



NEVADA

ADSD

Aging & Disability Services Division

Public Workshop

Proposed Program Policies



Agenda

1. Introduction
2. Policy Development and Process Overview
3. Proposed Policy Manual Chapter 1400, Personal Use of Electronic Communication Devices
4. Public Comment
5. Proposed Policy Manual Chapter 2900, Facility Outreach and Community Integration Services
6. Public Comment
7. Proposed Policy Manual Chapter 3100, Veteran Directed Care
8. Public Comment
9. Proposed Policy Manual Chapter 2100, Autism Treatment Assistance Program
10. Public Comment
11. Proposed Policy Manual Chapter 3300, Fetal Alcohol Spectrum Disorder Treatment Assistance Program
12. Public Comment
13. Public Comment Any Other Issues

Policy Development Process

- **Workgroups:** All discussions, changes, and updates are made based on the input of a variety of workgroups.
- **Representatives:** Each workgroup consists of subject matter experts, representing all regions, including managers, supervisors, and direct line staff to ensure comprehensive sound decisions and compliance with applicable laws and regulations.
- **Standardization:** Existing materials are revised to streamline processes across the State and to move all single topic policies to comprehensive policy manuals. The goal is to create consistency and quality of service delivery.
- **Numbering Convention:** Program manuals follow a standardized numbering system to promote consistency and easy navigation across programs. While each program has a unique 4-digit identifier, the last 2 digits follow a common sequence for major sections. The standardized ending sequence is:
 - 01 Introduction
 - 10 Eligibility & Intake
 - 20 Case Management
 - 30 Individual Rights & Appeals
 - 40 Electronic Records
 - 50 Quality Assurance and Compliance
 - 60 Provider Information
 - 70 Billing & Fiscal Management
 - 98 Authority
 - 99 Definitions and Acronyms
- **Public Input & Transparency:** Presentation and solicitation of stakeholder feedback (e.g., public workshop, applicable board and committee meetings, and Tribal Consultation).



1400 Personal Use of Electronic Communication Devices



1400 Personal Use of Electronic Communication Devices

This new manual establishes Aging and Disability Services Division (ADSD) policies to ensure compliance for the agency and its providers regarding the use of electronic communication devices in covered facilities and community living settings, in accordance with AB 368 (83rd Session). The proposed policy establishes:

Section 1401, Introduction

- Ensures individuals living in a covered facility and living community within ADSD authority are afforded the full access to their right to install and use electronic communication devices in their personal living quarters (personal living spaces/bedrooms).
- Establishes the scope to include Adult Protective Services (APS), Developmental Services (DS), Intermediate Care Facility, Long Term Care Ombudsman (LTCOP), the Office of Community Living (OCL), and ADSD contracted providers of these programs.
- Defines covered facility and living community settings in accordance with AB 368 and as codified in Nevada Revised Statutes 449A and 435.

Section 1410, Electronic Communication Devices in Covered Facilities

- Establishes the roles and responsibilities for covered facilities to comply with the provisions of electronic devices in personal living spaces.



1400 Personal Use of Electronic Communication Devices

Section 1420, Electronic Communication Devices in Living Communities

- Establishes the roles and responsibilities for living communities to comply with the provisions of electronic devices in personal living spaces.

Section 1430, ADSD Investigation Responsibilities

- Establishes ADSD programs with investigation and quality review roles and responsibilities to include APS, LTCOP, Advocacy Rights Attorney, and DS Quality Assurance, as it relates to compliance with the provisions of electronic devices in personal living spaces.

Section 1440, Community Providers

- Establishes the responsibilities for community providers that fall under applicable settings to develop and maintain policies and procedures to ensure compliance with the provisions of electronic devices in personal living spaces, state law and federal regulations.



1400 Personal Use of Electronic Communication Devices

Section 1450 Electronic Communication Devices

- Establishes qualifying electronic communication devices, residents right to these devices, proper methods for making a request for a device to include documentation, informed consent and process for withdrawal of consent, and posting notifications.
- In addition, this section of the manual establishes installation and costs provisions for the use of electronic communication devices.

Section 1460, Custody of Records and Data

- Establishes policy regarding access to records, prohibited activities, and compliance and penalties.

Sections 1498 Authority and 1499 Acronyms and Definitions

- Establishes the authority, acronyms, and definitions related to this policy.

All other sections reserved for future development.



Public Comment

Opportunity for public comment regarding Policy Manual 1400, Personal Use of Electronic Communication Devices.

- Please limit public comment to three (3) minutes per person.
- When making public comment, please state your name for the record and provide any written comments to the Policy Unit at shannoni@adsd.nv.gov.



2900 Facility Outreach and Community Integration Services Program



2900 Facility Outreach and Community Integration Services Program

This new manual establishes the Facility Outreach and Community Integration Services (FOCIS) program policies within the ADSD Office of Community Living (OCL) unit. The proposed policy establishes:

Section 2901, Introduction

- FOCIS supports individuals transitioning from institutional settings to community-based environments. It promotes independence, dignity, and choice.

Section 2910, Eligibility and Intake

- Establishes a structured and standardized intake process to ensure appropriate access to FOCIS services by determining eligibility and guiding the individual from referral through intake.

Section 2920, Case Management/Care Coordination

- Establishes requirements for person-centered planning and care coordination, ensuring individualized supports are received through assessments, planning, and connection to community resources.
- Defines the development and maintenance of the Person-Centered Service Plan to document goals, preferences, and service needs, supporting individuals in their chosen environment.
- Outlines ongoing contact and monitoring standards to include follow-ups as needed to ensure services remain aligned with the changing needs.



2900 Facility Outreach and Community Integration Services Program

Section 2930, Individual Rights and Appeals

- Defines individual rights and authorized representative responsibilities, including adherence to the program's code of conduct and active participation in services as outlined in their plan.
- Establishes requirements for reporting changes and addressing complaints for timely communication and resolution.

Section 2940, Electronic Records

- Establishes requirement for records to be documented in the designated electronic system of record within five (5) business days of the event.

Sections 2998 Authority and 2999 Acronyms and Definitions

- Establishes the authority, acronyms, and definitions related to this policy.

All other sections reserved for future development.



Public Comment

Opportunity for public comment regarding Policy Manual 2900, Facility Outreach and Community Integration Services Program

- Please limit public comment to three (3) minutes per person.
- When making public comment, please state your name for the record and provide any written comments to the Policy Unit at shannoni@adsd.nv.gov.



3100 Veteran Directed Care



3100 Veteran Directed Care

This new manual establishes the Veteran Directed Care (VDC) program policies within the ADSD OCL Unit. The proposed policy establishes guidance in accordance with the Administration of Community Living and the Department of Veterans affairs as follows:

Section 3101, Introduction

- Introduces the VDC program, which empowers veterans to maintain independence through a self-directed budget for hiring caregivers and purchasing needed goods and services.
- Defines the roles and responsibilities for a collaborative structure and oversight between entities to ensure program administration, fiscal accountability, and person-centered support.

Sections 3110, Eligibility and Intake

- Establishes eligibility requirements and referral process, ensuring veterans are authorized by the proper entity and meet clinical criteria to participate in the program.
- Sets forth intake procedures, including timely initial contact, orientation, and home visits to explain program responsibilities and confirm interest.
- Outlines assessment requirements, providing a person-centered evaluation of needs and preferences to guide spending plan development and care coordination.



3100 Veteran Directed Care

Section 3120, Case Management

- Establishes the Nevada Care Connection (NVCC) case manager's role in supporting self-directed care and ensuring compliance with VDC guidelines.
- Sets forth the person-centered plan process, including services, goods, timelines, costs, and emergency back-up plan. Including requirements for timely submission and updates.
- Details the spending plan approval process.
- Defines allowable services and goods necessary for independence in accordance with the spending plan and approvals.
- Establishes monitoring and follow up to require monthly contact and quarterly visits to assess health, service delivery, and spending compliance. This includes timelines for documenting these activities.

Section 3130, Individual Rights and Appeals

- Defines veteran rights and responsibilities, including dignity, choice in care, and freedom from abuse, as well as the ability to manage employees and file complaints or appeals without retaliation.
- Establishes requirements for addressing complaints and appeals, ensuring timely communication and resolution through a structured process involving all entities.



3100 Veteran Directed Care

Section 3140, Electronic Records

- Defines electronic record requirements, including secure maintenance of veteran files, documentation standards and use of case management systems for tracking and updates.
- Establishes security, confidentiality, and retention protocols ensuring compliance with state guidelines, cybersecurity training, and proper archiving.

Section 3150, Quality Assurance and Compliance

- Sets forth compliance responsibilities and corrective action processes. This includes documentation requirements, and serious occurrence reporting to ensure program integrity and veteran safety.

Section 3170, Billing and Fiscal Management

- Defines billing and fiscal responsibilities to include oversight of claims, documentation, and coordination with the Fiscal Management Provider to ensure compliance with the Veterans Administration and state requirements.
- Outlines reimbursement and reporting standards to include monthly spending reports, covered services, claims procedures, and protocols for overpayments and NVCC payments through the Request for Reimbursement process.

Sections 3198 Authority and 3199 Acronyms and Definitions

- Establishes the authority, acronyms, and definitions related to this policy.

All other sections reserved for future development.



Public Comment

Opportunity for public comment regarding Policy Manual 3100, Veteran Directed Care.

- Please limit public comment to three (3) minutes per person.
- When making public comment, please state your name for the record and provide any written comments to the Policy Unit at shannoni@adsd.nv.gov.



2100 Autism Treatment Assistance Program



2100 Autism Treatment Assistance Program

Migrated legacy Autism Treatment Assistance Program (ATAP) policies 21.1 Program Overview, 21.2 Eligibility and Intake and 21.3 Case Management to the new policy manual template to include:

- Combined authority, acronyms and definitions relevant to the policy while removing duplication.
- Streamlined and re-organized content to flow as a single comprehensive policy manual.
- Updated reference to current materials (e.g., websites, laws, regulations).

Section 2110, Eligibility and Intake

- Removed duplication and clarified referral, eligibility and intake policy language to improve consistency and usability.
- Aligned guidance with federal and state requirements for recipients of public benefits to ensure compliance.

Section 2120, Case Management

- Integrated care plan language from the handbook into the policy manual to improve transparency and clarity.

Section 2130, Individual Rights and Appeals

- Consolidated all guidance on individual rights, responsibilities, and complaint resolution into one comprehensive section for clarity and accessibility for staff and the public.



2100 Autism Treatment Assistance Program

Section 2140, Electronic Records

- Revised language to align with the new electronic system of record.

Section 2160, Provider Information

- Revised for clarity on community provider reporting requirements in accordance with credentials, licensure, and ethical codes.

Section 2170, Billing and Fiscal Management

- Consolidates guidance for fiscal monitoring, covered services for reimbursement, alternative approvals, and overpayments and recovery for clarity and consistency.

Sections 2198 Authority and 2199 Acronyms and Definitions

- Migrated the authority, acronyms, and definitions to align with the new numbering structure and standardized manual sections.

All other sections reserved for future development.



Public Comment

Opportunity for public comment regarding Policy Manual 2100, Autism Treatment Assistance Plan.

- Please limit public comment to three (3) minutes per person.
- When making public comment, please state your name for the record and provide any written comments to the Policy Unit at shannoni@adsd.nv.gov.



3300 Fetal Alcohol Spectrum Disorder Treatment Assistance Program



3300 Fetal Alcohol Spectrum Disorder Treatment Assistance Program

This new manual establishes foundational policy for the Fetal Alcohol Spectrum Disorder Treatment Assistance (FASTA) program policies within the ADSD ATAP unit. As the program launches and evolves, additional sections and detailed guidance will be developed and incorporated in the manual. The proposed policy serves as a base framework for program implementation as follows:

Section 3301, Introduction

- Introduces the FASTA program providing service coordination and resource navigation for children with Fetal Alcohol Spectrum Disorder (FASD) and their families.
- Outlines core services and establishes program limitations.

Sections 3310, Eligibility and Intake

- Establishes a structured and standardized intake process to ensure appropriate access to FASTA services by determining eligibility and guiding the individual from referral through intake.
- Outlines supporting documents for eligibility verification, supporting consistency and compliance across applications.
- Outlines waitlist procedures and ongoing eligibility review to prioritize services and maintain compliance.



3300 Fetal Alcohol Spectrum Disorder Treatment Assistance Program

Section 3320, Case Management

- Establishes person-centered service planning and coordination requirements, ensuring goals, barriers, and supports are addressed through annual plans and ongoing updates.
- Outlines monitoring and review standards, including monthly contacts, quarterly reviews, annual reviews, and documentation requirements to maintain compliance and support participant progress.

Section 3340, Electronic Records

- Establishes requirements for maintaining accurate and timely records in the electronic system of record.
- Outlines documentation standards and confidentiality requirements, ensuring compliance with federal regulations, state laws, professional standards, and secure handling of sensitive information.

Sections 3398 Authority and 3399 Acronyms and Definitions

- Establishes the authority, acronyms, and definitions related to this policy.

All other sections reserved for future development.



Public Comment

Opportunity for public comment regarding Policy Manual 3300, Fetal Alcohol Spectrum Disorder Treatment Assistance Program.

- Please limit public comment to three (3) minutes per person.
- When making public comment, please state your name for the record and provide any written comments to the Policy Unit at shannoni@adsd.nv.gov.



Public Comment

Opportunity for public comment an any other issue/item.

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Presentation Acronyms

AB: Assembly Bill

ADSD: Aging and Disability Services Division

APS: Adult Protective Services

ATAP: Autism Treatment Assistance Program

DS: Developmental Services

FASTA: Fetal Alcohol Spectrum Disorder Treatment Assistance

FOCIS: Facility Outreach and Community Integration Services

ICF: Intermediate Care Facility

LTCOP: Long Term Care Ombudsman Program

NVCC: Nevada Care Connection

OCL: Office of Community Living

VDC: Veteran Directed Care



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ADSD

Aging & Disability Services Division

1400 Personal Use of Electronic Communication Devices:

- Marie Coe, State Long Term Care Ombudsman macoe@adsd.nv.gov
- Megan Wickland, Developmental Services - Health Program Manager III mwickland@adsd.nv.gov

2900 Facility Outreach and Community Integration Services

- Arianna R. Morales-Ramos, Office of Community Living Intake - Social Services Manager I arramos@adsd.nv.gov

3100 Veteran Directed Care

- Miles Terrasas, Office of Community Living - Social Services Program Specialist III MilesTerrasas@adsd.nv.gov

2900, Autism Treatment Assistance Program & 3300 Fetal Alcohol Spectrum Disorder Treatment Assistance Program

- Loren Gonzalez, Autism Treatment Assistance Program – Health Program Manager III Loren Gonzalez@adsd.nv.gov

Policy & Projects

- Shannon Ivy, Health Program Manager III shannoni@adsd.nv.gov