

17.4 Community Transition Services

Procedure Codes	Rates	Units	Additional Descriptor	Budget Component
T2038HI22	Reasonable & Customary	Single	n/a	Individual/Family Supports

17.4.1 Description

Community Transition Services are non-recurring set-up expenses for individuals who are transitioning from an institutional or another group living arrangement to a less restrictive living arrangement or a private residence where the person is directly responsible for his or her own living expenses. Allowable expenses are those necessary to enable a person to establish a basic household that do not constitute room and board and may include: (a) security deposits that are required to obtain a lease on an apartment or home; (b) essential household furnishings and moving expenses required to occupy and use a community domicile, including furniture, window coverings, food preparation items, and bed/bath linens; (c) set-up fees or deposits for utility or service access, including telephone, electricity, heating and water; (d) services necessary for the individual's health and safety such as pest eradication and one-time cleaning prior to occupancy; (e) moving expenses; (f) necessary home accessibility adaptations; and, (g) activities to assess need, arrange for and procure needed resources.

17.8.2 Service Limits

Community Transition Services are furnished only to the extent that they are reasonable and necessary as determined through the service plan development process clearly identified in the service plan and the person is unable to meet such expense or when the services cannot be obtained from other sources. Community Transition Services do not include monthly rental or mortgage expense; food, regular utility charges; and/or household appliances or items that are intended for purely diversional/recreational purposes.

The maximum expenditure for Community Transition Services for the benefit of an individual Medicaid beneficiary may not exceed \$10,000. If an individual requires an expenditure which exceeds the maximum expenditure amount, NJDDD may consider an increase of \$10,000 for issues of health and safety (for total of \$20,000) based upon a secondary level review requiring approval by the NJDDD Assistant Commissioner, or designee. Items covered by the Medicaid state plan cannot be purchased through this benefit. This is not a stand-alone service and the participant requesting this service, in addition to case management/support coordination, must also require ongoing waiver services. Community Transition Services are a one-time benefit per eligible individual.

17.8.3 Provider Qualifications

- As applicable, license, certification, registration, or authorization from the New Jersey Department of Consumer Affairs (NJCA) or any other endorsing entity and Liability Insurance.
- As applicable, meets the qualifications of state, county and local municipality.
- For NJ State Approved Vendors-Be an established place of business as a medical supplier, assistive technology supplier, or other business related to approved items for community transition in New Jersey or be an out-of-state for the same who is an approved Medicaid provider in their state of residence.

17.8.4 Community Transition Services Polices/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.

In addition there must be agreement to permit properly identified representatives of the New Jersey Medicaid and/or DDD to:

- 17 Inspect the original prescription or the documentation of necessity for the community transition service items on file;
- 18 Audit records pertaining to costs of community transition supplies, equipment, services, etc. provided to CCP participants; and
- 19 Inspect private sector records, where deemed necessary, to comply with Federal regulations to determine a provider's usual and customary charge to the public.

17.8.5.1 Need for Service and Process for Choice of Provider

The need for Community Transition 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 Community Transition Services require Division approval in order for prior authorization to be provided for the purchase of the Community Transition Services.** The following steps must be completed in order to access Community Transition Services:

- 17.8.5.1.1 The Support Coordinator will assist the individual in identifying entities from which he/she can access the needed Community Transition Services;
- 17.8.5.1.2 The Support Coordinator will complete and submit the Community Transition Services Request Form to the Division for approval (at this time, Community Transition Services Request Forms must be submitted to the Service Approval Help Desk at DDD.ServiceApprovalHelpDesk@dhs.state.nj.us) ;
- 17.8.5.1.3 The Division will review the request to ensure it meets Community Transition Services criteria, ask for supporting documentation or additional information as needed, and provide a determination;
- 17.8.5.1.4 Upon Division approval, the Support Coordinator will add Community Transition Services to the ISP and follow the ISP approval process;
- 17.8.5.1.5 The Community Transition Services provider will render services as prior authorized by the approved ISP and claim through the FI.

17.8.5.2 Documentation and Reporting

Documentation of the delivery of service must be maintained to substantiate claims. This documentation would generally consist of a receipt(s) and 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.

