

DDD-PI-056

TO: Developmental Day Activity Providers
Developmental Work Activity Providers
Regional DD Program Administrators

FROM: Barbara Murry, Administrator
Adult Day Service
Developmental Disabilities Division

DATE: May 12, 1994

SUBJECT: Supplemental Budget Instructions for Developmental Work
Activity and Developmental Day Activity

Effective 7-1-94, there will be a paradigm shift in the current conceptual basis in Day Activity and Work Activity.

Work Activity training is intended to offer meaningful training activities to eligible adults, age 21 and above, with MR-DD to prepare each individual to achieve his/her potential in areas which may lead to eventual employment. Training using tasks with intrinsic value (face validity) will be more meaningful to the individual and more valued by society. The service model should seek to provide a balanced variety of skill building activities, in a variety of settings.

Day Habilitation is intended to offer habilitative training and supportive activities to eligible adults, ages 21 and above, with MR-DD to prepare each individual to achieve his/her potential in areas which may lead to greater self-sufficiency and independence. This service model will provide a balanced, variety of skill building activities, in a variety of settings. Activities may include training in community access, psycho-social development, and use of support systems and assistive technology. Services will begin at the level of skill building needed by the individual.

Individuals currently participating in Work Activity or Day Activity may be ISP'D into and participate in both services, within one provider agency, based on their individual needs. Work Activity and Day Activity can no longer be defined by the staffing level needed by the individual or by the level of skill deficit. Program enrollment will be defined by the training needs of the individual and will represent an activity. Individuals with differing skill levels will participate in both programs. This program

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change is intended to allow providers to better individualize services for individuals currently served and is not intended to promote a major change in the number of individuals served.

This program shift will be cost neutral and FTE neutral. Providers are responsible for the development of budget units and will need to refine the service need estimates for individuals in work activity and day habilitation developed in January with the DD Program Administrator. This will realign units between the programs. Assuming static occupancy, staffing ratios within each facility will remain constant.

Providers whose fiscal year starts at a time other than July 1, 1994, will need to submit the appropriate unit adjustments to their current budget, which may result in rate changes for Work Activity and Day Activity. This should include the appropriate reallocation of staff.

Providers must continue to segregate costs between work activity and day habilitation (day activity). Work Activity will be designated on the ISP and billed as "Developmental Work Activity" or "Pre-vocational Work Activity," depending on the appropriate HCES designation. Day Habilitation will be designated on the ISP and billed as "Day Activity."

Accurate, dated, hourly records must be kept by the provider on individuals who are ISP'D into both Work Activity and Day Habilitation (Day Activity). For billing purposes, hours of service should be aggregated into days for each client. For example, July, 1994, has 21 billable day service days. A client spending (documented time by hours) 40 hours in day activity and 128 in work activity would be billed as 5 days in day activity and 16 days in work activity, assuming an eight hour day program. Upon audit and settlement, the department will treat as nonreimbursable units, those units where the provider's records do not accurately document the client hourly participation, by calendar day, in each program when the client was ISP'D for both Work Activity and Day Activity.

Case Managers will be contacting providers prior to the implementation date to make the appropriate changes in each ISP.

BM:cp