the level of supports an individual needs in order to live in a community setting.
  9. "PAR unit" means the group of individuals knowledgeable in the field or physical and intellectual disabilities who review all submitted pertinent information about an individual's life.
  10. A "Qualifying Event" is defined as one or more of the following events:
    - (a) The ST identified that the individual's needs are not being met through shared staffing.
    - (b) The individual has completed his or her education.
    - (c) The ST believes the ALGO level is incorrect.
    - (d) Health or Medical condition prevents the individual from attending Day Programs.
    - (e) The ST believes that the Wellness Coordination Health score is inaccurate and needs reviewed.
    - (f) An individual's behavior conditions have changed.
    - (g) The ST believes the ICAP assessment has significant errors.
    - (h) The ST believes the ICAP addenda (behavioral and health factors) are incorrect.

**References:**

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Authorized by *Cathy Robinson*  
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on 7/16/17  
Date

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