

**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<br>Disabilities Services (ODDS) |
| <input type="checkbox"/> Children, Adults and Families         | <input type="checkbox"/> Other (please specify):  |
| <input checked="" type="checkbox"/> 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
  - 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:*

<b>Contact(s):</b>	Dawn Andersson - Budget Tool Format/Formulas		
<b>Phone:</b>	503-947-5190	<b>Fax:</b>	503-373-7274
<b>Email:</b>	<a href="mailto:dawn.c.andersson@state.or.us">dawn.c.andersson@state.or.us</a>		

OBSOLETE