# Meaningful Day Activities

**Table of Contents**

**Overview1**

**Adult Family Home (AFH) 2**

**Meaningful Day Specialty Contract 2**

**Meaningful Day Activities Eligibility Criteria in AFHs: 3**

**Meaningful Day Activities Authorization 4**

**Initial Service Authorization Process 4**

**Annual Renewal Service Authorization Process 5**

**CHOW Service Authorization Process 6**

**Contacting the Meaningful Day Manager………………….…………….…………………………………………..………..…….…6**

**Resources7**

**Revision History……………………………………………………….……………………………………………………………..………...…7**

**Ask the Expert**

If you have questions or need clarification about the content in this chapter, please contact:

Thoko Kamwanja-Struss, MPH AFH Meaningful Day Manager

thoko.kamwanja-struss@dshs.wa.gov

**Overview**

Meaningful Day provides a person-centered approach to designing and delivering meaningful activities for eligible DSHS clients. Providers supporting clients to participate in Meaningful Day activities will utilize tools and approaches to assist clients to manage significant challenging behaviors that pose a barrier to successful community living. One of these tools is the facilitation of activities that the client has identified as personally meaningful. Activities may be directly led by the AFH Provider in a one-on-one format or a group format, or the client may be assisted through set up and coaching to engage in the activity independently.

The daily add-on rate is intended to provide funding for supplies, staffing and other costs that are essential for the planned activities. The Provider and client (and/or client representatives) must agree in writing how the daily add-on rate will be allocated to support planned Meaningful Day Activities. In all cases, selected activities must be realistically available within the resources available to the client.

Adult Family Home providers who are trained, have a contract with the State to provide meaningful activities, and have an eligible resident with an assessed need for meaningful activities to assist with managing challenging behaviors, will receive a Meaningful Day Activities add-on rate of forty dollars ($40.00) per day. There is no limit to the number of DSHS residents who can receive this service/intervention in the home if each resident meets the eligibility criteria.

**Adult Family Home (AFH)**

A residential home in which a person or persons provide personal care, special care, and room and board to more than one, but not more than eight adults, who are not related by blood or marriage to the person or persons providing the services.

The Meaningful Day Activities add-on rate includes the following supports provided by the AFH:

* Utilize the resident’s CARE assessment to identify the targeted challenging behaviors to be addressed.
* Collaborate with the resident(s) and their representatives to develop a Meaningful Activity Plan (MAP) based on the resident’s goals, interests, and abilities.
* Create a client-specific activity calendar to document the resident’s planned activities and events.
* Implement the Person-Centered Activities as outlined in the MAP and Negotiated Care Plan. This includes home-based and community activities (this may vary depending on residents’ ability to participate, goals and interests).
* Use the DSHS provided behavior chart (tracking tool) to observe, and record identified targeted challenging behavior(s) identified in the CARE Assessment. Providers will document each participating resident Meaningful Day service delivery on separate documents.

AFH providers must include targeted activity goals derived from the Meaning Activities Plan (MAP) in resident’s Negotiated Care Plan (NCP) in the “Activities/Social Needs” section. The updated NCP must be returned to the CM/SSS within 30 days.

Providers are expected to maintain documentation of Meaningful Day Activities; Meaningful Activity Plan (MAP), Monthly Calendars, Monthly Activities and Challenging Behavior Log. This documentation must be made available to DSHS staff upon request.

**Meaningful Day Specialty Contract**

Meaningful Day Activities is one of the three Subcontracts in AFH:

* **Meaningful Day Activities (MDA)**
* Expanded Community Services (ECS)
* Specialized Behavior Support (SBS)

**Note:**

The Meaningful Day Specialty contract is available to AFH Providers with a Medicaid contract who meet eligibility requirements for the specialty contract. When CM/SSS submit eligibility referrals, utilize the online [AFH Lookup Tool.](https://fortress.wa.gov/dshs/adsaapps/lookup/AFHAdvLookup.aspx)

**Meaningful Day Activities Eligibility Criteria in AFHs:**

To be eligible for Meaningful Day Activities an individual must:

1. Reside in or be moving to an AFH with a current HCS Meaningful Day contract.
2. Be financially eligible for CFC or CFC + COPES.
3. Have a minimum Behavior Point Score of 12 or higher as determined by the CARE assessment OR irreversible dementia (such as Alzheimer’s, Multi-Infarct or Vascular dementia, Lewy Body, Pick’s, Alcohol-related Dementia, or Major Neurocognitive Disorder) OR Wernicke-Korsakoff Syndrome **with at least one current challenging behavior that is not easily altered**, as reflected in the CARE assessment. See next page for dementia diagnosis confirmation guidance.

**WRITTEN OR VERBAL/EMAIL CONFIRMATION OF DEMENTIA DIAGNOSIS**

* **CM/SSS will utilize the following guidance regarding confirmation of dementia diagnosis to complete eligibility and service authorization for HCS Meaningful Day.**
* ***CM Observation or receipt of written confirmation of an irreversible dementia diagnosis****:* MAR, Visit or Discharge Summary, Neuropsychologist evaluation report, Telemedicine report, Primary Care Physician progress notes OR thorough examination of other medical documents within the EPIC System that cite the dementia diagnosis. Observation of written documentation shall be noted in a CARE SER AND on the Meaningful Day Checklist including the date and type of document the CM reviewed to confirm a dementia diagnosis.
* ***Verbal / Email Confirmation of irreversible dementia diagnosis from a health care professional****:* In-person, email or telephone call with a Primary Care Physician, Nurse or Nurse Practitioner, Physician Assistant, Neuropsychologist, Neurologist. Verbal confirmation shall be noted in a CARE SER note AND on the Meaningful Day Checklist including the name of the health professional, title, and the date of confirmation of a dementia diagnosis.

If a client’s BPS falls below 12 or a client’s targeted challenging behavior is altered after they begin receiving Meaningful Day Activities, they may continue receiving Meaningful Day Activities if they remain eligible for Community First Choice and reside in an AFH that has a Meaningful Day Activities contract.

**Note:**

Client’s receiving Expanded Community Services (ECS), Specialized Behavior Supports (SBS)are NOT eligible to receive Meaningful Day services**.**

**Meaningful Day Activities** **Authorization**

Meaningful Day Activities can’t be authorized until there has been an assessed need in CARE. The HCS Meaningful Day authorization start date is on **or** after the Headquarters approval date (posted in CARE SER note). Meaningful Day Service authorizations cannot be backdated. CMS/SSS shall complete the following steps to complete the initial service authorization process.

DSHS will not approve retroactive payments or Fast track for Meaningful Day Activities.

If Meaningful Day Activities is requested by the resident, a resident’s representative, or the AFH provider on behalf of a resident, and the resident meets the criteria and wants to participate, case managers may update assessments to include Meaningful Day Activities using an Interim assessment prior to the next full assessment.

The assessment must be in “current” status to be considered for Meaningful Day eligibility. CMs need to move the assessment into “current” BEFORE sending the Meaningful Day referral to HQ for review and approval, except in cases where an individual is transferring from in-home to an AFH or discharging from an acute care hospital to an AFH. Assessments may be in “pending” only in the cases of hospital discharge and transfer from in-home to an Adult Family Home.

The planned AFH residence must have a Meaningful Day contract for services to continue without interruption. Otherwise, Meaningful Day Activities will not be able to be delivered until the AFH has obtained a Meaningful Day contract.

Clients who receive services under PACE organizations do not require HQ approval **except** when the client is returning from PACE to HCS services.

**INITIAL SERVICE AUTHORIZATION PROCESS**

* Obtain client’s or client’s representative(s) verbal agreement to Meaningful Day services and document on DSHS 10-672 (Meaningful Day checklist).
* Review the CARE assessment to confirm the client meets all eligibility criteria. The CARE assessment must be moved to “current” prior to submitting the referral checklist. See note below for in-home to AFH and hospital discharge referrals.
* Confirm that the client is on either CFC or CFC +COPES.
* Observe or receive written confirmation of an irreversible dementia diagnosis from a qualified medical professional (such as a geriatric psychiatrist, neuropsychologist, geriatrician ) OR acquire verbal confirmation of an irreversible dementia diagnosis (such as Alzheimer’s, Multi-Infarct or Vascular dementia, Lewy Body, Pick’s, Alcohol-related Dementia, or Major Neurocognitive Disorder) OR Wernicke-Korsakoff syndrome from a qualified health care practitioner.
* Utilize the AFH Locator List to identify HCS Meaningful Day contracted homes to ensure that the client resides in (or is moving to) an AFH that has a valid Meaningful Day contract.
* If the AFH Provider has a current contract:
* Select AFH Meaningful Day in the CARE Treatment screen.
* Move CARE assessment to current.
* Complete the HCS Meaningful Day Checklist (DSHS 10-672).
* Submit Meaningful Day Checklist to meaningfulday@dshs.wa.gov for review.
* The Meaningful Day Manager will post SER in CARE and notify CM/SSS via-email of the approval or denial.
* Select the AFH Meaningful Day Add-On in P1 using service code T2033, U6
* In the line data screen, authorize the add-on rate of $40 per day.
* After authorizing, CM/SSS will notify the AFH Provider that they can start to bill for Meaningful Day services.
* Complete a 14-443 to notify the Public Benefit Specialist (PBS) of the Meaningful Day authorization rate approval. The rate submitted to the PBS must include the total daily rate, including the Meaningful Day add-on.
* Send a copy of MD Eligibility Checklist form to DMS as part of client’s record.

If a client is considering transferring to an alternative AFH, CM/SSS will need to verify that the AFH has the HCS Meaningful Day contract.

If the new AFH does not have a Meaningful Day contract, the AFH will not be reimbursed for any Meaningful Day activities that are provided to the client after transfer.

CM/SSS is not required to send another Meaningful Day referral/eligibility checklist when a client is transferring to a new AFH.

For in-home clients planning to transition to an AFH setting, CM/SSS should note this when sending in the MD checklist for HQ to review. Do not make any changes to the CARE assessment or service authorizations until the resident is ready to relocate as changes may affect billing for CDWA.

**Note:**

Per ALTSA’s Strategic Objective to support and facilitate successful transition planning from acute care hospitals to residential settings, referrals for Meaningful Day from Acute Care hospital CM/SSS will receive priority consideration. CARE assessments do not need to be in “current” status. Assessments may be in “pending” status.

**ANNUAL RENEWAL SERVICE AUTHORIZATION PROCESS**

* Complete annual CARE assessment.
* Authorize Meaningful Day services by entering **a new service** line for the current plan period, do not extend Meaningful Day service lines.
* For extension of services or annual renewals, an updated Service Summary will need to be reviewed and signed by client/client representative and designated AFH representative.
* Complete a 14-443 to notify the Public Benefit Specialist (PBS) of the Meaningful Day authorization rate approval. The rate submitted to the PBS must include the total daily rate, including the Meaningful Day add-on.
* Send a copy of MD Eligibility Checklist form to DMS as part of client’s record.

|  |
| --- |
| **Note:*** A PAN is not required for Meaningful Day Activities
 |

**CHOW (CHANGE OF OWNERSHIP) SERVICE AUTHORIZATION PROCESS**

* Confirm the new owner of the AFH has a current Meaningful Day contract.
* Email MeaningfulDay@dshs.wa.gov and request to reinstate Meaningful Day services for previously approved clients. (Include client’s ACES ID and AFH License Number. **You do not need to submit a new MD checklist.**
* The AFH Meaningful Day Manager will enter a SER note with a service start date and notify CM/SSS via email.
* CM/SSS will authorize Meaningful Day services by entering **a new service line** using the provided service start date and notify the AFH Provider that they can start to bill for Meaningful Day services. Without the completion of CHOW service authorizations, the AFH will not be reimbursed for any Meaningful Day activities that are provided to the client.

**Note:**

The current adult family homeowner must provide written notice of Change of Ownership (CHOW) to the department and residents or applicable resident representative sixty calendar days prior to the date proposed change of ownership. The department and CM/SSS will work together to complete contract and service authorization activities to avoid service disruptions for clients approved to receive Meaningful Day prior to a change in ownership.

**CONTACTING THE MEANINGFUL DAY MANAGER**

The MeaningfulDay@dshs.wa.gov e-mail is monitored by the HCS Meaningful Day Manager. All inquiries should be sent to MeaningfulDay@dshs.wa.gov

If a provider is interested in learning more about HCS Meaningful Day services requirements and/or contract specifics, please request that they send an email to MeaningfulDay@dshs.wa.gov for more details about eligibility and training.

**Resources**

1. meaningful day eligibility checklist

 

1. **Sample AFH PROVIDER Forms (added provider Acknowledgement statement)**

    

**REVISION HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **MADE BY** | **CHANGE(S)** | **MB #** |
| 5/2024 | Thoko Kamwanja-Struss | * Clarifying “written” and “verbal” confirmation of diagnosis
* Pending assessments for eligibility referrals if discharging from hospital or transferring from in-home to AFH
* Client’s receiving Expanded Community Services (ECS) or Specialized Behavior Supports (SBS are **NOT** eligible to receive Meaningful Day services.
* Eligibility Checklist Updated
 |   |