



## B3 Service Definition

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|--|-----------------|---------------|-----------|
| <b>Title:</b>  | Community Guide | <b>Code:</b>  | T2041U4U5 |
| <b>Type:</b>   | B3              |               |           |
| <b>Effective Date:</b>   | 11/1/2014       | <b>Units:</b> | per month |
| <b>SERVICE DESCRIPTION</b>   |                 |               |           |
| <p>Community Guide services provide support to beneficiaries and planning teams that assist beneficiaries in developing social networks and connections within local communities. The purpose of this service is to promote self-determination, increase independence and enhance the beneficiary's ability to interact with and contribute to his or her local community. Community Guide services emphasize, promote and coordinate the use of natural and generic supports (unpaid) to address the beneficiary's needs in addition to paid services.</p> <p>Community Guide services are intermittent and fade as community connections develop and skills increase. Community Guides assist and support (rather than direct and manage) the beneficiary throughout the service delivery process. Community Guide services are intended to enhance, not replace, existing natural and community resources.</p>  |                 |               |           |
| <b>SPECIFIC FUNCTIONS</b>  |                 |               |           |
| <ol style="list-style-type: none"> <li>1. Assistance in forming and sustaining a full range of relationships with natural and community supports that allows the beneficiary meaningful community integration and inclusion.</li> <li>2. Support to develop social networks with community organizations to increase the beneficiary's opportunity to expand valued social relationships and build connections within the beneficiary's local community.</li> <li>3. Assistance in locating and accessing non-Medicaid community supports and resources that are related to achieving service plan outcomes; this includes social and educational resources, as well as natural supports.</li> <li>4. Instruction and counseling which guides the beneficiary in problem solving and decision making.</li> <li>5. Advocacy and collaboration with other individuals and organizations on behalf of the beneficiary.</li> <li>6. Supporting the person in preparing, participating in and implementing plans of any type (e.g. IEP, ISP, service plan, etc.).</li> <li>7. Assistance in locating options for renting or purchasing a personal residence, assisting with purchasing furnishings for the personal residence.</li> </ol> |                 |               |           |
| <b>PROVIDER REQUIREMENTS</b>   |                 |               |           |
| <p>Providers of Community Guide must meet all NC Innovations waiver provider requirements. These requirements are as follows:</p> <ul style="list-style-type: none"> <li>▪ Approved as a provider in LME-MCO provider network</li> <li>▪ Are at least 18 years old</li> <li>▪ If providing transportation, have a valid NC or other valid driver's license, a safe driving record and an acceptable level of automobile liability insurance</li> <li>▪ Criminal background check presents no health or safety risk to participant</li> <li>▪ Not listed in the NC Health Care Abuse Registry</li> <li>▪ Staff that work with participants must be qualified in CPR and first aid</li> </ul>  |                 |               |           |

- Staff that work with participants must have a high school diploma or GED
- Staff that work with participants must be qualified in the customized needs of the participant as described in the service plan
- Paraprofessionals providing this service must be supervised by a qualified professional. Supervision must be provided according to supervision requirements specified in 10A NCAC 27G .0204 and according to licensure or certification requirements of the appropriate discipline
- Must have achieved national accreditation with at least one of the designated accrediting agencies. The organization must be established as a legally constituted entity capable of meeting all of the requirements of the LME-MCO. This includes national accreditation within the prescribed timeframe
- Meets Community Guide competencies specified by the LME-MCO
- Must meet applicable requirements of NC G.S. 122C (the Mental Health, Developmental Disabilities, and Substance Abuse Act of 1985)

#### **POPULATIONS ELIGIBLE**

Children ages 3 – 21 and adults who are functionally eligible for, but not enrolled in, the NC Innovations 1915(c) Waiver program.

#### **SERVICE ORDERS**

The service plan serves as the service order for Community Guide.

#### **CONTINUED STAY CRITERIA**

The individual continues to meet the eligibility requirements for Community Guide and service goals have not yet been achieved.

#### **DISCHARGE CRITERIA**

The individual no longer meets the eligibility criteria for this service or has met service goals as related to this service or has expressed a desire to be discharged.

#### **DOCUMENTATION REQUIREMENTS**

A daily full service note or grid that meets the criteria specified in the DMH/DD/SAS Records Management and Documentation Manual (APSM 45-2) is required. The DMH/DD/SAS Records Management and Documentation Manual can be found at:  
<http://www.ncdhhs.gov/mhddsas/statspublications/Manuals/rmdmanual-final.pdf>.

#### **SERVICE EXCLUSIONS**

Total expenditures on **Community Guide** cannot exceed the 1915(b)(3) resources available in the waiver.

Community Guide does not duplicate Care Coordination.

Community Guide may not be provided by family members.