



## Skill Creations, Inc. Scope of Services

### Community Housing

#### Safe Housing for those with Intellectual Disabilities

##### Residential ICF-IID

1. **Population served:** Individuals with Intellectual Disabilities that have the potential to be trained to be more independent in their activities of daily living.
2. **Settings:** We have 15 bed, 6 bed and 5 bed residential facilities. Some of our facilities have clients that attend a day programming facility during the day that is run by Skill Creations.
3. **Hours of Service:** Our facilities provide services 24 hours a day with awake staff members all hours.
4. **Days of Service:** Seven days a week.
5. **Frequency of Services:** 365 days a year.
6. **Payer Sources:** Services are Medicaid and private pay funded ( at the current Medicaid daily rate)
7. **Fees:** Daily rate is based on the current Medicaid approved rate.
8. **Referral Sources:** Referrals are accepted from the community and MCO. Anyone can fill out an application for services which is available on the website under the SCI Divisions tab/ICF divisions/ICF Admissions. Entry/exit criteria included on the application.
9. **Specific Services Offered:** Community based residential services offered which include treatment and training based on the individual needs of the client being served. A program schedule is followed throughout the day to ensure a variety of training opportunities in all areas of daily living. Individual goals are developed for the individual client being served to assist them in being as independent as possible. Community integration is also included in services provided through appropriate outings into the community and training in-house. Transportation for these outings as well as to doctor's appointments, etc. is provided through the use Skill Creations vehicles. Staffing for these group homes are staffed by Skill Creation's employees. Specialty services such as PT and OT are provided through individuals who are contracted with Skill Creations, based on the needs of the client. Medication management services- includes the practices of assisting with management of medications that may include all aspects of medication administration including removing medications from their dispensed package, assisting with measuring liquids, giving injections, suppository, or PRN medications, and ensuring safe medication storage. Most Skill Creations Inc. service delivery areas provide medication management services including ICF-IDD residential settings, group home settings, AFL settings, respite settings and some day programs. The level of need will vary by individual.

##### Residential (DDA Residential):

1. **Population served:** Adults and Children with Intellectual Developmental Disabilities or impairments as determined by psychological and as approved through the MCO.



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2. **Settings:** DDA settings are operated by Skill Creations, Inc. In some situations the homes are owned by Skill Creations. HUD also owns some of the homes. All homes are within natural community settings.
3. **Hours of Service:** Our facilities provide services 24 hours a day with awake staff members all hours.
4. **Days of Service:** Seven days a week.
5. **Frequency of Services:** 365 days a year.
6. **Payer Sources:** Medicaid and MCO State Funding Allocations
7. **Fees:** As approved by the MCO
8. **Referral Sources:** Anyone or any agency can make a referral by contacting the Executive Director of Admission for the Region. The regional contact will discuss the needs of the individual and available services within the area. If services are available in the area a meeting will take place to discuss needs and details of the service. The MCO does have to approve the referral for funding and prior to start of service.
9. **Specific Services Offered:** DDA residential services offered include treatment and training based on the individual needs of the client being served. An individualized schedule is followed throughout the day to ensure a variety of training opportunities in all areas of daily living. Individual goals are developed for the individual client being served to assist them in being as independent as possible. Community integration is also included in services provided through appropriate outings into the community and training in-house. Transportation for these outings as well as to doctor's appointments, etc. is provided through the use Skill Creations. Staffing for these group homes are staffed by Skill Creation's employees. Medication management services- includes the practices of assisting with management of medications that may include all aspects of medication administration including removing medications from their dispensed package, assisting with measuring liquids, giving injections, suppository, or PRN medications, and ensuring safe medication storage. Most Skill Creations Inc. service delivery areas provide medication management services including ICF-IDD residential settings, group home settings, AFL settings, respite settings and some day programs. The level of need will vary by individual.

### Community Employment

#### Helping Individuals Grow and Thrive in their Chosen Careers

##### Job Development

1. **Population served:** Adults with Intellectual Developmental Disabilities or impairments as determined by psychological and as approved through the MCO.
2. **Settings:** Services can be performed in a variety of settings. The individual maybe working on skills in order to preserve or obtain a job at home or within the community. When the individual identifies a job, services can be performed while on the job in the community in a variety of settings.
3. **Hours of Service:** As needed based on the individuals needs and person centered support plan.



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4. **Days of Service:** As needed based on the individuals needs and person centered support plan.
5. **Frequency of Services:** As needed based on the individuals needs and person centered support plan.
6. **Payer Sources:** Medicaid and MCO State Funding Allocations
7. **Fees:** As approved by the MCO
8. **Referral Sources:** Anyone or any agency can make a referral for service by calling the appropriate regional contact. The regional contact will discuss the needs of the individual and available services within the area. If services are available in the area a meeting will take place to discuss needs and details of the service. The MCO does have to approve the referral for funding and prior to start of service.
9. **Specific Services Offered:** Supported Employment Services – Innovations and State Funded. Medication management services- includes the practices of assisting with management of medications that may include all aspects of medication administration including removing medications from their dispensed package, assisting with measuring liquids, giving injections, suppository, or PRN medications, and ensuring safe medication storage. Most Skill Creations Inc. service delivery areas provide medication management services including ICF-IDD residential settings, group home settings, AFL settings, respite settings and some day programs. The level of need will vary by individual.

### Employment supports:

1. **Population served:** Adults with Intellectual Developmental Disabilities or impairments as determined by psychological and as approved through the MCO.
2. **Settings:** These services occur on the designated worksite of the individual.
3. **Hours of Service:** As needed based on the individuals needs and person centered support plan.
4. **Days of Service:** As needed based on the individuals needs and person centered support plan.
5. **Frequency of Services:** As needed based on the individuals needs and person centered support plan.
6. **Payer Sources:** Medicaid and MCO State Funding Allocations
7. **Fees:** As approved by the MCO
8. **Referral Sources:** Anyone or any agency can make a referral for service by calling the appropriate regional contact. The regional contact will discuss the needs of the individual and available services within the area. If services are available in the area a meeting will take place to discuss needs and details of the service. The MCO does have to approve the referral for funding and prior to start of service.
9. **Specific Services Offered:** Supported Employment Services – Innovations and State Funded. Medication management services- includes the practices of assisting with management of medications that may include all aspects of medication administration including removing medications from their dispensed package, assisting with measuring liquids, giving injections, suppository, or PRN medications, and ensuring safe medication storage. Most Skill Creations Inc. service delivery areas provide medication management services including ICF-IDD



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residential settings, group home settings, AFL settings, respite settings and some day programs. The level of need will vary by individual.

### Host Family /Shared Living Supports Enhancing Quality of Life with Compassionate Caregiving

#### AFL's

1. **Population served:** Adults and Children with Intellectual Developmental Disabilities or impairments as determined by psychological and as approved through the MCO.
2. **Settings:** These services occur in natural community settings. AFL homes are private homes located in each local region. A current list of AFL settings is available from the local office.
3. **Hours of Service:** Services are 24 hours per day.
4. **Days of Service:** 7 days per week.
5. **Frequency of Services:** Services are typically authorized by the individual AFL and client needs.
6. **Payer Sources:** Medicaid and MCO State Funding Allocations
7. **Fees:** As approved by the MCO
8. **Referral Sources:** Anyone or any agency can make a referral for service by calling the appropriate regional contact. The regional contact will discuss the needs of the individual and available services within the area. If services are available in the area a meeting will take place to discuss needs and details of the service. The MCO does have to approve the referral for funding and prior to start of service.
9. **Specific Services Offered:** Innovations Residential Supports (all levels) and State Funded Family Living Services (all levels). Some Host Families may be contracted. Medication management services- includes the practices of assisting with management of medications that may include all aspects of medication administration including removing medications from their dispensed package, assisting with measuring liquids, giving injections, suppository, or PRN medications, and ensuring safe medication storage. Most Skill Creations Inc. service delivery areas provide medication management services including ICF-IDD residential settings, group home settings, AFL settings, respite settings and some day programs. The level of need will vary by individual. We also have some homes that provide medication monitoring services-which includes the practice of providing secure storage areas and controlled access for medications that are brought into a program and used by the individuals served who do not need assistance with medication administration from staff.



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### Respite Services

#### Giving Primary Caregivers the Respite Care they Deserve

##### Community Respite

1. **Population served:** Adults and Children with Intellectual Developmental Disabilities or impairments as determined by psychological and as approved through the MCO.
2. **Settings:** These services can take place at our respite facility or within the community. Respite can take place in Skill Creations staff homes or the homes of the individual.
3. **Hours of Service:** As needed based on the individuals needs and person centered support plan.
4. **Days of Service:** As needed based on the individuals needs and person centered support plan.
5. **Frequency of Services:** As needed based on the individuals needs and person centered support plan.
6. **Payer Sources:** Medicaid and MCO State Funding Allocations
7. **Fees:** As approved by the MCO
8. **Referral Sources:** Anyone or any agency can make a referral for service by calling the appropriate regional contact. The regional contact will discuss the needs of the individual and available services within the area. If services are available in the area a meeting will take place to discuss needs and details of the service. The MCO does have to approve the referral for funding and prior to start of service.
9. **Specific Services Offered:** Respite services are offered to give caregivers a break from care. The services are flexible and can be provided in a range of locations. Activities during respite can be accommodating to meet any special needs or requests of the family and client. All individuals performing respite services are Skill Creations staff. Medication management services- includes the practices of assisting with management of medications that may include all aspects of medication administration including removing medications from their dispensed package, assisting with measuring liquids, giving injections, suppository, or PRN medications, and ensuring safe medication storage. Most Skill Creations Inc. service delivery areas provide medication management services including ICF-IDD residential settings, group home settings, AFL settings, respite settings and some day programs. The level of need will vary by individual.

##### Facility Based Respite

1. **Population served:** Adults and Children with Intellectual Developmental Disabilities or impairments as determined by psychological and as approved through the MCO.
2. **Settings:** These services take place at one of our licensed Respite Facilities.
3. **Hours of Service:** As needed based on the individuals needs and person centered support plan.
4. **Days of Service:** As needed based on the individuals needs and person centered support plan.
5. **Frequency of Services:** As needed based on the individuals needs and person centered support plan.
6. **Payer Sources:** Medicaid and MCO State Funding Allocations
7. **Fees:** As approved by the MCO



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8. **Referral Sources:** Anyone or any agency can make a referral for service by calling the appropriate regional contact. The regional contact will discuss the needs of the individual and available services within the area. If services are available in the area a meeting will take place to discuss needs and details of the service. The MCO does have to approve the referral for funding and prior to start of service.
9. **Specific Services Offered:** Respite services are offered to give caregivers a break from care. The services are flexible and can be provided in a range of locations. Activities during respite can be accommodating to meet any special needs or requests of the family and client. All individuals performing respite services are Skill Creations staff. Medication management services- includes the practices of assisting with management of medications that may include all aspects of medication administration including removing medications from their dispensed package, assisting with measuring liquids, giving injections, suppository, or PRN medications, and ensuring safe medication storage. Most Skill Creations Inc. service delivery areas provide medication management services including ICF-IDD residential settings, group home settings, AFL settings, respite settings and some day programs. The level of need will vary by individual.

### Community Integration

#### Improving Overall wellbeing with Wholesome Community Events

##### Day Programs/Day Activity:

1. **Population served:** Adults with Intellectual Disabilities or impairments as determined by psychological and as approved through the MCO.
2. **Settings:** Day Programs are operated by Skill Creations, Inc. and are staffed by employees of Skill Creations. Locations are within the natural community settings.
3. **Hours of Service:** 9:00am to 3:00pm
4. **Days of Service:** Monday through Friday
5. **Frequency of Services:** The frequency of service is individualized based on each client's needs. These needs are determined by person centered planning processes where individuals can vocalize what they want to receive in that specific setting.
6. **Payer sources:** Medicaid and MCO State Funding Allocations
7. **Fees:** As approved by the MCO
8. **Referral Sources:** Anyone or any agency can make a referral for service by calling the appropriate regional contact. The regional contact will discuss the needs of the individual and available services within the area. If services are available in the area a meeting will take place to discuss needs and details of the service. The MCO does have to approve the referral for funding and prior to start of service.
9. **Specific Services Offered:** Innovations Day Supports (both individual group services), State Funded Day Supports (individual and group services), Day Activity Services (individual and group). Transportation is provided as a part of the service. Each Day Program has a specialized calendar based on the individuals who attend and the time of year. Each program provides a range of in house and community activities. For example yoga classes or community trips to



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specific activities. Individuals have the choice to participate in any activity. The activities are scheduled with input from the individuals served and focus on community integration, self-help skills, communication and physical activity improvement. Medication management services- includes the practices of assisting with management of medications that may include all aspects of medication administration including removing medications from their dispensed package, assisting with measuring liquids, giving injections, suppository, or PRN medications, and ensuring safe medication storage. Most Skill Creations Inc. service delivery areas provide medication management services including ICF-IDD residential settings, group home settings, AFL settings, respite settings and some day programs. The level of need will vary by individual.

### Personal Support Services

#### Quality Care and Development programs for your Loved Ones

##### **Community Based Services (Innovations and State Funded Periodic Services)**

1. **Population served:** Adults and Children with Intellectual Developmental Disabilities or impairments as determined by psychological and as approved through the MCO.
2. **Settings:** These services can be provided at a range of locations depending on the requirements of the service definition. Locations may include the individuals home, the staff members home and in the community.
3. **Hours of Service:** As needed based on the individuals needs and person centered support plan.
4. **Days of Service:** As needed based on the individuals needs and person centered support plan.
5. **Frequency of Services:** As needed based on the individuals needs and person centered support plan.
6. **Payer Sources:** Medicaid and MCO State Funding Allocations
7. **Fees:** As approved by the MCO
8. **Referral Sources:** Anyone or any agency can make a referral for service by calling the appropriate regional contact. The regional contact will discuss the needs of the individual and available services within the area. If services are available in the area a meeting will take place to discuss needs and details of the service. The MCO does have to approve the referral for funding and prior to start of service.
9. **Specific Services Offered:** These services are specific to service definitions set by the state and local MCOs. The definitions may include tasks to assist with personal care, communication, self-help, independent living, and behavior needs. All staff who provides services is Skill Creations employees. Medication monitoring services-which includes the practice of providing secure storage areas and controlled access for medications that are brought into a program and used by the individuals served who do not need assistance with medication administration from staff.



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\*\*\*Please contact the designated office nearest you to obtain more information about the specific services available in your immediate area\*\*\*

### Supported Living Helping Individuals Live in their Communities

#### Supported Living

1. **Population served:** Adults with Intellectual Developmental Disabilities or impairments as determined by psychological and as approved through the MCO.
2. **Settings:** These services occur in individual homes, apartments, or other community residential settings. Homes are usually owned or leased by the individual served.
3. **Hours of Service:** As needed based on the individuals needs and person centered support plan.
4. **Days of Service:** As needed based on the individuals needs and person centered support plan.
5. **Frequency of Services:** As needed based on the individuals needs and person centered support plan.
6. **Payer Sources:** Medicaid and MCO Funding
7. **Fees:** As approved by the MCO
8. **Referral Sources:** Anyone or any agency can make a referral for service by calling the appropriate regional contact. The regional contact will discuss the needs of the individual and available services within the area. If services are available in the area a meeting will take place to discuss needs and details of the service. The MCO does have to approve the referral for funding and prior to start of service.
9. **Specific Services Offered:** Innovations Supported Living Supports (all levels). Depending on the needs of the individual medication management or medication monitoring may be provided at supported living homes. Medication management services- includes the practices of assisting with management of medications that may include all aspects of medication administration including removing medications from their dispensed package, assisting with measuring liquids, giving injections, suppository, or PRN medications, and ensuring safe medication storage. Medication monitoring services-which includes the practice of providing secure storage areas and controlled access for medications that are brought into a program and used by the individuals served who do not need assistance with medication administration from staff.

#### Community Operations Services

##### Entry Information:

All individuals who receive services through Skill Creations must have prior authorization from the





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designated MCO and approved Level of Care from the appropriate professional based on requirements of the service. Skill Creations will be happy to discuss your service needs and direct individuals who have questions about entry into service to the right entity to confirm eligibility and authorization.

### **Exit Information:**

Upon entry into service and annually thereafter Skill Creations provides individuals with a suspension / discharge procedure. Provision of services is based on continued eligibility and authorization.

### **ICF Services**

#### **Entry Information:**

An applicant for a Skill Creations, Inc. ICF/ IID facility must meet the current eligibility criteria for this service. Applicants must require active treatment necessitating the ICF/IID level of care; and have a diagnosis of Intellectual Disability or a condition that is closely related to intellectual disability. In addition, the applicant must have it determined by an interdisciplinary team that he/she needs ICF/IID (Intermediate Care Facility for Individual with Intellectual Disability) level of care. The applicant must be qualified to receive Medicaid benefits, or be financially able to pay for private placement at the current daily rate utilized by the facility. The adult applicant must have a legal guardian prior to placement.

#### **Exit Information:**

A client will be discharged at any time at the request of the guardian. A two week notice of intent is requested. Discharge may be considered by Skill Creations if it is deemed by the Admission Committee and Interdisciplinary Team that the program no longer successfully meets the person's needs. A 60 day notice prior to ending services will be given to the guardian and MCO.