

17.8 Goods & Services

Procedure Codes	Rates	Units	Additional Descriptor	Budget Component
T1999HI22	Reasonable & Customary	Single	NA	Employment/Day or Individual/Family Supports

17.8.1 Description

Goods and Services are services, equipment or supplies, not otherwise provided through generic resources, the Community Care Program, or through the State Plan, which address an identified need (including improving and maintaining the participant's opportunities for full membership in the community) and meet the following requirements: the item or service would decrease the need for other Medicaid services; and/or promote inclusion in the community; and/or increase the participant's safety in the home environment; and, the participant does not have the funds to purchase the item or service or the item or service is not available through another source. Goods and Services are purchased from the participant's budget and paid and documented by the fiscal intermediary.

17.8.2 Service Limits

Experimental or prohibited treatments are excluded. Goods and Services must be based on assessed need and specifically documented in the Service Plan. If a Goods and Services request is not approved, a letter documenting the reason for the denial will be provided to the individual or his/her guardian and uploaded in iRecord. This denial letter will contain language regarding the right to appeal the decision through a Fair Hearing before an Administrative Law Judge. *An individual has 20 days from the date of the denial letter to request a Fair Hearing.* Individuals/Guardians should follow the instructions provided in the letter to exercise this right. Goods and Services Request Forms that are not completed properly will be returned with a request for additional information. A request for additional information is not a denial.

17.8.3 Provider Qualifications

All providers of Goods & Services must exist primarily to serve the general public. If a provider primarily exists to serve individuals with disabilities, that provider must become a Medicaid/DDD approved provider for other services detailed through Section 17 of this manual and receive payment through claims submitted to Medicaid. If the entity seeking funding through Goods & Services exists primarily to serve the general public, as applicable, they must also comply with the standards set forth in this manual. In addition, staff providing Goods & Services must meet the qualifications/standards mandated by the relevant industry from which the specific service is being provided.

17.8.4 Examples of Goods & Services

*Please note that examples are not all inclusive of everything that can be funded through this service

- Fingerprinting, drug testing costs needed to be considered for a job but not otherwise covered by DVRS
- Garage door opener for access to home
- Microwave oven to assist someone in cooking his/her own meals
- Classes within the general public
- Durable medical equipment prescribed by a physician but not otherwise covered
- Activity Fees
- Flat rate/boarding rate associated with transportation services
- Security Deposit

17.8.5 Goods & Services Policies/Standards

In addition to the standards set forth in this manual, the service provider and staff must comply with relevant licensing and/or certification standards.

17.8.5.1 Need for Service and Process for Choice of Provider

The need for Goods & Services will typically be identified through the NJ Comprehensive Assessment Tool (NJ CAT) and the person centered planning process documented in the Person-Centered Planning Tool (PCPT). **All Goods & Services require Division approval in order for prior authorization to be provided for the purchase of the Goods & Services.** The following steps must be completed in order to access Goods & Services:

- The Support Coordinator will assist the individual in identifying entities from which he/she can access the needed Goods & Services;
- The Support Coordinator will add Goods & Services to the ISP prompting submission of the request for Goods & Services which will be submitted and reviewed by the Division;

- The Division will review the request to ensure it meets Goods & Services criteria, ask for supporting documentation or additional information as needed, and provide a determination;
- Upon Division approval, the SCA will follow the process to approve the ISP;
- Once the ISP is approved, the prior authorization will be automatically sent to the Fiscal Intermediary;
- The Support Coordinator should send the Service Detail Report (and ISP if appropriate and agreed upon by the individual) to the entity that will be providing the approved Goods & Services; and
- The Goods & Services provider will render services as prior authorized by the approved ISP and submit an invoice through the FI for payment.

17.8.5.1.1 Goods & Services Criteria

A request for Goods & Services will be reviewed against the following criteria to determine approval:

- Need is disability-related;
- Addresses an identified need;
- Decreases the need for other services or promotes community inclusion or increases safety in the home;
- Not available through another entity;
- Fully integrated;
- Employment-related;
- Does not benefit someone other than the individual; and
- Available to the general public and not specifically designed for people with disabilities.

17.8.5.1.2 Goods & Services Exclusions

The following items can never be accessed through Goods & Services:

- Purely entertainment or solely for recreation or entertainment;
- Political in nature or lobbying;
- Personal items/services not related to the disability;
- Gift cards;
- Vacation expenses;
- General food, clothing, beverages;
- Room & board;
- Hotel, motel, bed & breakfast, etc.;
- Personal Training;
- Cash;
- Gambling, alcohol, tobacco; and/or
- Experimental or prohibited treatments.

7.8.5.1.3 Criteria to Utilize Goods & Services to Fund Classes⁵

Funding for an individual to develop/build skills by attending classes that are available to the general public can be made available through Goods & Services within the Division's Community Care Program when other means to pay for these classes are not available for the individual.

Funding for classes can be provided through Goods & Services when the following criteria are met:

- The class is attended by the general public – OR –
- The class is provided by a business entity that offers comparable classes to the general public and does not primarily serve individuals with disabilities. These classes are limited to no more than 12 individuals with intellectual and developmental disabilities attending the class at the same time. Individuals can attend the class for up to 3 hours per day and 10 hours per week – AND –
- The requirements necessary to access Goods & Services are met – AND –
- The class is linked to an assessed need for the individual – AND –
- The class will develop skills that will directly lead to employment in a particular career – OR –
- The class will assist the individual in acquiring, retaining, and improving the self-help, socialization, and adaptive skills necessary to reside successfully in home and community-based settings, per the Centers for Medicare and Medicaid Services (CMS) core service definition of "habilitation."

Justification regarding how the class will meet the criteria of leading to employment or the core service definition of habilitation will be completed and submitted by the Support Coordinator while completing the Individualized Service Plan (ISP) and documented through iRecord. Once approved by the Support Coordination Supervisor, the justification must be reviewed and approved by the Division and will be prior authorized through the approved ISP and claimed through the Fiscal Intermediary using the procedural code for Goods & Services.

17.8.5.1.4 Criteria to Utilize Goods & Services to Fund Activity Fees

Funding for activity fees necessary to pay for attendance at various events available to the general public – such as admission fees to a museum – can be made available through Goods & Services within the Division’s Community Care Program when other means to pay for these fees are not available for the individual. There is a \$1,000.00 cap per year on activity fees used for the individual and/or for someone providing support to assist the individual in participating in the activity through Community Base Supports.

17.8.5.2 Minimum Staff Qualifications

Staff providing goods & services must meet the qualifications associated with the relevant profession, business, or industry and the provision of that good or service.

⁵ Entities that primarily serve people with disabilities can also provide lessons/experiences or information that can be similar to that described as “Goods & Services” above. These providers would offer these lessons/experiences through other waiver services such as day habilitation or prevocational training. For example, a cooking class offered by a social/human services provider would be provided through “day habilitation services” or a basic computer class would be provided through “prevocational training” services. When these other services are offered by social/human service providers primarily serving people with intellectual and developmental disabilities, they are prior authorized through the approved ISP and claimed directly by the Medicaid provider using the procedural code identified for that particular service.

17.8.5.3 Mandated Staff Training & Professional Development

The goods & services provider shall comply with any relevant industry standards and licensing and/or certification standards.

17.8.5.4 Documentation and Reporting

Documentation of the delivery of service must be maintained to substantiate claims. This documentation should include the date, start and end times, and number of units of the delivered service for each individual and must align with the prior authorization received for the provision of services.

17.8.5.5 Medication Standards

If the provider is distributing medications while delivering this service, the “Medication” standards described under Day Habilitation Section 17.6.5.8 or Prevocational Training Section 17.15.5.7 (these standards are the same for both services) shall be followed.

17.8.5.6 Quality Assurance/Monitoring

The Division will conduct quality assurance and monitoring of Goods & Services in accordance with the requirements of the Community Care Program Quality Plan.