



## Pickaway County Board of Developmental Disabilities

200 East High Street Circleville, Ohio 43113 Phone: 740-477-3353 www.pickawaydd.org

*Empower people with developmental disabilities to live, learn, work and be involved in their community.*

### **Provider Overtime Procedure December 18, 2017**

#### **I. PROCEDURE STATEMENT:**

This procedure outlines the parameters to authorize additional units of service for an independent provider under a Home and Community-Based Medicaid waiver component, above sixty hours in a work week. An "Independent Provider" means a self-employed person who provides services for which he or she is certified in accordance with rule 5123:2-2-01 of the Administrative Code and does not employ, either directly or through contract, anyone else to provide the services. The sixty hour work week begins on Sunday at 12:00 a.m. and ends on Saturday at 11:59 p.m. of each week.

#### **II. PROCEDURE:**

##### **A. Anticipated Events and Circumstances**

1. The provider, individual, Service and Support Administrator, and all other applicable team members shall meet at least annually to develop an Individual Service Plan. At the time of the planning meeting all known anticipated events and circumstances necessitating the independent provider to exceed the service hour limit shall be addressed. If additional services and supports are needed outside of the service hour limit the team will follow the procedure described below regarding notification and authorization. Anticipated events or circumstances may include, but are not limited to:
  - a. Scheduled surgery
  - b. Holidays or extended breaks from other services
  - c. Identified Health and Safety risks
  - d. Shortage of other available providers

##### **B. Emergency**

1. When an emergency necessitates an independent provider exceeding the service hour limit the provider will notify the Service and Support Administrator within 72 hours of the emergency necessitating additional hours. The team will convey and determine appropriate action regarding the level of service and support needed. The team will utilize the same procedure utilized for anticipated events and circumstances for the need of additional hours.

##### **C. Authorization and Approval**

1. If the team decides based on an anticipated event or identified emergency that additional hours are warranted, the Service and Support Administrator will complete the form identified as Appendix A within this procedure. The Service and Support Administrator will send the identified form to the Director of Service and Support Administration for initial approval. The Director of Service and Support Administration will then send the approval form to the Superintendent for final approval.

*Michael Pelcic*

12/19/2017

Michael Pelcic, Superintendent