Information Memorandum Transmittal

Patricia Baxter
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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):

☐ All DHS employees
☐ County Mental Health Directors
☐ Area Agencies on Aging
☐ Health Services
☐ Aging and People with Disabilities
☐ Office of Developmental Disabilities Services (ODDS)
☐ Children, Adults and Families
☐ Other (please specify):

☑ County DD Program Managers

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
  o 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:

<table>
<thead>
<tr>
<th>Contact(s):</th>
<th>Dawn Andersson - Budget Tool Format/Formulas</th>
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<tbody>
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