

# HCBS, HBH, and SCL Host Home Service Delivery Model

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# Agenda

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- What is a Host Home?
  - Service Model Description and Definitions
  - Benefits of Host Homes
- Who can Deliver Home-Based Habilitation (HBH) or Supported Community Living (SCL) services through the Host Home Model?
  - HBH and SCL Qualified Providers
- What are the roles of the Interdisciplinary Team (IDT) in choosing the Host Home Model?
  - Case Manager/ Care Coordinator
  - Host Home
  - HBH or SCL Provider
- What are the HBH and SCL Provider Requirements to deliver SCL or HBH through the Host Home Model?

# Host Home Service Model Definition

Host Home is a service delivery option through the Home-Based Habilitation (HBH) or Supported Community Living (SCL) service to meet a member's health, safety, and other support needs as needed when it:

- Is chosen and preferred as a service delivery method by the person or their guardian (if applicable)
- Appropriately meets the member's assessed needs.
- Is provided within the scope of the service being delivered.
- Is provided as specified in the member's support plan.

# Host Home Definition

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A community-based family home setting whose owner or renter provides home and community-based services (HCBS) Waiver Supported Community Living (SCL) or HCBS Habilitation Home-Based Habilitation (HBH) services to no more than (2) individuals who reside with the owner or renter in their primary residence and is approved for those services as an independent contractor of a community-based SCL or HBH service agency.



# Host Home Provider Definition

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Host or Host Home provider means the owner or renter of a community-based family home setting that provides home and community-based services (HCBS) Waiver Supported Community Living (SCL) or HCBS Habilitation Home-Based Habilitation (HBH) services to individuals approved for those services as an independent contractor of an Iowa Medicaid enrolled community-based SCL or HBH service provider agency.



# Provider Agency Definition

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Provider Agency means a Medicaid provider enrolled and certified to provide home and community-based services (HCBS) Brain Injury (BI) or Intellectual Disability (ID) Waiver Supported Community Living (SCL) services and/or HCBS Habilitation Home-Based Habilitation (HBH) services to individuals approved for those services



# Benefits of Living in a Host Home



- Access to individualized supports in a home environment,
- Meaningful relationships,
- Access to community resources,
- Active participation in the community,
- Control, consistency and stability in the supports that are provided and who provides them.
- Reduced agency overhead. Does not require a provider-managed location for residential services.



# HOST HOME MODEL ROLES

HCBS Member

Member's Legal Guardian or  
Representative

Case Manager or Integrated Health  
Home Care Coordinator

Interdisciplinary Team (IDT)

Supported Community Living (SCL)  
or Home-Based Habilitation (HBH)  
Provider Agency

Host Home Provider (Host)





## HCBS Member Rights and Responsibilities

- Choose the SCL or HBH provider to deliver the service
- Choose the Host Home model to receive the SCL or HBH services
- Choose the community where they wish to reside
- Interview and screen potential hosts
- Choose the Host
- Pay for room and board costs  
(Rent/ Groceries/ Utilities)
- Participate in the services and supports identified in the service plan
- Meet with and communicate regularly with the SCL or HBH Agency Provider
- Meet with and communicate regularly with the Case Manager or IHH Care Coordinator

# Case Manager or Integrated Health Home Care Coordinator Role and Responsibilities

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Identifying needed services and supports and the amount of services to meet the need

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Coordination of the Interdisciplinary Team (IDT)

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Facilitate the Person-Centered Service Plan (PCSP) meeting, Develop and document the PCSP

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Completion Residential Settings Assessment(RSA) (initially and annually)

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Referring members to preferred service providers

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Educating members about Host Home model

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Assisting with the process of matching the member with a Host

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Obtaining authorization for the SCL or HBH services

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Notifying the SCL or HBH provider of service authorization

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Assisting the member in the transition to a Host Home

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Monitor the ongoing implementation of the member's PCSP

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Complete monthly contacts and reviews of progress on outcomes and goals of the member

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Complete quarterly face to face visits with the member in the Host Home

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Monitoring service documentation

# Interdisciplinary Team (IDT) Role and Responsibilities

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- Participate in the PCSP planning meeting(s)
- Contribute their knowledge, experience, and expertise to collaborate on behalf of the member
- Communicate openly with the member and the IDT
- Share information with the member and the IDT
- Support the member to identify their assessed needs
- Support the member with identification of their goals for services
- Support the member to identify the services and number of units of service that will meet their needs, goals and preferences
- Support the member to identify the service providers qualified to deliver the identified services
- Support the member in choosing their service providers

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# SCL or HBH Agency Provider Role and Responsibilities

- Develop and Implement policies and Procedures related to SCL or HBH delivered in Host Homes
  - Recruitment
  - Screening of Hosts
  - Training
  - Ongoing Support
  - Oversight
  - Retention Of Host Home Contractors
- Complete assessments with host homes and members to aid in the matching process between the Host and member
- Conduct initial and regular assessments of the Host's home to ensure the home is safe and healthy

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# SCL or HBH Agency Provider Role and Responsibilities

- Contracting with the Host for the delivery of SCL or HBH
  - Full compliance with all state and federal guidelines, standards, rules and regulations
  - Ensuring Homeowners or Renters Insurance covers member losses
  - Residential Agreement between Host and Member to address the member's share of rent and utility costs
  - Room and Board Agreement for the member's share of costs related to food, phone, internet connectivity, household supplies, personal care items
  - Required training for delivery of SCL or HBH
  - Member's rights
  - Communication expectations
  - Quality Oversight
- Provide the Host with access to 24-hour on-call support

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# SCL or HBH Agency Provider Role and Responsibilities

- Provide and ensure training is completed by the Host and host home back up support:
  - Philosophy of HCBS and HCBS Settings
  - Preventing, detecting, and reporting of abuse/neglect
  - Member's PCSP including goals, skills training and tracking progress
  - Member's medication, medication management and documenting on the Medication Administration Record (MAR)
  - Member's rights and restrictive interventions
  - Incident Reporting
  - Service Documentation
  - Specific behavior support or de-escalation curriculum such as Mandt, Safety-Care, PBIS, CPI, or other
  - Confidentiality and safeguarding member information
  - Other training as required

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# SCL or HBH Agency Provider Role and Responsibilities

- Quality Oversight of the Host
  - Maintain regular contact with the Host Home provider (i.e., home visits, phone calls, meeting, etc. and document those contacts).
  - Maintain regular contact with the member (i.e. home visits, phone calls, meetings and document those contacts).
  - Document all quality assurance activities, including home visits, phone consultations and recommendations and have available upon request.
  - Complete monthly reviews with progress on outcomes and goals of the individual and document the results.
  - Monitor and review service documentation **prior to** claim submission
  - Provide healthcare maintenance and medication management oversight to the host home provider as applicable. (Medical, Behavioral Health and Dental Care)

## Host Role and Responsibilities

- Contracting with a SCL or HBH Agency Provider
- Assisting the SCL or HBH provider agency and member during the matching process.
- Entering into a lease agreement and room and board agreement with the member
- Completion of the residential settings assessment conducted by the member's case manager.
- Following the SCL or HBH provider agency policies and procedures, Iowa Administrative Rules, HCBS Waiver and HCBS Habilitation Provider Manuals
- Reporting major or minor incidents to the SCL or HBH provider agency in accordance with IAC 441.77.25, 441.77.37 and 441.77.39
- Completing written documentation as required by the SCL or HBH provider agency and IAC 441.79.3
- Maintaining regular contact with the SCL or HBH Provider Agency and the member's MCO, Case Manager, or Care Coordinator



## Host Role and Responsibilities

- Providing a welcoming and supportive home environment
- Providing services and supports based on what is written in the PCSP
- Maintaining the home, ensuring it is clean, safe and accessible.
- Assisting the member in transitioning into the home.
- Participating in team meetings.
- Providing or arranging for transportation to ensure the member has full access to the community including for employment and recreation.
- Assisting the member with:
  - accessing resources in the community including medical, dental, and behavioral health care.
  - participating in employment, education, or day services as identified in the PCSP.
  - to become an active member of the community, develop relationships and friendships

# Choosing a Host



Screening of Host Home applicants must include:

- 1) Background checks of the host and other adults residing in the proposed host home location including dependent adult abuse registry, child abuse registry, criminal history, and sex offender registry. Host Home contractors are subject to the requirements of [Iowa Code 249A.29](#)
- 2) Evaluation of the applicants' skills, training, and experience related to supporting individuals with BI, ID or SPMI.
- 3) Home safety checks to ensure the proposed host home meets minimum accessibility and safety requirements

# Choosing a Host



## Matching Host Home Hosts with HCBS Members:

- Host and other person(s) residing in the home must not have a criminal record, record of founded child or dependent adult abuse
- Areas of focus during the matching process will include consideration of both the host home and the member in the following areas:
  - Room and Board Costs
  - Accessibility of the Home
  - HCBS Settings compliance
  - Transportation
  - Lifestyle
  - Personal preference
  - Cultural values
  - Religious beliefs
  - Involvement with family and friends
  - Compatibility with others in the home

# Choosing a Host



## Matching Host Home Hosts with HCBS Members:

- Home visits/overnight stays
  - It is important for the member and host home to have time to get to know each other before a decision is made to move into Host Home arrangement.
  - Activities or opportunities like having lunch together, spending time together at the home and overnight visits are great ways to help make matches more successful.

# Person Centered Service Plan + .



Documents **informed consent** to receive HBH or SCL in the Host Home. Includes a copy of the Informed Consent signed by member and their legal representative.



Documents the assessed needs and goals that will be met by the SCL or HBH services provided by the Host.



Documents the location of the Host Home, Host Home Provider and all adults and children residing in the home.



Documents how the contracted Host Home provider will support the person to live and work in the most integrated community settings.



Documents the member's needs that will be met by other Medicaid or Non-Medicaid funded services while residing in the Host Home.



Documents how the Host Home provider will deliver services based on the member's needs to ensure their health and safety.



Documents the cost of room and board, sources of income for those costs, method of payment to the host and the effective date of the residential agreement between the host and the member.

# Service Requirements for SCL or HBH in a Host Home

## Assessment

- Assessment of the member's ability to be supported safely in the Host Home model
- Assessment of the desired location of the Host Home that will best meet the member's needs
- Assessment of the Host for potential matching

## Informed Consent

- Acknowledged in writing, signed, and dated by the individual, guardian, case manager and provider agency representative, as appropriate.
- A copy of the consent shall be maintained by the case manager, the guardian (if applicable) and in the provider agency file.
- Includes education on the benefits and risks of services delivery in the Host Home.
- Ability to withdraw consent with advanced notice to allow for appropriate planning.

# Service Requirements for SCL or HBH in a Host Home

## Privacy

- Host Home SCL and HBH service providers must:
  - Respect and always maintain the member's privacy, including when the person is in settings typically used by the public.
  - Respect and always maintain the member's privacy, including when scheduled or intermittent/as-needed support includes responding to a member's health, safety and other support needs for personal cares.
  - Maintain the member's confidentiality and safeguard the member's information

# Service Limitations



Only (2) HCBS funded individuals may reside in the same Host Home.



Only bill for SCL or HBH services when the member received SCL or HBH services and for which there is service documentation



Personal care, protective oversight and supervision may be a component of services but may not comprise the entirety of the service.



HBH or SCL may not be provided at the same time as other Habilitation or waiver services



Payment for transportation to attend Behavioral Health, Medical, and Dental appointments is not allowed under HBH or SCL and must be provided through the State Plan Non-Emergency Medical Transportation (NEMT) benefit



# Important Points to Remember..

- The Host Home Model is intended to provide HCBS members with a family experience in a home environment while receiving HBH or SCL services.
- The Host Home is considered a Provider Controlled HCBS setting
- The HCBS SCL and HBH standards, rules and regulations apply
- Providers wishing to serve minors (under the age of 18) must:
  - Be qualified by training and experience to serve children with BI, ID or SED
  - Have policies and procedures regarding the unique/ developmental needs of children
  - Have policies and procedures related to the child's education
  - Have an approved variance from HHS to provide daily SCL to a child outside the child's family home, or
  - Meet the requirements for HBH to serve a child aged 16 to 17.5 outside the child's family home or
  - Have an approved Exception To Policy (ETP) to serve a child under 16.5 outside the family home

# Questions?