

Aging and People with Disabilities

Patricia Baxter

Authorized signature

Number: APD-IM-14-009

Issue date: 2/10/2014

CORRECTED

Topic: Developmental Disabilities

Subject: Revised SE 51, SE 53 and SE 54 Budget Tools

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"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental |
| <input type="checkbox"/> Children, Adults and Families | Disabilities Services (ODDS) |
| <input checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (<i>please specify</i>): |

Message: The Budget tools for SE 51 Supported Living, SE 53 Non-Medical Transportation and SE 54 Vocational/Alternative to Employment services have been revised.

SE 51 Supported Living Budget Tool revisions –

- Cleaned up the formatting to clearly identify which fields the CDDP can edit, they appear in canary yellow on both regular and Transfer Budget Tabs.
- Add a field for Individual Prime Number.
- Add an edit to requiring ODDS review prior to CDDP Authorization if Services & Supplies are above \$75.00.
- Change the Rate/Mile to \$.485 per mile.
- Add an edit requiring ODDS review prior to CDDP Authorization if Transportation Costs exceed \$350.00 per month.
- Remove the 6% reduction see Information Memorandum Transmittal APD-IM-13-062 for more information.
- Add CDDP Signature/Title Line and Date fields to the bottom of the form.
- Add language explaining current Exception Request process.

SE 53 Non-Medical Transportation Budget Tool revisions –

- The Budget Tool contains three separate tabs
 - SE53 Agency Provider - use to capture the monthly rate for a provider who is considered an Agency Provider (not Foster Care, Mass Transit Provider or Individual (i.e. Personal Support Worker (PSW))).

- SE53 Non Agency Provider - use to capture the monthly rate for a Foster Care Provider or an individual.
- SE53 Bus or Lift Pass- use when a Bus or Lift Pass is purchased using SE 53 funds.
- Change the Rate/Mile to \$.485 per mile.
- Cleaned up the formatting to clearly identify which fields the CDDP can edit, they appear in canary yellow on both regular and Transfer Budget Tabs.
- Add an edit requiring ODDS review prior to CDDP Authorization if Transportation Costs exceed \$350.00 per month.
- Remove the 6% reduction see Information Memorandum Transmittal APD-IM-13-062 for more information.

SE 54 Vocational/Alternative to Employment Budget Tool revisions –

- The Budget Tool contains three separate tabs -
 - SE54 Budget- use to determine budget if a new rate is being established that is not equal to or under \$846 monthly funding for 25 hours/5 days per week. Or if a transfer of services with changes to rate, hours or days per week occur at the same time.
 - SE54 Sim Svcs- use when services will be equal to or under the \$846 monthly funding for 25 hours/5 days per week.
 - SE54 Transfer Svcs- use for transfers to a new provider with no changes in rate, hours or days per week, equal to or under the \$846 monthly funding for 25 hours/5 days per week.
 - SE54 Change in Days- use for ISP changes to increase or decrease number of days per week (not hours) by Individuals choose.
 - SE54 Hrs & Days Increase- use to increase or decrease days and hours of attendance.
 - SE54 Hrs & Days Decrease- use to decrease or decrease days and hours of attendance.
- Cleaned up the formatting to clearly identify which fields the CDDP can edit, they appear in canary yellow on both regular and Transfer Budget Tabs.
- Add fields to capture the Path to Employment questions (check box).
 - Path to Employment
 - Individual Job Development
 - Individual Supported Employment
 - Community Based Group Supported Employment
 - Community Based Non Employment
 - Facility Based Non Employment
 - Facility Based Employment
- Add an edit to requiring ODDS review prior to CDDP Authorization if Services &

Supplies are above \$75.00.

- Change the Rate/Mile to \$.485 per mile.
- Add an edit requiring ODDS review prior to CDDP Authorization if Transportation Costs exceed \$350.00 per month.

If you have any questions about this information, contact:

Contact(s):	Dawn Andersson - Budget Tool Format/Formulas		
Phone:	503-947-5190	Fax:	503-373-7274
Email:	dawn.c.andersson@state.or.us		