



AGENCY OF HUMAN SERVICES
DEPARTMENT OF DISABILITIES, AGING AND INDEPENDENT LIVING

DIVISION OF DISABILITY AND AGING SERVICES
DEPUTY COMMISSIONER'S OFFICE
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To: Adult Day Services Directors
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From: Adele Edelman, Medicaid Waiver Coordinator
Merle Edwards-Orr, Consumer Direction
Camille George, Director, Community Development Unit

Date: November 25, 2008

Re: Revised Independent Living Assessment (ILA) – Effective January 1, 2009

Many of you will recall that last year the Department convened a workgroup to review the current ILA and recommend revisions to it that will support the assessment process as well as data collection for those who use it. We thank those of you who participated in this effort for your time and valuable input. We are happy to report that the final revisions have been incorporated and the new, revised ILA is ready for implementation effective January 1, 2009. The following are a few key pieces of information that you and your staff need to know as we implement the revised ILA:

1. As of January 1, 2009 (*please do not start using it before that date*) there are three revised ILA forms that will be used for the following assessments: adult day services, Attendant Services Program (ASP), Older Americans Act (OAA) services and Choices for Care services (*note: we do understand that for CFC participants living in enhanced residential care homes (ERC) and nursing homes that different assessments are used*). The first form is the full ILA which is to be used for CFC, Adult Day, ASP and in some cases, OAA case management depending on the professional judgment of case managers as to whether a more in-depth assessment is needed. The second form is the Intake ILA 09 which is to be used for AAA non-CFC clients (in most cases). The third form is the Health Section of Full ILA 09 which is to

be used by a nurse when the health section is done separately from the Full ILA. The Resident Assessment form (RA 09) will also be available in January and is required for all Residential Care Homes starting January 1 2009 (per the Division of Licensing and Protection) and it can be used instead of the ILA for CFC clients in ERCs.

2. *After December 31, 2008 we will no longer accept paper versions of the old forms, only the revised 2009 forms.* Therefore, it is very important that you make sure that all members of your staff are aware of this change in advance and have access to the revised forms.
3. We have posted all three of the revised ILA forms in pdf format on the Division of Disability and Aging Services website www.ddas.vermont.gov under "What's New" - Click on "SAMS/Omnia Electronic Assessment Forms" so that you will be able to download the new forms from that site and print it as needed.
4. For AAAs currently using SAMS, the electronic ILA (forms) will be available in your own database for data entry by January 1, 2009. Please contact Dick Laverty at 241-2425 or Tracey Harrington at 241-2629 if you have any questions.
5. One nice feature of the revised electronic ILA is that it has calculations automatically built into it to determine personal care time for the CFC worksheet. It also has a list of potential issues to follow-up on at the end of the form. These issues are based on answers in the ILA and were determined by the Committee that gave input into revisions to the ILA. Also when the RA 09 is done electronically the ERC Tier scoring is done automatically. However, these calculations will not show in the paper forms posted on the website and are only available when the forms are completed electronically in Sams or via laptops.
6. For those of you who are currently not using the electronic version, there is still currently a pilot underway to test the use of the electronic ILA forms and other electronic CFC forms by DDAS staff and other agencies in the Northeast region of the state. We are still learning from the pilot process and work will continue in the future to finalize processes before expanding use of the electronic ILA to other regions.
7. There will be a manual (pdf version) on the use of the RA 09 and the Full ILA 09. These manuals will be designed to help assessors understand the questions and conduct consistent assessments. These manuals are under development and will also be posted on the web site when they are completed. We will notify you when they become available.

Thank you for your cooperation as we implement the revised ILA in January, 2009. Please direct any further questions you may have to your respective program contact (Merle Edwards-Orr at 241-4496 for adult day services, Camille George at 241-2427 for Older Americans Act Services and Adele Edelman at 241-2402 for Home Health, ASP and other CFC services).

Cc: DDAS Staff