

**STATE OF CONNECTICUT
DEPARTMENT OF MENTAL RETARDATION**

Policy No: I.C.PO. 001
Subject: Utilization and Resource Review
Originally issued as Intensive Staffing Review
Section: Service Delivery, Services and Support

Issue Date: November 24, 2003
Effective Date: upon release
Revised: July 5, 2007
**Approved:/S/ Peter H. O'Meara
Commissioner**

A. Policy Statement

Intensive staffing can, by definition, be intrusive and should only be used in extreme situations and for the shortest possible duration. Intensive staffing levels, when approved, shall meet individual needs in the most unobtrusive manner possible. The department shall employ a utilization and resource review process that provides a structure and standards to ensure that a) intensive staffing support for an individual is proactive and programmatically necessary, and b) all individual funding allocations that exceed the DMR funding cap are reasonable and appropriate based on the individual's needs.

Each region shall establish a utilization review process to review:

- all initial requests for intensive staffing
- budget requests that exceed the DMR funding limits
- monitor intensive situations which are medically required

DMR shall have a Statewide Utilization and Resource Review Committee that:

- Reviews and approves all intensive staffing requests that are required for behavioral reasons and are expected to continue for six months or longer.
- reviews a sample of budget allocations that exceed the DMR funding limit that have been approved by the regional URR committees.

B. Applicability

This policy applies to all intensive staffing situations in DMR-funded, operated, or licensed services except for those individuals who are reviewed by the Regional and/or Statewide Forensic Committee.

C. Definitions

Funding limit: The maximum level of funding for supports and services is established by the department on an annual basis.

Intensive Staffing - Arm's Length: The assignment to a specific individual of clearly identified staff whose *sole responsibility*, for the duration of his or her assignment, is supervision of that individual and to be within arm's length of the individual at all times. Only in an emergency situation may the identified arm's length staff be utilized to supplement the rest of the staff.

Intensive Staffing - Line of Sight: The assignment of clearly identified staff to a specific individual. It is the responsibility of the staff person(s) to have that individual within their visual sight at all times for the duration of their assignment.

D. References

Procedure I.C.PR001 Utilization and Resource Review
DMR Home and Community Based Services Waiver--CMS control number 0426-IFS
DMR Home and Community Based Services Waiver--CMS control number 0427-Comp

E. Attachments

None