Benefit Guideline: Independent Living Skills & Independent Community Living Skills

Service: Independent Living Skills (ILS) & Independent Community Living Skills (ICLS)

Products: Medica DUAL Solution® (Minnesota Senior Health Options, or MSHO), Medica Choice CareSM (Minnesota Senior Care Plus, or MSC+)

Effective: 1/1/2010
Review dates 10/14/15, 11/1/16, 11/20/17

Definition of Services:

Independent living Skills: Services that develop and maintain the community living skills of a person. ILS training must be provided in either the person’s home or community settings typically used by the general public. ILS includes direct training from an ILS staff person to address the identified skill development needs of a person. Assistance and supervision may occur during the delivery of ILS training services, however, training must be the primary service provided.

Independent Living Skills include:
- Communication skills
- Community living and mobility
- Interpersonal skills
- Reduction/elimination of maladaptive behavior
- Self-care
- Sensory/motor development involved in acquiring functional skills.

Individual community living supports (ICLS): Bundled service that includes six service categories: Active cognitive support, Adaptive support service, Activities of daily living (ADLs), Household management, Health, safety and wellness, & Community engagement. ICLS services offer assistance and support for people who need reminders, cues, intermittent/moderate supervision or physical assistance to remain in their own homes.

Included with this service is a requirement for the care coordinator to complete the ICLS Planning Form, DHS-3751 with the person. The person, care coordinator and provider must sign the completed form. Both the care coordinator and provider must keep a copy of the completed and signed form. This ICLS Planning Form does not replace the requirement to create a person centered care plan for each member. There are limitations in terms of where a member lives and their ability to receive ICLS services.

Covered:

Independent Living Services (ILS) is not included in the traditional benefit set for MSHO, MSC+. Members on other waiver programs may have access to ILS through the following disability waivers, Community Alternative Care (CAC), Community Alternatives for Disabled Individuals (CADI), Developmental Disability (DD) and Brain Injury (BI). A care coordinator would reach out to the member’s waiver case manager, if they are on one of these waiver programs. Medica has offered ILS as a benefit to some members who meet specific criteria, and for whom other services were not appropriate or available to them.
Beginning 2/1/17, DHS has created a new Elderly Waiver service called ICLS. See DHS bulletin #17-25-02 for more information and the Department of Human Services website [LINK](link). This service should be first considered if the member meets the criteria and has a care planned need for this type of support. Care Coordinators are required to consider the formal ICLS Elderly Waiver service using DHS ICLS providers before the ILS service Medica currently allows. Medica will be sunsetting the unique use of ILS services for members on MSHO and MSC+ in the future due to the new Elderly Waiver service.

<table>
<thead>
<tr>
<th>Service</th>
<th>MSHO</th>
<th>MSC+</th>
<th>SNBC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent Living Skills (ILS)</td>
<td>2 hours per month. This is a Medica benefit add</td>
<td>2 hours per month. This is a Medica benefit add</td>
<td>No. Refer to county for Waiver screening or to Waiver Case Manager</td>
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<tr>
<td>Independent Community Living Skills (ICLS)</td>
<td>Allowed when in Care Plan and open to EW</td>
<td>Allowed when in Care Plan and open to EW</td>
<td>No</td>
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**Process:**

CC should document all efforts to find informal and quasi-formal services to meet member needs in the member record prior to utilizing ILS. This documentation may be requested by Medica.

**Services cannot be duplicated with other Minnesota State plan covered services or waiver services.**

If a member is assessed with a need that cannot be met by a covered benefit, such as Individual Community Living Supports (ICLS), and can be met through ILS, Care Coordinators can authorize up to 2hrs per month without going through the Benefit Exception Inquiry process. If members are in need of anything above 2hrs per month, the CC needs to submit requests through the Medica Benefit Exception Inquiry process.

**When to Submit a Request for Benefit Exception Inquiry (BEI):**

- Requested ILS time exceeds 2hrs per month or 24hrs per year.

**Considerations:**

- Is this service necessary for the health, welfare and safety of the member?
- Does the service enable the member to function with greater independence?
- Is the service of direct and specific benefit to the member (sole utility of the member)?
- Is this the most cost effective solution?
- Are there other formal, informal or quasi-formal services which can meet the identified need?
### Recommended criteria for Care Coordinators to use in service planning:

<table>
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<tr>
<th>ILS should not be used for:</th>
<th>If ILS is requested for a MSHO or MSC+ member and is determined as not appropriate – DTR must be initiated by CC.</th>
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</thead>
<tbody>
<tr>
<td>- Advanced Directive Planning (recommendations: Family, clinic, non-profit agencies or CC responsibility)</td>
<td>If ILS is requested for a SNBC member refer member to County Waiver Worker or for waivered screening.</td>
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<tr>
<td>- Errands/Shopping (recommendations: Family or cost efficient options)</td>
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<td>- Transportation (recommendations: Provide a Ride/Family)</td>
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<tr>
<td>- Monthly Billing and MA Renewal paperwork (recommendations: Family, Rep Payee, PCA, FW, public housing SW, community/senior centers, senior/disability linkage line)</td>
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</table>

**ILS may be used for short term skill development to gain independence:**

- Home Management skills training such as the development of money management plan, time management skills and clothing maintenance tasks (how to do laundry/Laundromat.)
- Health and Safety skills training such as maintaining good personal health, scheduling medication and preparing for medical emergencies
- Community Services training such as teaching how to shop, use public services and use of transportation.
- Socialization Skills teaching such as social etiquette, utilizing appropriate manners and relating to others.
- Housing search

**Generally, ILS services are meant to achieve a goal.**

- All ILS services require an authorization in Medica’s system via referral request form process.
- ILS should not exceed 2 hours per month or 24 hours per year.
- Any amount of ILS authorized beyond 2 hours per month or 24 hours per year requires Medica approval through the BEI process.
- Care plan should be reviewed with ILS provider on a quarterly basis to monitor progress towards ILS goals and review ongoing appropriateness of service. CC should update Care Plan with any changes as needed.

### References:

- MSHO/MSC+ DHS contracts
- ICLS bulletin 17-25-02
- MHCP DHS manual

This Medica Benefit Guideline for Care Coordination Products is intended to guide service plan development. This reflects current interpretation of the product benefit set and/or parameters for obtaining services. Medica staff should be consulted for further guidance or to vary from these recommendations.

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