

# ***C*hildren's Extensive Support Waiver**

***Allocation Handbook***



***A Comprehensive Guide to Accessing,  
Understanding, and Using Your  
Allocated Funds***

# **Children's Extensive Service Waiver (CESW) Handbook**

**A Comprehensive Guide to Accessing, Understanding,  
and Using CESW Services and Resources**

The following information has been compiled from the Children's Extensive Support Waiver guidelines and procedures, Department of Human Services and Developmental Disabilities Services Rules & Regulations, and Sections 8.503-8.503.210 of the Colorado Department of Health Care Policy and Financing Medicaid Manual.

Funding for the Children's Extensive Support program is provided by federal Medicaid funds. Detailed information is available upon request from Mesa Developmental Services.

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## Introduction

Families who have a child with a developmental disability face many different challenges in helping their son or daughter to reach their maximum potential as they grow and develop. The following information is designed to help guide families through the CESW program, and to give families a better idea of the services and supports provided and how they are accessed.

## Purpose

The Children's Extensive Support Waiver (CESW) helps families to meet the challenges of caring for their child with developmental disabilities by providing Medicaid benefits and additional targeted services and supports to those children with developmental disabilities or delays who are most in need because of the severity of the disability. While CESW is a family support type program, it is child specific and does have different implementation guidelines and stricter parameters than the State General-funded Family Support Services Program.

## Eligibility Requirements

Eligible children must meet all of the following requirements:

- 1) The child has not reached his or her 18th birthday
- 2) The child is living at home with his or her biological, guardian, or adoptive parents, or is in an out-of-home placement and could be returned home with the provision of the CESW services.
- 3) The child, if five or older, has a developmental disability, or if less than five, has a developmental delay as determined by a Community Centered Board (CCB).
- 4) The child has 20-24 hour direct care needs as a result of the developmental disability and/or co-existing medical condition(s).
- 5) The child needs constant line-of-sight supervision or attention, and meets at least one of the following:
  - a) A pattern of self-injurious or self-endangering behavior(s) which, without intervention, will result in a life-threatening condition/situation; or
  - b) Demonstrates a pattern of serious aggression toward self, family members or others: or

- c) Constant vocalization which is a significant disruption of family life; or
  - d) Medical condition(s) which, if unobserved, will result in a life threatening condition/situation.
- 6) The child's needs, identified above, could not be adequately met through the services offered in the following programs:
    - Children's Home and Community-Based Services Waiver
    - Family Support Services Program
  - 7) The income of the child does not exceed 300% of the current maximum SSI standard maintenance allowance.
  - 8) The resources of the child do not exceed the maximum SSI allowance.

## Program Goals

The goals of the CESW program are as follows:

- ✓ To provide necessary services and supports to a child with a developmental disability so they may remain in the family home and community, and to prevent or delay unwanted out-of-home placement.
- ✓ To promote individual family choice and local decision-making through the individualized planning process and the tailoring of supports and services to address unmet needs.
- ✓ To supplement existing or newly developed natural supports and generic community resources with targeted and cost effective CESW services and supports.
- ✓ Enhance community integration opportunities and experiences.

## Guiding Principles

(Reference C.R.S. 27-10.5-101&401)

The CESW program encourages the least amount of systems intrusion to assist children with developmental disabilities to remain in their family home and community, with the following principles as implementation guidelines:

- ✓ **Facilitating Self-determination** - Families should be empowered to make informed decisions concerning prioritizing needs and services for their child, and be supported to work in partnership with the CCB.
- ✓ **Adhering to Individualization** - Recognizing the uniqueness of each situation, the varying impact that a developmental disability

may have on the child and family, and the potential for community and social support are the basis of the supported living model.

- ✓ **Creating Options/Choices** - Often there is more than one way to meet a need for a child. Support options can come from many different sources in a community and should not focus on just financial funding through CESW.
- ✓ **Focusing on Inclusive Communities** - CESW is a holistic approach, which supports all aspects of the child in typical family and community life with flexible and individualized services and supports. This assists the child in accessing and participating in typical activities of community life.

## CESW Applications and Forms

### **CES Checklist Application and the ULTC100.2:**

This is the initial application and it identifies behaviors and interventions that qualify a child for services. This application will result in a child being accepted or denied for the CESW waitlist. A shorter version is to be completed by the family and their MDS Case Manager for each year the family is requesting services (Annual CSR) for their child.

### **Annual Individual Plan (IP), Individual Service Plan and Continued Stay Review:**

This is a plan developed by the family, their Case Manager, and their Service Coordinator. This form identifies the needs, desires, and goals of the family, provides information concerning the child with a developmental disability, and serves as a guideline for needed supports and services. **The** plan is developed by the family and the CESW Service Coordinator which identifies the services and supports needed by the child with developmental disabilities. It serves as a guideline to channel funds to specific needs.

### **Monthly Monitoring:**

These forms are used to update pertinent information and to be sure that the needs and services identified in the IP are being met. In addition to this, bi-monthly, face-to-face visits must occur but are not limited to in-home

### **Authorization of Release:**

These forms stipulate that a family has given express permission for MDS to update files from physicians, schools, etc..., and to use that information to procure needed services and supports for the child with developmental disabilities.

**Assistive Technology Loan Agreement:**

Assistive technology and adaptive equipment purchased with FSS and CES funds are registered with the Family Support Services loan bank and returned back to the bank when no longer needed, or when the child outgrows the item/equipment. This helps to keep funds working within the program.

**Equipment Loan Training Agreement:**

Many assistive technology and adaptive equipment devices need to be used properly in order to receive the desired therapeutic effects, and to assure the safety of both parent and child. After receiving instruction in the proper usage of the item/equipment, the person who received the training is required to complete and sign this form before the item/equipment will be released.

**Services and Supports**

(Reference C.R.S. 27-10.5, HCPF Rule 8.503.100, federal application)

Under the CESW program, expenditures may be authorized for the following services only when these services have been identified as part of the Individual Service Plan (ISP).

**Personal Support Supervision:**

- ✓ **Supervision/Personal Support Services** - Supervision care is the temporary care of a person with a developmental disability in order to offer relief to the person's family or primary caregiver. Supervision care allows the family or caregiver to deal with emergency situations or to engage in personal, social, or routine activities that may otherwise be neglected, postponed, or curtailed due to the demands of caring for a person who has special needs. Daycare services are **not** covered by CESW funds. (\*Note - some supervisory funds/programs will not cover supervision services provided by an individual under the age of sixteen.) A Provider List and forms for reimbursement are available. Please contact your Case Manager or Service Coordinator for these materials, or with any other questions you may have concerning services.
- ✓ **Household Services** – These services are to provide assistance in performing housekeeping tasks when it is determined necessary to increase the family's ability to provide care for the family member with a developmental disability, and/or to reduce stress that the family experiences and therefore, increase the chance that the family will remain intact.

- v **Personal Supports** - include assistance with bathing and personal hygiene; eating, dressing, grooming, toileting, and menstrual care; basic first aid; medication administration; and operating and maintaining medical equipment for the child who cannot perform these functions alone due to the developmental disability or medical condition.

### **Home Modification Services**

- v **Home Modification** - These services may include assessing the need, arranging for, and providing modifications and/or improvements to the family home to help ensure the child's safety, security and accessibility in the home and community.
- v **Devices and Services** - These include a wide range of adaptations, which are *directly related to the person's disability and would not be considered part of a regular home maintenance or modification needed by all homeowners*. These include physical adaptations to the home environment such as ramps, lifts, widened door frames, bathroom modifications, or repairs to the home structure or furnishing for damage *caused by the family member with a developmental disability who has aggressive behaviors (not just normal wear and tear)*. Fencing for a child's safety would also be included. All devices and adaptations must be provided in accordance with applicable state or local building codes and/or applicable standards of manufacturing, design, and installation.
- v There is a \$10,000 cap on these service for a five year period.

### **Community Connection Services**

The Community Connector (Peer Companion or Behavior Coach) will explore community services and natural supports that are available and appropriate for the individual with a developmental disability. The Community Connector will match and monitor these activities to enhance socialization and community access capability.

- v **Recreational and Leisure Activities** – These activities for a child with a developmental disability include recreational programs that will allow the child to experience typical community leisure time activities, increasing his or her ability to participate in these activities and to develop appropriate physical and psychological social skills. Expenditures in this category are limited to \$500.00 per year.
- v **Recreational Equipment** – This would include items such as



a flotation collar for swimming, a bowling ramp, various types of balls with internal auditory devices and/or other types of equipment appropriate for the recreational needs of the child with a developmental disability.

### **Professional Care / Behavior Services**

***Professional services will be provided only if they are not available under Medicaid EPSDT coverage, Medicaid State Plan benefits, other third party liability coverage or other federal or state funded programs, services, or supports.***

The key factor in determining what is considered a professional service is *the need for the person to be licensed or certified to perform a service that addresses the human condition*. Such services include individual and/or group counseling, behavioral intervention, therapies, vision, and home health services which are needed to sustain the overall functioning of the child with a developmental disability. Some professional services must be prescribed by a physician or specialized therapist.

### **Specialized Equipment and Supplies**

***Specialized medical equipment and supplies will be provided only if they are not available under Medicaid EPSDT coverage, Medicaid State Plan benefits, other third party liability coverage or other federal or state funded programs, services, or supports.***

- v **Assistive Technology** – This area of service may include the evaluation of a child’s need for assistive technology related to his or her disability. Also included are services such as helping to select and obtain appropriate devices; designing, fitting, and customizing those devices; and purchasing, repairing, or replacing the devices. There is training available to teach the child and/or family to use the devices effectively.
- v **Devices and Services** – These are services to help the child and his or her family overcome barriers related to the disability. These may be devices to help the child move around (e.g., wheelchairs, wheelchair adaptations, van lifts and roof storage for the wheelchair), devices that can help the child communicate (e.g., electronic communication devices), devices that make learning easier (e.g., adapted games, toys, or computers), and devices that control the environment (e.g., switches).
- v **Other Equipment and Supplies** –These may include kitchen

equipment required for the preparation of special diets, if this results in cost savings over prepared foods. Also, specially designed clothes for children (e.g., those with Velcro adaptations) may be included if the cost of the item is greater than costs usually incurred for a child's clothing.

### **Accessing and Using Services and Supports**

The following information must be considered when applying for a service or support:

- All requests for services and/or supports are to be directed to the CESW Supervisor.
- All services and supports provided under the CES waiver *must* be identified in the Individual Plan.
- A referral from a professional must accompany requests for services or supports, including assistive technology and home modifications.
- An assessment must be conducted to determine the need for home modification or assistive technology. When purchasing a piece of adaptive equipment, appropriate professionals and/or assistive technology resource centers must be consulted before such a purchase is approved.
- Family members who live in the same household as the child receiving services *may not* be paid for any services other than personal supports.
- Use of CES for community activities, which are of an entertainment nature, are excluded (e.g., professional or minor league sporting events, movie, theater or concert tickets). If the child needs supervision to attend such an activity, the cost of a paid staff person and the cost of admission for said staff person may be included as a CES expense in the child's IP.
- The cost of meals or food items for the child with a developmental disability or others, as well as staff members are excluded.
- Recreation and leisure needs must be *directly related* to the child's disability or to the direct enhancement of social or community inclusion for the child with a developmental disability, and *must* be identified in the IP as a need.
- Cost of services or supports *must* be identified. If such services cost \$500.00 or more, three bids must be obtained before the work can be completed or the item purchased.

- All home modifications must meet local building codes and uniform federal accessibility standards.

The following is a list of the Primary required factors in determining the allowability of a service or support:

- The services and supports are not specifically excluded by the State.
- The needs, goods, and/or services are related to the child's disability.
- The needs, goods, and/or services are above and beyond typical daily living expenses normally incurred by a family raising a child.
- The needs cannot be reasonably met by some other means.

If a service or support fails to meet *any* of the Primary factors listed above, the service or support is not allowable for funding under CES.

## Differences Between CESW and Family Support Services

There has been some confusion about what is allowable between the Children's Extensive Support Waiver (CES) and Family Support Services (FSS). Often there is a belief that CES is just like FSS – it is not. Listed below are some of the key differences:

**CES** – Services are available for the CES participant only. **FSS** – Services are available for any family member who lives in the same household as the eligible child.

**CES** – Adult family members who live in the same household as the eligible child (but are not a parent or guardian) may be paid to provide personal supports only and only up to \$5000 per fiscal year. **FSS** – Family members who live in the same household as the eligible child can be paid to provide personal care services up to \$5000 per fiscal year. Family members can also be paid to provide transportation.

**CES** – Families CANNOT be given cash advances and subsequently purchase services from a vendor. The CESW coordinator must make payment directly to the provider of the service. **FSS** – Families can be reimbursed for goods and/or services purchased as long as receipts or proof of purchase are provided.

1) **Q** – Can CES pay for medications not covered by Medicaid?

**A** – No. CES program participants must access any needed medications through the Medicaid State plan or other sources. The CES program does *not* cover over-the-counter medications.

2) **Q** – Can a family receive funds to make purchases directly?

**A** – No. The CES program cannot provide actual funds to families to make purchases.

3) **Q** – Can a family hire a relative or family member to provide supervision or peer companion services?

**A** – Yes, as long as the amount paid to the family member does not exceed \$5,000 per year.

4) **Q** – Can changes be made to the Individual Plan (IP) or to the Individual Service Plan (ISP)?

**A** – Yes, but only with the approval of the CES Supervisor and Case Manager. An addendum may be written and approved to add additional needed services or supports.

