

Catherine Cooper  
Authorized Signature

**Number:** SPD-AR-04-032  
**Issue Date:** 06/15/2004

**Topic:** Developmental Disabilities

**Due Date:** 6/30/2004

**Subject:** ACTION: DD Case Management Caseload, Review In-Home Support Lists, Including Comprehensive In-Home Supports for Adults, and Family Support

**Applies to (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> All DHS employees                     | <input checked="" type="checkbox"/> County Mental Health Directors       |
| <input type="checkbox"/> Area Agencies on Aging                | <input type="checkbox"/> Health Services                                 |
| <input type="checkbox"/> Children, Adults and Families         | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify):                         |

**Action Required:** The Department of Human Services (DHS) Seniors and People with Disabilities (SPD) office is updating caseload information on people with Developmental Disabilities (DD) who receive Case Management (DD 48) services from Community Developmental Disability Programs (CDDPs). The first phase of this project involved collecting data on total caseload (see Action Request SPD-AR-04-019, issued 4/8/04). With that work completed, SPD now needs to break down those total counts into various service categories requiring different Case Manager-to-client ratios. The current action requested is County assistance to determine the number of people in the following categories: Comprehensive In-Home Supports for Adults; and Family Support, distinguishing those in Comprehensive from those in non-Comprehensive services. ("Comprehensive" services are those costing over \$20,000 per person per year.) SPD has extracted case lists from its Client Process Monitoring System (CPMS). CDDPs are asked to review the information, note any changes or corrections, and return the lists to SPD.

To ensure client confidentiality, the In-Home/Family Support lists will be sent under separate cover to the DD Program Manager in each County.

**Reason for Action:** This is another phase of the DD Case Management caseload update project described in Action Request SPD-AR-04-019, issued 4/8/04. DHS is concerned that information available to DHS from its Client Process Monitoring System (CPMS) may be incomplete or inaccurate for Comprehensive In-Home Support Services for Adults (DD 49), and for Family Support Services (DD 150). While efforts are underway to increase the reliability and timeliness of CPMS reporting in these areas in the long run, an accurate caseload count is needed now.

SPD has downloaded data on these populations reported by Counties in CPMS from July 2003-May 2004. To ensure the data is accurate, and to provide Counties the opportunity to make corrections, SPD will send lists with the CPMS data to the Counties with a request to: (1) update the worksheets with any changes or additions; and (2) identify which children are receiving Family Support services costing more than \$20,000 per year. The latter information will be used for both the caseload update project, and to determine if federal Medicaid (Title XIX) funds can be generated for children receiving Comprehensive in-home supports.

**Field/Stakeholder review:**     Yes     No

**If yes, reviewed by:**

*If you have any questions about this action request, contact:*

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