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Department For Aging and Independent Living
Division of Quality Living

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TO: 1915(c) Home and Community Based Services Waiver Providers

FROM: Marnie Mountjoy Director, Division of Quality Living

DATE: December 5, 2024

SUBJECT: Supports for Community Living Community Guide services

Community Guide is offered in the approved Supports for Community Living (SCL) waiver and is designed to empower participants approved to direct their waiver services as part of the Participant Directed Services (PDS) program. To receive Community Guide services, the participant must self-direct some or all of their SCL waiver services.

The participant determines the types of tasks the Community Guide assists with, so long as those tasks align with the Community Guide service definition. The exact assistance provided by the Community Guide will vary based on the needs of the participant and may include:

- Assistance with locating, signing up for, and/or using community resources.
- Ensuring the participant understands the requirements of using PDS.
- Assistance with meeting the responsibilities of being a PDS employer, such as recruiting, hiring, firing, training, managing, and/or changing PDS employees who meet qualifications, and record-keeping.
- Provide information and assistance that help the participant problem-solve and/or make decisions.
- Helping the participant develop supportive community relationships or connections that promote the implementation of the person-centered service plan.

Community Guides are not allowed to:

- Provide other direct waiver services, including Case Management, to any waiver participant.

- Be employed by a certified agency that provides other direct waiver services, including Case Management or Financial Management.
- Serve as a PDS representative for a waiver participant while also working as their Community Guide.

Community Guides cannot duplicate services included in Case Management. Case Managers are responsible for:

- Facilitating the person-centered planning team and development of the person-centered service plan.
- Submission of the person-centered service plan.
- Linking the participant to all necessary services, including waiver services, Medicaid state plan services, and community resources.
- Implementation and monitoring the effectiveness of all services on the person-centered service plan, including Community Guide services.

The specific support a Community Guide provides must be specified in the person-centered service plan and must be authorized before service delivery begins, as well as annually or in conjunction with any level of care changes or person-centered service plan updates.

The Case Manager is also responsible for verifying the Community Guide meets provider qualifications. This verification is only required at the start of service delivery and does not have to occur annually.

Community Guide services are limited to five hundred and seventy-six units (576) per year. One unit of service is fifteen (15) minutes. This service is not an Electronic Visit Verification (EVV) mandated service and, therefore the Community Guide is not required to document services provided using EVV.

To receive payment, the Community Guide may send an invoice to the participant's Financial Management Agency (FMA) for processing. The FMA shall process and pay invoices for Community Guide similar to how it does for goods and services approved in the participant's person-centered service plan.

Please direct any questions regarding this letter to 877-315-0589 or HCBinquiries@ky.gov