

Health Care Policy/ Community Supports and Services

Revised: 9/4/02

Item	<p style="text-align: center;">INSTRUCTIONS FOR COMPLETION EXTRAORDINARY FUNDING – COST OF CARE/INDIVIDUALIZED RATE DETERMINATION OF RESIDENTIAL/DAY SERVICES - revised 8/20/02</p>
1	Type in the name, tier level, and agency in the spaces provided.
2	Provide the requested information;
3	Provide the requested information;
4	<p>Directions for Residential Services: Calculate the total number of staff hours necessary to provide supports to the individual during the period of one week (include Saturday and Sunday). Divide this total by 7 days and enter this number as the average hours/day. Develop a staffing pattern, which will meet the needs of the individual and his/her roommates. If you are requesting more than eight hours of residential staffing at the individualized rate you must include a copy of the staffing pattern you used to determine the number of hours requested with an explanation of the overage. Do not add extra hours for staff vacations, sick leave, or for out of home days for the person served. These amounts are calculated into the direct care staff rate/hour, and vacancy factor. Review the person centered plan noting what residential supports are indicated. Consider the amount of staff time needed to implement these supports in the proposed living arrangement. Specifically, will the individual share staff support with roommates or does the individual need some amount of one to one staff support? Can the individual be unsupervised for periods? Can alternatives to staff support be used for supervision (alarms, neighbor support, pagers, etc.)? Directions for Day Services: Follow the above except create the staffing pattern based on the number of hours the person served will spend in Day services. The Maximum allowable is 8 hours per day of either Supported Employment or Valued Activities or a combination of both.</p>
5	<p>Staff costs represent the actual hourly rate paid plus benefits and leave, but cannot exceed \$10.10 for either Residential or Day Services. To determine these costs, you will need to determine actual hourly wages for staff working with the person served. For example, staffing cost in the residential setting are calculated as follows: If direct care staff working with the person served earns \$7.00/hr, multiply the rate of pay by 20% for benefits (\$1.40). Multiply the rate of pay by 15% for sick/vacation leave factor (\$1.05). Finally add the rate of pay, benefits and sick/vacation leave factor together, (\$7.00 + \$1.40 + \$1.05). The direct care costs in this example would be \$9.55. Use this figure to calculate staffing costs for residential services. Follow this same methodology to determine staffing costs for day services. For example, calculate staffing cost in the day services setting as follows: If direct care staff working with the person served earns \$6.75/hr, multiply the rate of pay by 20% for benefits (\$1.35). Multiply the rate of pay by 15% for sick/vacation leave factor (\$1.02). Finally add the rate of pay, benefits and sick/vacation leave factor together, (\$6.75 + \$1.35 + \$1.02). The direct care costs in this example would be \$9.02. Use this figure to calculate staffing costs for day services.</p>
6	<p>Although known by many different titles across CSP's, the 'Program Coordinator' is a professional supervisory position providing supervision to the direct service staff and assuming direct responsibility for the program. In calculating the amount of time to allow for this position, the total number of persons served by a program coordinator was considered. When this program was developed, Program Coordination was capped at an overall staff to client ratio of 1:16. This overall ratio becomes 1:32 in the day program and 1:32 in the residential program. The total number of hours per day for a Program Coordinator in the residential program based on a 1:32 ratio is as follows: It is calculated as follows: 40 hours divided by 32 persons = 1.25 hours per week per person. 1.25 divided by 5 working days/week = .25 hours per day per person. The maximum amount of time allowed for the Program Coordinator in the residential or day services section</p>

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	is .25 hours per day.
7	Determine the actual hourly rate for the professional supervisory position providing supervision to the person served; for Residential or Day Services , the maximum allowable salary and benefits amount is \$14.22 per hour. The amount is based upon an annual salary of \$24,650 plus 20% for benefits. The actual hourly salary paid plus benefits should be recorded in this section, however this amount may not exceed \$14.22. For example, the residential services supervisors earns \$8.25 per hour, multiply the hourly rate by the 20 % benefits factor ($\$8.25 \times 20\% = \1.65). Multiply the rate of pay by 15% for sick/vacation leave factor ($(\$8.25 \times 15\% = \$1.24)$). Finally add the rate of pay, benefits and sick/vacation leave factor together, ($\$8.25 + \$1.65 + \$1.24 = \11.14). This would be the actual cost per hour of the professional supervisory person. Since it does not exceed \$14.22, use the actual costs to figure the rate. Repeat this process for the Day Services Supervisory position if requesting individualized day services funding.
8	Other Services: Consultative services may be required to serve this person and may include <u>Psychological Consultation, Speech Consultation, Occupational Therapy, Physical Therapy, Dietary Consultation, Nursing Services, And Staff Training.</u> To access reimbursement for professional services; you must first establish the frequency in which the person served will need this service. The above services must be direct billed to the Medicaid Card first. If you anticipate that the persons served will need to access, the services listed more than quarterly, you will need to provide documentation of need in the person-centered plan. Remember , medical and therapeutic consultation is covered in the Regular and Special tier rates at \$2.50 per day. To calculate the cost of these services; determine the number of hours per year the services will be required and divide by 365 days. For example, psychological services during one year may include periodic training of direct care staff, periodic monitoring of the individual's progress, and an annual assessment. The total number of hours for all of these services would be calculated and divided by 365 days to get the average hours/day. Next, record the actual cost per hour of the identified service and put this number in the rate/hour box. <u>Multiply the average hours/day with the rate/hour to calculate the</u>
9	The maximum amount allowed for residential staff training is as follows: 1 hour/day X \$2.30/hour = \$2.30 cost per day.
10	The following applies to both Residential and Day Services: <u>The vacancy factor was added in March 1998 in order to cover for time the individual is not in service but the agency is responsible for providing the set-staffing pattern to support roommates or other persons who are sharing staff support with the individual.</u> The covered amount provides for an average of 21 vacancy days per year per individual. To calculate the vacancy factor, add the cost per day of all items listed above this line and multiply by 5.5% or .055.
11	The top section of the Non-Room and Board Equipment and Supplies Detail Sheet must be completed if the support plan calls for special equipment and supplies in the residential setting. The bottom section of the Non-Room and Board Equipment and Supplies Detail Sheet must be completed if the support plan calls for special equipment and supplies in the day setting. Examples of supplies and equipment that may be covered within this section are as follows: <ul style="list-style-type: none"> ❖ Lifts ❖ Adaptive Eating Equipment ❖ Gloves ❖ Adult Undergarments ❖ OT/PT Equipment ❖ Adaptive Bathing Equipment ❖ Alarm Systems

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	<ul style="list-style-type: none"> ❖ Pager Systems (for Behavioral Support) ❖ Food Processors ❖ Communication Switches <ol style="list-style-type: none"> 1. To complete this form: first list the equipment needed in the section titled ‘Item.’ 2. Next, indicate the quantity needed for the entire year. 3. Next, indicate the cost of each item in the cost section. 4. Multiply the quantity times the cost per item to obtain the total cost. 5. If the item is to be shared between two or more individuals, divide the total cost amount by the number of individuals who will use the item. Show the entire calculation in the cost section to indicate the portion for which the individual will be responsible. For each item, list the reason the item is needed for the individual to be successful living in the community under the section titled ‘rationale’ 6. Sum all entries 7. For Residential Services, calculate the total cost of the items listed and divide by 365 days to calculate the cost per day. Record this amount in the cost/day section. Transfer the ‘cost per day’ from the residential section of the non-room and board sheet to the appropriate line on the extraordinary funding - Cost of Care Calculation worksheet. 8. For Day Services, calculate the total cost of the items listed and divide by 260 days to calculate the cost per day. Record this amount in the cost/day section. Transfer the ‘cost per day’ from the residential section of the non-room and board sheet to the appropriate line on the Extraordinary funding - Cost of Care Calculation worksheet.
12	Subtotal all items in this column
13	For Residential or Day Services, multiply the subtotal by 15% to determine the daily maximum amount allowable for administration.
14	For Residential or Day Services, this figure equals the maximum allowable payment for cost of care for Residential or Day services.
15	Directions for Residential Services: Multiply the above figure by thirty-one (31), which represents the maximum number of days allowable for residential services. This figure also represents the maximum monthly payment allowable for individualized residential services. Directions for Day Services: Multiply the above figure by TWENTY-THREE (23), which represents the maximum number of days allowable for Day services. This figure also represents the maximum monthly payment allowable for individualized day services.
16	Directions for Residential Services: Calculate the annualized cost of care for residential services by multiplying the monthly rate by 365 days. Directions for Day Services: Calculate the annualized cost of care for dayl services by multiplying the monthly rate by 260 days.
	COST COMPARISON OF INDIVIDUALIZED RATE TO REGULAR/SPECIAL TIER RATES - Use the following directs if applying for extraordinary funding for Residential Services only or Day Services only. Use the Extraordinary Funding Cost of Care – Summary Calculation Worksheet for and overall cost of care review tool.
17	Enter tier level in center column
18	Directions for: If paid at the Regular Rate section: Residential Services: Enter the monthly total for residential services at the regular tier rate and subtract this amount from the monthly residential cost of care rate amount that you have just calculated. Enter the total in the ‘Difference’ column. Directions for If paid at the Regular Rate section: Day Services: Enter the monthly

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	total for day services at the regular tier rate and subtract this amount from the monthly day services cost of care rate amount that you have just calculated. Enter the total in the ‘Difference’ column.
19	Directions for <u>If paid at the Special Tier Rate</u> section: Residential Services: Enter the monthly total for residential services at the special tier rate and subtract this amount from the monthly residential cost of care rate amount that you have just calculated. Enter the total in the ‘Difference’ column. Directions for <u>If paid at the Special Tier Rate</u> section: Day Services: Enter the monthly total for day services at the special tier rate and subtract this amount from the monthly day services cost of care rate amount that you have just calculated. Enter the total in the ‘Difference’ column.
20	Directions for <u>Annualized Regular Tier Rate</u> section: Residential Services: Enter the Annualized total for residential services at the regular tier rate by taking the daily rate total and multiplying it by 365. Next, subtract this amount from the Annualized residential cost of care rate that is obtained by taking the daily rate total of the residential services cost of care rate and multiplying it by 365. Directions for <u>Annualized Regular Tier Rate</u> section: Day Services: Enter the Annualized total for day services at the regular tier rate by taking the daily rate total and multiplying it by 260. Next subtract this amount from the Annualized day services cost of care rate which is obtained by taking the daily rate total of the day services cost of care rate and multiplying it by 260.
21	Directions for <u>Annualized Special Tier Rate</u> section: Residential Services: Enter the Annualized total for residential services at the special tier rate by taking the daily rate total and multiplying it by 365. Next, subtract this amount from the Annualized residential cost of care rate that is obtained by taking the daily rate total of the residential services cost of care rate and multiplying it by 365. Directions for <u>Annualized Special Tier Rate</u> section: Day Services: Enter the Annualized total for day services at the special tier rate by taking the daily rate total and multiplying it by 260. Next subtract this amount from the Annualized day services cost of care rate which is obtained by taking the daily rate total of the day services cost of care rate and multiplying it by 260.

Summary Cost of care: Congratulations! You have now calculated the cost of care for serving this person in the community at an individualized rate of payment.