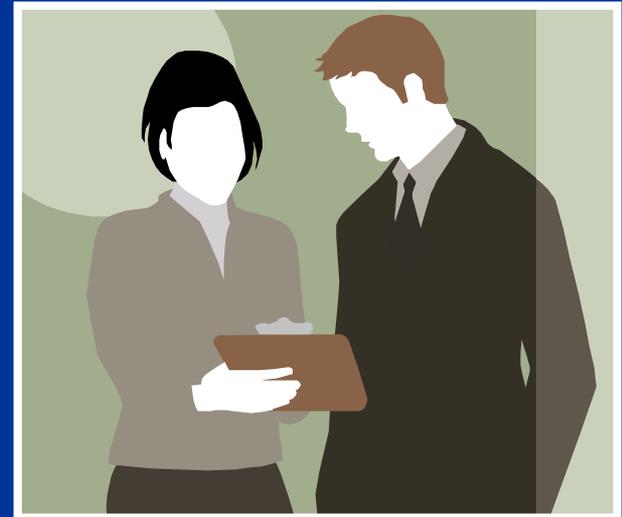


# OHIO DEPARTMENT OF DD ADULT DAY WAIVER SERVICES

## ACUITY ASSESSMENT INSTRUMENT

A Tool to Assign Statewide  
Payment Standards



# Training Packet

Each participant should have:

- **AAI Presentation Outline**
- **AAI Fact Sheet**
- **Acuity Assessment Instrument (AAI)**
- **AAI Presentation Scenarios**
- **Manually Scoring the AAI**
- **Evaluation Form**

# Today You Will Learn

- Why the Acuity Assessment Instrument is completed
- Who is involved in the Acuity Assessment process, and their roles.
- How to submit and score the AAI
- How to use data collection and recording tools
- How to submit for Administrative Review
- Where to turn for technical assistance

# What...A TEST !?

There will be a Test!~

- If proficiency is less than 85% you simply retake the test (today)
- You will receive your scores in moments (not months)

# AAI Fact Sheet

## Acuity Assessment Instrument (AAI)

- AAI stands for Acuity Assessment Instrument. It is the standardized instrument used by Ohio to assess the relative needs and circumstances of an individual compared to other adults in a non-residential setting when receiving Adult Day Support, Vocational Habilitation, Supported Employment-Enclave, and Supported Employment-Community services. Scores resulting from administration of the ODMR/DD AAI are grouped into ranges and subsequently linked with staff intensity ratio expectations. These ratios result in four payment rates calibrated on group size. In addition, each person accessing these services will have a separate budget limitation (funding cap) for non-medical transportation. The non-medical transportation is not based on AAI scores.
- Information will be submitted in electronic format to the department and scored online.
- County board SSAs/and or an individual designated by the SSA shall submit a completed AAI instrument for each waiver recipient who plans to receive Adult Day Support, Vocational Habilitation, Supported Employment-Enclave and Supported Employment-Community services. Application of the ODMR/DD AAI ensures similarly situated individuals have access to comparable waiver services reimbursed in accordance with OAC 5123:2-9-19.
- SSAs are responsible to inform each waiver enrollee/guardian of the assessment score, the resulting group assignment and related budget limitations when the assessment is initially scored; when the assessment is re-administered results in a score placing an individual in a different group, and anytime the individual receives a preponderance of services contained in the Adult Day Services set in a new county resulting in a change in the cost of doing business adjustment applied to the rate. *This notification also includes assignment of the budget limitation for the provision of non-medical transportation to access Adult Day Services.*
- Any or all ODMR/DD AAI variables can be revised at any time at the request of the individual or at the discretion of the SSA, with the individual's knowledge.
- The budget limitations for Adult Day Support, Vocational Habilitation, Supported Employment-Enclave, and Supported Employment-Community services are found in appendix B of OAC 5123:2-9-19.
- All recipients and applicants of waiver services are entitled to due process rights and these are addressed in paragraph (P) of 5123:2-9-19.

- **AAI stands for Acuity Assessment Instrument.**
- **It is the standardized instrument used by Ohio to assess the relative needs and circumstances of an individual compared to other adults in a non-residential setting when receiving Adult Day Array Services**

# Adult Day Waiver Services

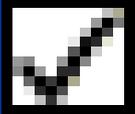
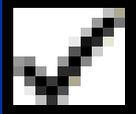
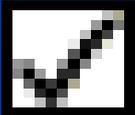
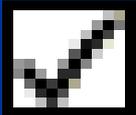
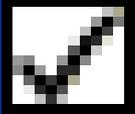
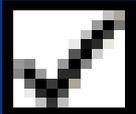
- Adult Day Supports (Rule 5123:2-9-17)
- Vocational Habilitation  
(Rule 5123:2-9-17)
- Supported Employment-Enclave and  
Community (Rule 5123:2-9-16)
- Non-Medical Transportation to Access  
Day Services\* (Rule 5123:2-9-18)

– \*The non-medical transportation budget is not based on AAI scores.

# Purpose of the AAI

- Used for all individuals who receive or seek to receive any of the HCBS- funded Adult Day Waiver Services.
- Assessment questions measure the amount of staff time required to assist individuals with personal needs and day activities.
- The score is used to assign the staff intensity ratios and assign costs.

# Purpose of the AAI

	Staff Intensity Ratio	Assign Cost
Adult Day Support		
Vocational Habilitation		
SE- Enclave		
SE- Community		

# Purpose of the AAI

- Scores resulting from administration of the AAI are grouped into ranges and subsequently linked with staff intensity ratio expectations.
  - These ratios result in four payment rates calibrated on group size.
  - In addition, each person accessing these services will have a separate budget limitation (funding cap) for non-medical transportation. \*
- \*The non-medical transportation budget is not based on AAI scores.**

# WHO COLLECTS THE DATA?

- The SSA is responsible to ensure that all information on the assessment is accurate



- Informants should be those who know the capabilities and limitations of the individual within the adult day service setting. (i.e individual, job coach, hab. spec, bus aide, etc).

# ELEMENTS OF THE AAI

- Identifying Information & Schedule
- Items A.- I.
- Adult Day Waiver Services Acuity Assessment Score

## The Primary Informant:



The informant used in this assessment is the person who best can indicate the assessed individual's needs and circumstances in a non-residential setting.

The informant potentially can be:

- 1 The individual (self-advocate)
- 2 A provider of one or more of the Adult Day waiver services or similar non-residential services
- 3 A parent or other family member
- 4 A guardian
- 5 An advocate
- 6 Others who can accurately give information related to a person's needs and circumstances in the non-residential setting.

## Acuity Assessment Instrument

*To fully utilize this form, it must be protected (locked). If needed, this feature is found under the "Tools" menu. You may then "tab" to each field.*

Name:

DOB:

Address:

ODMRDD Number:

Interview Date:

SSA's Name:

Current Assessment Date:

Provider Name:

Primary Informant's Name:

Relationship to Individual:

Interviewer's Name:

Agency:

Business Address:

Business Phone:

E-Mail:

**Informants may vary depending on section.**

#### 4. Information Sources *(check all that apply)*:

Individual

Observation

Informant *(if different from page 1)*: **Name**

Documentation: Source

*Documentation...for example, Behavior Support Plan.*

# AAI page 2

## Schedule

*Indicate the individual's current schedule in one or more of the Adult Day waiver services setting(s) indicating the number of hours below.*

*Begin the calculation from the time the individual arrives at the Adult Day waiver services setting(s) and end the calculation at the time the individual leaves the setting(s). Using the ranges provided, indicate the total number of hours of Adult Day waiver services scheduled to be provided each day: (0, 0.01-1.00, 1.01-2.00, 2.01-3.00, 3.01-4.00, 4.01-5.00, 5.01-6.00, 6.01-7.00, 7.01-8.00, 8.01-9.00, 9.01-10.00, over 10.01)*

Monday

**8:20 to 2:45**

Tuesday

Wednesday

**8:20 to 2:45**

Thursday

Friday

**8:20 to 2:45**

Saturday

Sunday

Julia comes to CB Adult Services 3 days a week, arriving at 8:20 and departing at 2:45.

# CALCULATING TIME

- Indicate the total number of hours of ADWS scheduled each day if the person works from 8:20 am until 2:45 pm

(A) 5.01-6.00

(B) 6.01-7.00 **(B) 6.01-7.00**

(C) 7.01-8.00

(D) Over 10.01

# AAI Presentation Scenarios

## ACUITY ASSESSMENT INSTRUMENT PRESENTATION SCENARIOS

### A. Task Analysis

9:00-9:30 AM

Jane rides a van to the Local Thrift Outlet where she is employed through an enclave as a tagger. She works at the Local Thrift Outlet from 9:00 AM to 2:00 PM. She rides the van with 4 of her peers in the enclave to work. Jane usually visits or verbally prompts her to exit the van upon arrival at the work site. Jane enters the building and puts her lunch and outerwear away. She follows the demonstration of her peers to do so, only occasionally needing verbal reminders to put her lunch in the refrigerator. Jane knows the other staff work stations in which are the different colored tags on the appropriate clothing once she is set up to begin work. Jane needs the bins she will be working from pointed out to her and she needs verbal assistance to fill her tag gun with the appropriate colored tags. Jane will request assistance from her peers for one hour. She needs this support throughout the day when her tag gun and/or her bin are empty. After this hour, Jane will complete her job independently. Within the first half hour upon arrival, Jane usually requires about 10 minutes total direct staff time.

### B. Expressive Communication

- Terry is an outgoing man who communicates through sign language and gestures.
- Rachel uses vocalizations such as laughing and crying to communicate although staff often misunderstand her.

### C. Mobility

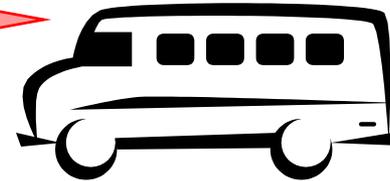
- George is independent with getting on and off the bus to his ADWS site. George goes directly to his workstation and starts his work upon his arrival.

...practicing with these scenarios will help you with the test...

*within the first 30  
minutes after arriving at the site*

## **A. Task Training**

*To complete this section, the interviewer must first identify and discuss with the individual &/or other informants all tasks or activities that the individual completes within the first 30 minutes after arriving at the site where Adult Day waiver services are provided. Include tasks involved in leaving the transportation vehicle.*



Describe the task/activity:

- 1. Recommended Question:** *How many steps does it take to complete the task we just identified? (Options: 1-2 steps, 3-4, 5-6, 7-8, 9 or more steps)*
- 2. Recommended Question:** *Which answer best describes the level of assistance, if any, the individual requires to complete the task? (Options: Independent, Verbal Prompts, Demonstration or Partner Assistance, Physical Prompts, Hand-over-Hand)*
- 3. Recommended Question:** *What percentage of staff time is typically required to enable an individual to complete a familiar task in the most efficient manner possible? This question is a measure of staff time needed for each task. It is not a measure of staff time needed per day or week.*

# Task Training



- Jane rides a van to the Local Thrift Outlet where she employed through an enclave as a tagger. Jane works Monday-Friday from 9:00AM-2:00PM. She rides the van with 4 of her peers and their enclave supervisor. Jane's supervisor verbally prompts her to exit the van upon arrival at the work site. Jane enters the building and puts her lunch and outerwear away. She follows the demonstration of her peers to do so, only occasionally needing verbal reminders to put her lunch in the refrigerator. Jane follows the others to the work station and will place the different colored tags on the appropriate clothing once she is set up to begin work. Jane needs the bins she will be working from pointed out to her and she needs verbal assistance to fill her tag gun with the appropriate colored tags. Jane will request assistance from her supervisor or one of her peers throughout the day when her tag gun and/or her bins are empty. Otherwise, Jane will complete her job independently. Within the first half hour upon arrival, Jane usually requires about 10 minutes total direct staff time.

- 1. Recommended Question:** *How many steps does it take to complete the task we just identified?*  
(Options: 1-2 steps, 3-4, 5-6, 7-8, 9 or more steps)
- 2. Recommended Question:** *Which answer best describes the level of assistance, if any, the individual requires to complete the task?*  
(Options: Independent, Verbal Prompts, Demonstration or Partner Assistance, Physical Prompts, Hand-over-Hand)
- 3. Recommended Question:** *What percentage of staff time is typically required to enable an individual to complete a familiar task in the most efficient manner possible? This question is a measure of staff time needed for each task. It is not a measure of staff time needed per day or week.*

## 3 = 25%-49% staff time monitoring plus verbal/gestural prompts

- *Choose only one response from the following:*
- 1 = Independent or no staff time monitoring
- 2 = Less than 25% staff time monitoring
- 3 = 25%-49% staff time monitoring plus verbal/gestural prompts
- 4 = 50%-74% staff time monitoring plus some physical assistance
- 6 = 75%-100% staff time monitoring plus full physical assistance

# Expressive Communication

## Let's look at Terry and Rachel

### B. Expressive Communication

- Terry is an outgoing man who communicates through sign language and gestures.
- Rachel uses vocalizations such as laughing and crying to communicate although staff often misunderstand her.

### B. Expressive Communication

*The purpose of this question is to identify the amount of staff time it takes to understand the needs and wants of the individual by determining the time it takes for the individual to communicate with others.*

*Choose only one response from the following:*

**1. Recommended Question:** *Which answer best describes the individual's mode of communication?*

1 = Verbal

2 = Non-verbal and uses gestures, sign language, picture book and/or communication board.

3 = Uses communication cues and/or vocalizations (i.e., crying, laughing, yelling) that are not commonly understood or are misunderstood.

# Mobility

## Let's look at George and Jerry

### C. Mobility

- George is independent with getting on and off the bus to his ADWS site. George goes directly to his workstation and starts his work upon his arrival. Staff typically greet George after he's been working at his station for a while.
- When Jerry arrives at work, staff meet him on the bus to physically assist him off the bus. Staff then assist Jerry into the building to his locker and help him take off his coat and put away his lunch. Staff then physically assist Jerry to his workstation and help Jerry start his job.

### C. Mobility

*The purpose of this question is to identify the amount of staff time it takes to assist an individual to access the setting (s) where one or more of the Adult Day waiver services are provided.*

**1. Recommended Question:** *Which answer best identifies the individual's need for mobility-related assistance when moving from environment to environment in order to participate in one or more of the Adult Day waiver services?*

**Mobility Response** *(choose only one response from the following):*

1 = Independent

2 = Uses a wheelchair and requires periodic staff assistance, such as when using an electronic wheelchair lift.

3 = Requires assistance from staff when entering or leaving a bus and/or van.

4 = Requires assistance from staff when traveling long distances and/or to adjust to changes in floor elevation and to enter or leave a bus or van.

5 = Requires total assistance from staff.

# Clothing Assistance

## Meet Bill and Bart

### D. Clothing Assistance

- Bart arrives at his place of employment and changes into his uniform. Staff assist him in tying his apron.
- Bill cannot perform the fine motor skills to operate fasteners on his clothing and open most doors. Bill arrives at the workshop and upon arrival at his work station staff physically assist him with the removal of his coat, gloves, and hat. Staff also hang up Bill's coat in his locker.

### D. Clothing Assistance

*The purpose of this question is to identify the amount of staff time it takes to assist an individual to put on or take off clothing when he/she participates in one or more of the Adult Day waiver services. The question pertains to assistance needed during a typical day and at times other than those required when toileting.*

1. **Recommended Question:** *Which answer best identifies the individual's need for assistance to put on and take off clothing while in one or more Adult Day waiver services?*

*Choose only one response from the following:*

#### **Clothing Assistance Response**

1 = Independent

2 = Requires staff monitoring and/or verbal assistance and/or cues.

3 = Requires physical assistance from staff with activities such as unzipping and/or removing his/her coat or boots.

4 = Requires total assistance from staff with activities such as unzipping his/her coat and/or placing personal items in his/her locker.

# Bathroom Assistance

## Jeffery and David

### E. Bathroom Assistance

- Jeffery prefers his privacy in the bathroom once staff assist him to undo his pants and belt.
- David has a specialized wheelchair and cannot bear weight or use alternative seating. David requires the use of disposable briefs. David requires two staff to assist in transferring him to a matt table for toileting.

### **E. Bathroom Assistance**

*The purpose of this question is to identify the amount of staff time it takes to assist an individual when he/she uses the bathroom during a typical day when receiving one or more of the Adult Day waiver services?*

*1. Recommended Question: Which answer best identifies the individual's need for assistance to use the bathroom while in one or more Adult Day waiver services?*

*Choose only one response from the following:*

#### **Bathroom Assistance Response:**

1 = Independent

3 = Because of physical and/or behavioral reasons, requires periodic staff assistance and supervision going to and from the bathroom and during his/her use of the bathroom.

6 = Requires some physical assistance from one staff member going to and from the bathroom and/or with activities such as unzipping and/or lowering his/her pants.

9 = Requires total assistance from one staff member with toileting activities such as preparing supplies and equipment and changing "Attends".

12 = Requires total assistance from two staff members.

# Eating Assistance

## Bob and Olivia

- *Complete this question even if the individual does not eat a meal during scheduled Adult Day waiver service hours.*

### F. Eating

- Bob needs help counting the correct change for pop and snacks and with using the vending machines. He is able to get his lunch from his locker and eat independently.
- Olivia chooses not to eat lunch at work. She prefers to socialize during her lunch break. She typically spends lunchtime talking with friends and drinking a can of pop. Due to frequent choking when consuming food and beverages, staff at home monitor Olivia while eating and drinking.

### F. Eating Assistance

*The purpose of this question is to identify the amount of staff time it takes to assist an individual to eat a meal during a typical day when receiving one or more of the Adult Day waiver services. Complete this question even if the individual does not eat a meal during scheduled Adult Day waiver service hours.*

**1. Recommended Question:** *Which answer best identifies the individual's need for assistance to eat a meal while participating in one or more Adult Day waiver services?*

*Choose only one response from the following:*

#### **Eating Assistance Response:**

1 = Independent

4 = Requires assistance from one staff member with meal preparation activities including opening and warming food items and/or assisting the individual with his/her money skills and use of vending machines. Following completion of these tasks, the individual's meal is ready to be consumed and the staff member can leave the area.

6 = Requires assistance from one staff member to complete all facets of preparing, eating and cleaning up following the meal. Staff assistance may be provided to access and open the lunch box or bag; set up adaptive equipment, open and warm food; use vending machines; wipe the person's mouth; throw away trash.

8 = Requires total assistance from one staff member in order to complete feeding by mouth and/or to prepare and monitor tube feeding, and/or to monitor the individual's eating throughout the entire meal due to medical complications such as choking.

# Community Integration

## Nathan and Katie

### G. Community Integration

- Nathan enjoys going to the movies with his girlfriend Amy. Nathan does not have a driver's license, so staff drop him and Amy off at the theatre and pick them up after the movie.
- Every Tuesday, Katie's habilitation specialist drives the employees to the craft store to buy art supplies. Katie needs verbal reminders to use polite manners in the store. She also needs staff assistance in counting the money to pay for her purchases.

### G. Community Integration

*The purpose of this question is to identify the amount of staff time it takes to assist an individual to participate in community activities that may lead to community connections or membership. The question pertains to assistance needed during a typical day when an individual is engaged in community activities which may occur at times other than or in conjunction with the times one or more Adult Day waiver services are provided.*

**1. Recommended Question:** *Which answer best identifies the individual's need for assistance to participate in a community activity?*

*Choose only one response from the following:*

#### **Community Integration Response:**

1 = Independent, yet requires transportation to and from the activity.

2 = Requires staff monitoring and/or verbal assistance and/or cues as well as transportation to and from the activity.

3 = Requires total assistance from staff and the use of a transportation vehicle with an electronic lift.

# H. Supervision Required

*The purpose of this question is to identify the amount of staff supervision and/or behavioral support it takes to assist an individual when he/she participates in one or more of the Adult Day waiver services.*

**1. Recommended Question:** *Which answer best describes the level of staff supervision and intervention the individual requires during times when one or more Adult Day waiver services are provided?*

We Have Scenarios That Will  
Illustrate Each Response

## Scenarios

### H. Supervision

Bart cleans office buildings after hours through his employment with the county board enclave. He requires only general supervision to assure that he's accurately completed all steps of the job.

#### **General Supervision**

Bart cleans office buildings after hours through his employment with the county board enclave. Occasionally, he will become verbally aggressive with peers if they talk negatively about the work he's done. His supervisor easily redirects him when this occurs.

#### **Redirection Is Successful**

Bart cleans office buildings after hours through his employment with the county board enclave. On the rare occasion that his normal supervisor calls off and Bart was not aware in advance that he would not be at work he will become verbally aggressive with the supervisor's replacement. He is very difficult to redirect during these times but they rarely occur.

#### **Redirection Is Not Successful**

Bart receives vocational training at the county board workshop. He has an aversive behavior support plan, which includes eyes-on monitoring for self-injurious behaviors.

#### **Requires In-View Monitoring For Behavioral Reasons During All Scheduled Day Hab &/Or Supported Employment Programming Or Requires In-View Monitoring For Medical Reasons During All Scheduled Day Hab &/Or Supported Employment Services**

Bart attends a private provider workshop. He has doctor's orders to be within arms length of staff when he is not seated participating in a leisure activity due to his PICA diagnosis. Bart typically remains on task 40-50% of his day. When Bart is not seated and actively involved

- 1 = General Supervision**
- 3 = Redirection is successful**
- 5 = Redirection is not successful**
- 7 = Requires in-view monitoring for behavioral or medical reasons during all scheduled Adult Day waiver services programming.**
- 9 = Requires arms-length monitoring, supervision and training from staff for behavioral or medical reasons during at least 50% of all scheduled Adult Day waiver services programming.**
- 11 = Requires extensive arms-length monitoring, supervision and training from one staff member for behavioral or medical reasons during all scheduled Adult Day waiver services programming.**

# No Score Will Be Recorded For H. Unless 3 & 4 Are Completed

- **4. Documentation of target behaviors:**  
Describe the documentation used to verify the accuracy of the selections made and to indicate that they are currently occurring.
- **Note: No score will be recorded for this question unless a response has been made to item 3 and 4.**

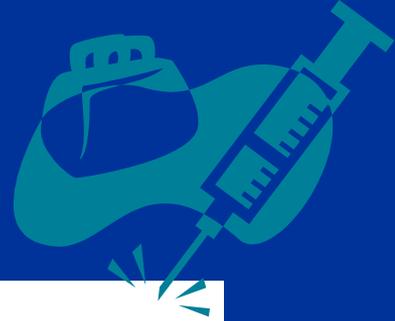
**3. Identified target behaviors &/or medical needs:** Check all target behaviors in which the individual engages &/or medical issues requiring staff assistance &/or intervention.

- Medically fragile condition
- Self-injurious behaviors
- Property destruction
- Behavior harmful to others
- Disruption of Adult Day waiver service areas
- Stealing
- PICA: Ingestion of inedible substances
- Other Describe:

**4. Documentation of target behaviors:** Describe the documentation used to verify the accuracy of the selections made and to indicate that they are currently occurring.

# I. Medical Needs

## Penelope and Henry



### I. Medical

- Penelope reminds her SSA that she is so healthy that she doesn't even have to take vitamins.
- Henry has a diagnosed medical condition that requires the constant use of oxygen. Staff needs to check Henry every three minutes to ensure he has not removed the tubes, and to immediately replace the tubes if removed.

### **I. Medical Needs**

*The purpose of this question is to identify the amount of staff time it takes to assist an individual with medical needs during a typical day when the individual is engaged in one or more Adult Day waiver services.*

**1. Recommended Question:** *Which answer best identifies the individual's need for assistance to participate in or receive one or more of the Adult Day waiver services?*

### **Medical Needs Response:**

0 = No known medical concerns that require extra services or supports.

1 = Requires minimal staff monitoring and/or interventions, such as use of safety precautions, to address the diagnosed medical conditions of the individual.

2 = Requires moderate staff monitoring, such as dietary monitoring or staff assistance to prevent choking and/or the use of interventions on an intermittent basis to address the diagnosed medical conditions of the individual.

3 = Requires extensive staff intervention, such as use of oxygen, tube feeding, respiratory monitoring and percussion and treatment of wounds caused by self-injurious behavior, to address the diagnosed medical conditions of the individual.

# NON-WAIVER ENROLLEES

- If you choose to use the assessment tool for non-waiver recipients, you must complete and score manually.

# Manually Scoring the AAI

## Manually Scoring the AAI

The Acuity Assessment Instrument (AAI) can be scored manually using page 13 of the AAI.

After each element of the AAI has been completed, determine the score for each element. The Acuity Assessment Score (Total) is calculated by adding all element scores together. Note: No scoring is assigned to the Schedule on page 2 of the AAI, or from the schedules 1. and 2. on page 13 of the assessment. These items are for the purposes of data collection. In no instance will an individual have a total score exceeding 55.

The chart below can be used to determine the assignment of an individual to a specific staff intensity group (A, A-1, B and C) according to the individual's Acuity Assessment Score. Further information can be found in rule 5123:2-9-19 Appendix D.

Acuity assessment scores related to assignment of an individual to the A or A-1 staff intensity groups are identical; assignment of the individual to one of these two groups will be based upon the staffing needs of the individual as identified in the ISP planning process and reflected in the ISP. The AAI does not refine scoring to accommodate the individual's different support requirements between A and A-1 staff intensity ratios, therefore, the team must address assessing this area. Additionally, the budget limitations are identical.

The Acuity Assessment Score will also be used to determine an individual's annual budget limitations and payment rates, and does not include Non-Medical Transportation. This information can be found in rule 5123:2-9-19 Appendices B and C.

# NON-WAIVER ENROLLEES

- See Assessment page 13
- #1 and #2 are not used to determine the Total Assessment Score

## Adult Day Waiver Services Acuity Assessment Score

Name: Interview Date:

SSA Name:

County Board of MR/DD or COG

Date Scored:

1. The individual's current Adult Day Services schedule per week will be calculated automatically. A score of .5 will be given if attending 4 or fewer total hours per day and a score of 1 will be given if attending more than 4 total hours per day.

Mon	Tuesday	Wed	Thurs	Fri	Sat	Sun
0	0	0	0	0	0	0



Total the blocks above (max of 7)

2. The individual's proposed Adult Day Services schedule per week will be calculated automatically. A score of .5 will be given if attending 4 or fewer total hours per day and a score of 1 will be given if attending more than 4 total hours per day.

Mon	Tuesday	Wed	Thurs	Fri	Sat	Sun
0	0	0	0	0	0	0



Total the blocks above (max of 7)

3. The individual's Assessment Score will be recorded automatically in each area:

- A. Task Training (6 = max score)
- B. Communication (3 = max score)
- C. Mobility (5 = max score)
- D. Clothing Assistance (4 = max score)

# Manually Scoring the AAI

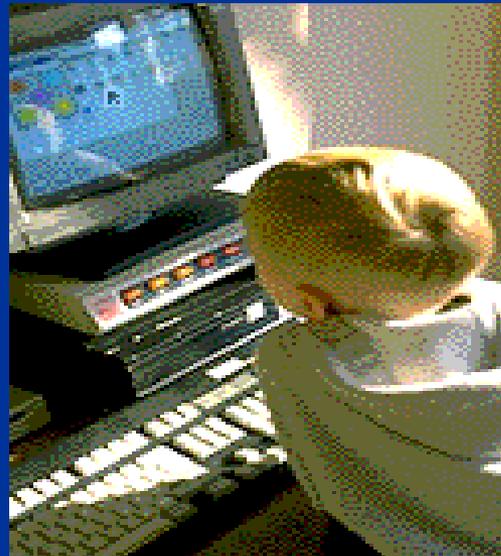
- To manually score an AAI, determine the score for each element.
- The Total Assessment Score is calculated by adding the scores together. The Total Assessment Score will determine the amount (intensity) of direct services staff time required for the individual and corresponding group.

The chart below can be used to determine the assignment of an individual to a specific staff intensity group (A, A-1, B and C) according to the individual's Acuity Assessment Score. Further information can be found in rule 5123:2-9-19 Appendix D.

<b>Group</b>	<b>Acuity Assessment Score</b>	<b>Grouping</b>	<b>Grouping <sup>**</sup> Staff Intensity (Portion of One Staff Needed Per Individual Served)</b>
A	8-22	1 staff to no more than 12 individuals when all have a staff intensity ratio need of A	0.083333
A-1	8-22	1 staff to no more than 16 individuals when all have a staff intensity ratio need of A-1	0.062500
B	23-34	1 staff to no more than 6 individuals when all have a staff intensity ratio need of B	0.166667
C	35-55	1 staff to no more than 3 individuals when all have a staff intensity ratio need of C	0.333333

# ELECTRONIC SUBMISSION

- Per OAC 5123:2-9-19 (E) (2)...  
Information will be submitted electronically to the department and will be scored automatically.



# ON-LINE APPLICATION

- Security Affidavit-to obtain an affidavit go to DODD home page at [dodd.ohio.gov](http://dodd.ohio.gov)
- Click the DODD Gateway tab, select the forms link on the top of the page. Under General there is the option for On-Line Security request. This will take you to the security wizard.

# NAVIGATION

Go to this web address-

<http://dodd.ohio.gov/pages/> to enter  
assessment data

# NAVIGATION



Login for County Boards, Providers, and DODD Central Office

**Please do not bookmark this page or add this page to your favorites. This page will not work as a bookmark or a favorite.**

Type your user name and password.

User name:

Password:

Sign In

[Back to Portal](#)

[Forgot Password](#)

- 
- Enter assigned username and your personal password

• Click on Applications link



*Individuals & Families*



*Providers*



*County Boards*



Logout Hello Richard M Donley. You have 0 new notifications and 0 new announcements.

View All

Select Application

- BIReports
- CNT
- CRN
- DRA
- IDS
- ITS\_Revise
- MA
- MAC
- MSS
- PAWS2
- PCS\_Web
- PCW
- PICT
- REG
- WMS2

Load Application



Glossary

Select Application

IDS

Load Application

[Home](#) | [Search](#) | [New](#)

- + Basic Information
- + County Data
- + Acuity Assessment Instr. (AAI)
- + Dev. Disability Profile (DDP)
- + Waiting List (WL)
- + Timeout-Restraint Notice (TRN)
- + PASRR Tracking System (PTS)

WELCOME TO THE



# INDIVIDUAL DATA SYSTEM (IDS)

- Search Existing Individual
- Add New Individual
- Contact IDS.Support

Message Board:

**Transfer Request Alert - 18 transfer requests pending**

[4/5] Expand the "+" sign boxes to see more functions

[Basic Information](#)[County Data](#)[Acuity Assessment Instr. \(AAI\)](#)[Description](#)[View/Edit Acuity](#)[Submit Acuity](#)[Create Initial Acuity](#)[County Acuity Report](#)[Check Ratio](#)[Dev. Disability Profile \(DDP\)](#)[Waiting List \(WL\)](#)[Timeout-Restraint Notice \(TRN\)](#)[PASRR Tracking System \(PTS\)](#)

Print

### Acuity Assessment Instrument (AAI)

The DODD Acuity Assessment Instrument (AAI) is the standardized instrument used by the Ohio Department of Developmental Disabilities (Department) to assess the relative needs and circumstances of an individual compared to other adults in a nonresidential setting when receiving one or more of the Adult Day waiver services. The score determined through this assessment ultimately will be used to calculate the annual funding limitation that will be available for an individual to access one or more of the Adult Day waiver services. A detailed description of the use and purpose of the AAI is provided in administrative rule 5123:2-9-19, *HCBS waivers, payment standards for adult day support, vocational habilitation, supported employment – enclave, supported employment – community services and non-medical transportation to access one or more of these services*.

The Adult Day waiver services\* referred to in this assessment include:

1. Adult Day Support (ADS)
2. Vocational Habilitation (VocHab)
3. Supported Employment- Enclave (SE-E)
4. Supported Employment- Community (SE-C)

\* For those individuals who have not transitioned to the new Adult Day waiver services, Adult Day waiver services are intended to encompass Day Habilitation and Supported Employment waiver services received at the time the assessment is completed.

The **Primary** Informant:

# AAI PDF Available Online

Select Application

[Home](#) | [Search](#) | [New](#)

[Acuity Submission History](#) | [Admin. Review Request](#) | [Admin. Review History](#)

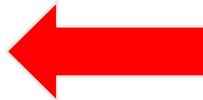
**No individual record selected.**

Score draft acuity before submission

Submit draft acuity with effective date of . If this is not correct, please change effective date on the draft acuity before submission.

[AAI Form \(.pdf\)](#)

- Basic Information
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  - Description
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Search List

By  in

DODD number (7-digit number).

**For assistance email  
IDS.Support@dodd.ohio.gov**

# FREQUENCY OF COMPLETING ASSESSMENTS

- The acuity assessment can be reviewed at any time at the request of the individual or at the discretion of the SSA, with the individual's knowledge.
- As with the ODDP or any assessment, updates will be based upon the professional judgment of the SSA.

# Administrative Review



- **Adult Day Waiver Services Administrative Review Request Form**
- **Pursuant to Rule 5123:2-9-19 (K)**
- “Please complete this form in its entirety to request DODD approval to assign a staff intensity ratio group that exceeds the group resulting from the administration of the Acuity Assessment Instrument.”
- This may be completed in the following manner:
  - (1) Enter information directly into AAI system. You must have been granted the “AAI\_OverrideSubmission” Role. Which would be granted through the security affidavit process.

- Basic Information
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  - Description
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  - Submit Acuity
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- PASRR Tracking System (PTS)

No individual record selected.

County:  
OMDRDD Number:  
Enrollee Name:

Requested AAI Group:

Dates for Requested Group:  to

Current Waiver Span:  to

Reason for New Group Assignment and Budget Limitation (max. 2500 char.):

- The instructions for the AAI override form have been followed.
- Responsibility for providing the local waiver matching funds to serve this individual in the new staff intensity group requested is the obligation of the requesting County Board.
- The individual/guardian, service provider(s) listed and the county board agree with the need to assign the new staff intensity group requested.
- The county board superintendent or designee has authorized the assignment of the new staff intensity ratio resulting from the group assignment requested.

*DODD will notify the county board/COG, via E-mail, of its determination within 10 calendar days following receipt of a completed request. At that time, the department, in writing, shall provide the individual of his/her due process rights and responsibilities as set for in section 5101.35 of the Ohio Revised Code.*

# DUE PROCESS

5123:2-9-19



Recipients can:

- Challenge the administration of the assessment
- Appeal the scoring of the assessment
- Appeal the type, amount, scope and duration of services included or excluded from the ISP

# LOOSE ENDS?

- Questions?
- Clarifications?
  - What ifs?

Now...drum roll, please:

The TEST!

- Take your time
- Double check your answers
- Just the facts-don't read into it
- Some questions do not have an E-  
DOUBLE CHECK YOUR  
SELECTION

# QUESTIONS?

If you have any further questions or concerns,

Please email

[IDS.Support@dodd.ohio.gov](mailto:IDS.Support@dodd.ohio.gov)

Or call

Rik Donley

1-614-752-0037

Matt Turner

1-614-466-2080



# Evaluation Form

- We appreciate your participation and feedback. Please complete the evaluation form in your packet, and pick up your certificate for CEUs before you leave.
- Thank you and safe travel.

