

Mary Lee Fay
Authorized Signature

Number: SPD-AR-12-021
Issue Date: 6/1/2012

Topic: Developmental Disabilities

Due Date:

Subject: Process to Implement the Legislative Approved Restoration of 4% Budget Reduction for DD Children's Foster Care Rates

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input 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 type="checkbox"/> Seniors and People with Disabilities |
| <input checked="" type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): County DD Service Coordinators, DD Regional Crisis Coordinators, ODDS Regional Coordinators, ODDS Contracts Administration Unit, DHS Provider Payment Unit; DHS Information Systems Coordination Unit, ODDS Children's Foster Care Specialist |

Action Required: In accordance with implementing the Legislatively approved restoration of the 4% rate reduction taken in Oct 2011 for all DD Children's Foster care rates, the following process will be followed:

1. For all children under the age of 18 years old enrolled in DD Foster Care services via the Community Based Care (CBC) payment system as of the time the rate adjustment process is run, DHS will end the current enrollment segments with the current rate for the client on 6/30/2012. We will then enter a new enrollment segment beginning 7/1/2012 into the CBC system, adding the 4% increase adjustment to the rates.
2. The Office of Developmental Disability Services (ODDS) is also updating the DD Foster Care SNAP assessment tool, to incorporate this 4% rate restoration that applies to DD Foster Care services for children under 18 years of age. That new SNAP assessment tool will be released under a separate transmittal.

3. For NEW DD Foster Care enrollments, provider changes, and/or rate changes for children under 18 years of age made after the rate adjustment process is completed, CDDPs must submit the following documentation, per established process, to the DD Enrollment Unit:
 - a. A new or updated DD Foster Care Data Change form DHS-4547 (available via the [DHS Forms](#) website) ;
 - b. Copies of the budget pages from the child's current DD Foster Care SNAP assessment tool (see [SPD-AR-10-077](#) - ***Additional documentation required with submission of the DD Foster Care Data Change Form – DHS-4547***); ***and***
 - c. A completed DHS 0337 form (also available via the [DHS Forms](#) website), as needed for new DD Foster Care enrollments.
4. For the documentation received as described under #3 above, DHS will enter the appropriate enrollment segments for the client's DD Foster Care services, making the necessary rate adjustments needed to the applicable rates, as appropriate for the version of the DD SNAP assessment tool used and submitted with the FCDC form.
5. Updated SDS 512 forms (listing the respective foster care enrollment segments and corresponding rate entries or adjustments) will be generated and sent to each DD Foster Care providers and the respective CDDP for the client.
6. CDDPs must file the SDS 512 forms received in the client's case file as documentation of enrollment and authorized rate.
7. For enrollments that start after 7/1/2012, be sure to include the SNAP information using the newest SNAP version (sent under separate transmittal), per the process outlined in the transmittal referenced in #3b above.
8. ODDS will send a separate letter to Children's DD Foster Care providers regarding the 4% increase rate adjustment to be effective 7/1/2012. Providers can expect to see the increased funding in their service payments received the first of August 2012.

Reason for Action: To ensure that all children's DD Foster Care enrollments as of 7/1/2012 correctly reflect rates that include the Legislatively approved restoration of the previously taken 4% budget reduction.

Field/Stakeholder review: Yes No

If yes, reviewed by:

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

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