

MENTORING

SPC 513

Applies to CLTS

DEFINITION

Mentoring services are adult-supervised supports that are intended to improve the participant's ability to interact in their community in socially appropriate ways. The mentor provides the participant with such services as peer interaction, social/recreational and employability skill-building opportunities. The mentor supports the participant by practicing, modeling, guiding and shadowing them in the community. Interventions are spontaneous and in real-life situations, rather than in a classroom, workshop, or other segregated setting.

SERVICE REQUIREMENTS/LIMITATIONS/EXCLUSIONS

1. The CLTS waiver is the funding source of last resort and cannot fund any service that the child is eligible to receive through the Medicaid State Plan, Early Periodic Screening Diagnosis and Treatment (EPSDT), private health insurance, services funded by the Individuals with Disabilities Education Act (IDEA), CPS, CHIPS, child welfare, juvenile justice, court-ordered services, traditional court ordered wrap-around service programs, or vocational rehabilitation services funded under section 110 of the Rehabilitation Act of 1973 (29 U.S.C. 730).
2. Providers shall attend quarterly team reviews (or more frequently if requested by CM/SSC) that include the child, parent or responsible person, relevant service provider's agency staff (when applicable), and the CM/SSC.
3. Providers shall develop a written plan documenting the objectives for the child, and complete a written report every three months that details the participant's progress towards each of the objectives outlined in the mentoring plan in measurable terms, and if indicated, recommendations for changes to the plan. This report shall be provided to the waiver program CM/SSC. The waiver agency may use these provider reports to evaluate the need for continuation or modification of the mentoring services.
4. Providers of mentoring services must communicate with designated county staff and other providers within confidentiality laws about any incidents or situations as defined in Chapter IX of this manual.
5. Covered expenses may include meals, admission fees, and transportation for the mentor related to participation in community events that address the objectives and meet the identified outcomes of the child's service plan.

6. If providers are transporting a child, the County Waiver Agency must have written documentation on file that the provider has a current valid driver's license, current liability insurance coverage and the vehicle is mechanically sound as defined under "Standards" in SPC 107. The cost of transportation may be included in the rate paid to the provider of this service, or may be covered and reimbursed under specialized transportation (SPC 107), but not both. All providers shall ensure that the standards described in SPC 107 are met.

STANDARDS

1. Persons who are listed on the Wisconsin Caregiver Misconduct Registry, have a licensure suspension or revocation, or who have committed a crime substantially related to the provision of care or supervision shall not be considered qualified for the provision of this service.
2. Providers of mentoring services must be 18 years or older and have a minimum of two years experience working with the target population. The waiver agency must ensure that the provider receives child specific training provided by the agency, case manager/support and service coordinator, parent/guardian, and/or other relevant professional who is knowledgeable of the participant's daily needs, and there must be documentation of this training in the child's record. Providers shall be involved in frequent and ongoing communication with the CM/SSC, agency, and family, regarding child specific updates, information, and concerns.
3. Providers shall ensure that staff support to the participant is adequate to meet individual goals, and that all health and safety needs are met.

DOCUMENTATION

1. Documentation must be maintained in the file of each waiver participant demonstrating that the service does not supplant services otherwise available through other relevant funding sources.
2. Documentation verifying that mentors meet the requirements of training and experience must be maintained by the provider agency and be accessible for review by the county waiver agency.
3. The progress reports must be maintained in the participant's file and reviewed at the time of other quarterly activities. The report shall note progress towards achieving the objectives of this service and may include recommendations for service changes.
4. Current documentation of completed criminal, caregiver, and licensing background checks must be maintained by the provider and be accessible for review by the county waiver agency.

5. For all applicable waivers, the service provider must have an executed Wisconsin Medicaid Provider Agreement and Acknowledgement of Terms of Participation form on file with the State Medicaid Agency.
6. Documentation must ensure the rate being paid to the provider falls within the provisions of the allowable costs manual.

AUTHORIZATION CODING INFORMATION

Benefit Category	HSRS SPC	HIPAA Code	Modifier Description	HIPAA Code Units Value
Mentoring Services	513	H0038		15 minutes