

TITLE XX POLICY

This policy establishes that the Erie County Board of Developmental Disabilities (ECBDD) will participate in the Title XX federal assistance program. The services reimbursed and the corresponding rates are listed in the Title XX Grant Agreement.

Each individual identified to receive Title XX reimbursed services must have an Individualized Family Service Plan (IFSP) that indicates the need for the Title XX service identified in the Title XX profile. Title XX services are provided without regard to income.

Individuals receiving Medicaid services through any Individual Options or Level One Medicaid Waiver Program will not be eligible for Title XX.

If Title XX funded services are subcontracted to another provider, a contractual agreement must exist for the provision of these services and an assurance document must be completed by the County Board and the Provider.

The Superintendent shall establish, revise, and keep current the procedure to be utilized in the implementation of this policy. The Superintendent/ designee shall ensure compliance with these procedures. All revisions and changes will be shared with the Board when made.

Superintendent Signature: Carrie Boice Date: 8/17/17

Implemented: 7/1/01

Board Approval: 7/1/01, 12/31/07, 3/20/08, 9/18/08, 12/17/09, 5/15/15, 8/17/17

Revised: 12/31/07, 3/20/08, 9/18/08, 12/17/09, 5/15/15, 5/2/17

Reviewed: 5/2/17

Cross Reference: Ohio Department of Developmental Disabilities Title XX Grant Agreement

**ERIE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
TITLE XX PROCEDURE**

I. PLANNING AND GOALS

- A. Title XX funded services will be reviewed at least annually during the individual's annual Individualized Family Service Plan (IFSP) planning process. If there are no changes in the Title XX services from the previous year, the Early Intervention Professional may initial and date the Redetermination Form indicating that the form has been reviewed and there are no changes. The IFSP must identify a goal(s) as a Title XX service.
- B. The Early Intervention Professional will complete the following sections of the Certification of Proper Billing Form (Ohio Department of Developmental Disabilities (DODD) 1014-2):
 - 1. Section A. Client Identifying Information;
 - 2. Section B. Client Eligibility for ECBDD Services:
 - a.) Date of Application: Place original date of application for ECBDD services in this location;
 - b.) Eligibility verified from ECBDD;
 - 3. Section C. Title XX Service name and 5-digit code. The service name and 5-digit code must support the Title XX services profile;
 - 4. Section D. National Goals Achieved with Service;
 - 5. Section E. Service Category. Without regard to income box must be checked as well as the box that this service is included in the Comprehensive Social Services Plan (CSSP) Profile;
 - 6. Section F. Limitations. Mark any limitations such as waiver coverage. Please note that Title XX should not be used if another federal funding source pays for this service for this individual;
 - 7. Section G. Initial Certification. Early Intervention Professional printed name and signature.
- C. The Early Intervention Professional will complete the Title XX Certification of Proper Billing (DODD 1014-2). A completed copy of the DODD 1014-2 is then stored electronically in the client file in PaperVision on the Board server and the original is placed in the official file. If the individual's IFSP changes and he/she is no longer receiving Title XX services, the Early Intervention Professional moves the completed DODD 1014-2 to the terminated folder on the server.
- D. Title XX paperwork will be revised when an individual's need for Title XX services changes as indicated in the individual's IFSP or if the profile of services reimbursed through the Title XX contract changes. Any completed redetermination form shall be placed in the client file.

II. DOCUMENTATION

- A. Each Early Intervention Professional will document services provided on a DODD 1017 Unit of Service Log (USL) or a form that contains all of the required information in section 3 of the Title XX Grant Agreement. The form must indicate that this is the Title XX Unit of Service Log (USL). The provider shall maintain client specific supporting documentation (attendance and case notes) that details and discusses services delivered.
- B. The USL or other appropriate form will be completed on a monthly basis and submitted to the contracted billing agency no later than the fifth day of the following month. The contracted billing agency will complete the following:
 - 1. The number of units provided based upon the reporting and billing unit in the CSSP;

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2. Verification that all components listed in section 3 of the Title XX Grant Agreement are correctly documented. The USL shall be returned to the provider for correction if any of these areas are missing and/or incorrect. The provider then has forty-eight (48) hours to return the corrected form to the Title XX billing clerk.

III. BILLING

- A. The unit rate for Title XX reimbursed services is set by completing Addendum A, Service Selection and Estimates.
- B. The contracted billing agency will compile each recipient's USL's, calculate units of services provided and complete the monthly compilation sheet for all individuals receiving Title XX services.
- C. Quarterly, the Title XX billing clerk will report to DODD all qualified expenditures through the web-based program no later October 31, January 31, April 30, and July 31 of each fiscal year unless an extension is filed. All information entered on the quarterly report(s) should be traceable to the IFSP and the USL. Copies will be maintained of all reports submitted to DODD for no less than 7 years.
- D. The Superintendent or Designee is authorized to sign and date the quarterly report as the 'submitter'.

IV. FUND MAINTENANCE AND MONITORING

- A. Title XX revenue shall be maintained in a separate line item within the Erie County Auditor revenue reporting system. It shall also be maintained in a separate line item within the ECBDD accounting system.
- B. Since it is a federal grant, Title XX expenditures and revenue will be compiled and reported annually on the Schedule of Federal Award Expenditures. This report will be maintained with the Director of Business Services at the County Board offices as well as forwarded to the County Auditor offices.

V. FILE MAINTENANCE AND MONITORING

- A. The Director of Children's Options and Community Supports/ or designee shall confirm the existence and completeness of the following:
 1. A Batelle evaluation (BDI-II) exists for each completed eligibility application (DODD 1014-2).
 2. An active IFSP exists for each completed DODD 1014-2 and there are goal(s) identified as Title XX service goals in the plan that match section D of the DODD 1014-2.
 3. The DODD 1014-2 is completed in full and accurately.
 4. The documentation form contains all elements in section I. B.1. above and it supports the service name, description, and 5-digit code indicated in the CSSP Profile and the IFSP.
 5. Any changes made on a redetermination are consistent with the IFSP, DODD 1014-2 and documentation forms.