

Cathy Cooper
Authorized Signature

Number: SPD-AR-10-077
Issue Date: 9/8/2010

Topic: Developmental Disabilities

Due Date:

Subject: Additional documentation required with submission of the DD Foster Care Data Change Form (DHS-4547)

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): CDDP Services Coordinators; DD Regional Crisis Coordinators; SPD DD Regional Coordinators; SPD Contracts Administration Unit; SPD Provider Payment Unit - Paul Campos; DD Provider Technical Assistance Unit; |

Action Required: Effective ***immediately***, when submitting a DD Foster Care Data Change Form (DHS-4547) for new placements, provider changes or rate changes, CDDPs ***must now*** submit copies of the three budget pages from the client's most current DD Foster Care Support Needs Assessment Profile (SNAP). These are the budget pages formerly included with the Contract Action Request Form. The Contract Action Request Form is no longer required for foster care actions.

DD Foster Care Data Change forms submitted without the SNAP budget pages when required will be forwarded to the CDDP's assigned SPD DD Regional Coordinator for follow up with the CDDP. No action will be taken until the Data Change form, with the documentation as now required, is received. Payments to providers may be delayed as a result. DD Foster Care Data Change forms, and required additional documents, including the SNAP budget pages, must be completed and submitted according to established instructions.

No SNAP budget pages are required with Data Change forms when submitted to notify a provider change of address only.

The DD Foster Care Data Change form and other form instructions can be accessed on the [DHS Forms website](#) by typing in the form number (4547) in the form number search field. The requirement of submission of the SNAP budget pages is new with this transmittal and may not be reflected in the current instructions for the Data Change form.

Reason for Action: The budget pages from the applicable SNAP tool for the client are required to document and verify that the rate authorized on the DD Foster Care Data Change form is a valid rate for the client. This new procedure is based on recent stakeholder conversations on how to streamline practices to improve system effectiveness and efficiency.

Field/Stakeholder review: Yes No

If yes, reviewed by:

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

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