

## FY2011 DDS Utilization Information/Instructions

Attached are reports of the attendance information from July 1, 2010 through June 30, 2011 for those people who were authorized for service under the Purchase of Service contract. The report subtotals by RDID (program as defined in WebResDay) and lists each person for each month for which attendance was submitted. Corrections submitted for attendance are also included. For Day Service Potential Units are calculated as 1/12 of Annual Hours for Hourly Services. For per Diems, Day Service days are based on the week days per month minus Holidays. Agencies that did not close for holidays should not adjust the potential days since the 10 holidays are used in the calculation of the 250 total days.

All Individualized Day Programs are separated into different RDID numbers, either vocational or non-vocational. During this year of transition agencies with individual day program participants that are not separated out into a unique cost center should incorporate those participants into the identified program cost center. For example, an agency may have a standard DSO program and one individual in a non-vocational individualized day program. If the agency has combined the costs into the DSO program, the potential and actual billable units must be added to the DSO cost center. In the case where the cost center has a billable unit as a day of service, the agency must convert the individual day hourly billable unit into days. This is done by taking the total Potential units and the actual units and dividing each by 5 ½ hours (the standard for a day of supports.)

For Residential Services Potential Days are the days in the month with adjustments if appropriate to first or last months of service.

For Individual Home Supports Potential Hours are one twelfth of the Annual amount divided by 32.20 for each month of service with adjustment for the first and last month of service where appropriate. This is only an estimate and the provider should review these numbers and adjust if appropriate.

There was no information upon which to calculate Potential Hours for CTV. The provider will have to calculate that number.

Below is a list of the location where the data would be entered into the Annual Report.

## CLA

Potential Units - Summary of CLA Page 15 Line 2.e "Total Potential Days for DDS Contract Service Authorizations"

Actual Units - Summary of CLA Page 15 Line 3.a "Total Number of actual Days for DDS CSA Participant days in the home."

## CRS

Potential Units - Summary of CRS Page 17 Line 2.c "Total Potential Days for DDS Contract Service Authorizations"

Actual Units-Summary of CRS Page 17 line 3.a "Total Number of actual Days for DDS CSA Participant days in the home."

## IHS

Potential Units - Summary of IHS Page 19 Line 2.a "Total number of Potential CSA billable units."

Actual Units - Summary of IHS Page 19 Line 2.b "Total Number of actual units."

## CTV

Potential Units - Summary of CTV Page 21 Line 2.a "Total number of Potential CSA billable units."

Actual Units - Summary of CTV Page 21 Line 2.b "Total Number of actual unit."

## DAY

Potential Units - Summary of Day Page 23 Line 2.a "Total number of Potential CSA billable units."

Actual Units - Summary of Day Page 23 Line 2.b "Total Number of actual units."