

Developmental Disabilities Program Policy and Procedures Manual		Control # 01.03.420
Volume 1: Program Administration	section 3: Developmental Disabilities Program Policies	
	subject: PORTING POLICY	

I. PURPOSE

The purpose of this policy is to describe those circumstances and procedures wherein a service recipient receiving services funded through the Developmental Disabilities Program wishes to purchase some or all of their services from a different qualified provider. This process is referred to as “porting.”

II. POLICY

A service recipient notifies his/her Case Manager of a desire to port. The Case Manager must immediately notify members of the Personal Support Planning team or the Individual Family Service Planning team in writing of the individual’s desire to port. The regional Quality Improvement Specialist working with the provider agency the individual is porting from must be included in the notification. The Case Manager will notify the Developmental Disabilities Program central office and request that the individual’s name be placed on the Porting List.

If the individual wishes to port from a congregate setting to a supported living setting, a new Montana Resource Allocation Protocol (MONA) must be completed to determine the dollar amount needed to sustain the health and welfare of the individual. The person can only port with the funds available to them which cannot exceed their MONA allocation and must meet their health and welfare needs.

Portability is possible within every service category and within each Waiver the Developmental Disabilities Program administers in Montana. This includes the Comprehensive 0208 Waiver and the Children’s Autism Waiver. Portability is excluded between Waivers.

It is the decision of the receiving provider (not the sending provider) to determine if they are able to meet the health and welfare of a service recipient who wishes to port to their agency. The decision must be based on level of need, resource allocation, and compatibility.

Once the individual has been accepted by a provider to port their services the Personal Support Planning Team (which must include a representative from both the sending and receiving provider) must be notified within five working days and a meeting scheduled. The team must meet and agree upon a transition plan that assures the individual’s health and welfare needs will be met.

When an individual in services decides to accept an offer to port, his/her Case Manager must give notice in writing to the current provider. The date on the written notice will serve as the date the 90 calendar days porting period begins and is not to be confused with the date the Case Manager notifies the Personal Support Planning Team. The 90 day porting period can be waived if all parties agree to an alternate date.

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The state retains the right to deny the request to port if it is determined that the port would place the individual in immediate danger. The individual, their guardian or legal representative may request a Fair Hearing by the Department in any circumstance when an adverse decision is perceived.

A. Reports

The Weekly Porting Report will be distributed by the Developmental Disabilities Program Central Office, which will include a section listing individuals who have indicated a desire to port and will include the following information:

- the region in which the individual currently receives services;
- the city in which the individual currently receives services;
- where the individual would like to port to;
- what services they require;
- the name and phone number of their Case Manager;
- the contact information for their current provider.

Case Managers will submit this information to the Developmental Disabilities Program Central Office. The Case Manager will also submit a request to the Developmental Disabilities Program Central Office to remove the information when the individual ports or is no longer interested in porting his/her services.

A second section of the Porting Report will include information submitted by providers to the Developmental Disabilities Program Central Office detailing possible porting opportunities available within their agency. The information must be up-dated and accurate.

B. Provider Selection Process Requirement

All providers receiving Developmental Disabilities Program funds will be required to have policies and procedures outlining how they will select individuals interested in porting. Individuals who are not selected may utilize the Department of Public Health and Human Resources Fair Hearing process to address their concerns.

C. Porting of Funds

The Individual Cost Plan (ICP) contains the total allocation information for each individual per service. If a port takes place, the amount that is used to develop services with the receiving provider(s) will be the balance in the individual's cost plan for the remainder of the fiscal year. At the beginning of a new fiscal year the cost plan will revert back to the annualized individual cost plan amount, which may not exceed the service recipient's MONA.

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III. MONTANA DEVELOPMENTAL CENTER

When a vacancy is created due to an individual being placed at the Montana Developmental Center the individual's resource allocation will be retained by the Developmental Disabilities Program.

IV. SERVICES

The Waiver service categories are defined in each of the Home and Community Based Services Waivers. The individual who is porting may select his/her services based on what is important to and for him/her in order to meet identified health and welfare needs. If the port results in the assignment of a new Case Manager the receiving Case Manager will help the individual to develop a revised Personal Support Plan following the Personal Support Planning guidelines. If the individual retains his/her current Case Manager the plan will be amended, if needed, to reflect any changes in services.

V. TRANSPORTATION

Individuals may request a change of Work/Day Commute Transportation providers annually prior to February 1st, with an effective date of July 1st, unless they are porting to another community or service which requires a change in the commute transportation provider. The transportation port must be approved by the Regional Manager. Individual Cost Plan (ICP) amounts will be utilized when determining the dollars an individual may port, with the exception of commute mileage.

/s/

10/8/13

Director, Developmental Disabilities Program

Date

/s/

10/8/13

Web Manager, Developmental Disabilities Program

Date

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