

TO: DD Service Providers  
Regional DD Program Administrators

FROM: Sandi Noble, Director AP7@  
Developmental Disabilities Division

DATE: March 20, 1995

SUBJECT: Definition of Residential Program Census

The following provisions will be used in determining what constitutes an absence for residential census purposes:

**POLICY: An individual present in a group facility at midnight will be considered as present for the day just ended.**

Intent: To provide a consistent guideline in determining when an individual should be considered as present for determination of 95% occupancy rules and the 30 day absence allowance. it is assumed the provider has had responsibility for direct care and programming for the individual for the day in which the attendance is recorded. A token return to the facility to meet a midnight "bed count" and then leaves is not to be considered present as it is an attempt to circumvent the intent of the policy.

Example: An individual leaves at 5:30 p.m. on January 20 to

spend a weekend with family. The individual returns to the residential facility at 8:30 p.m. on January 23. The person would be considered present on January 19, absent on January 20, 21, and 22 and present on the 23rd.

Example: On January 25, Helgi and a friend leave in early evening for a dinner out and late movie. He returns at 12:45 a.m. on the 26th. Helgi is considered present for the 25th. Although he was not present at midnight, he obviously was not residing elsewhere at the time and remained in the sphere of the provider's direct responsibility for care and programming.

**POLICY: An individual will be considered present on the day of admission to a program, but not the day of discharge.**

Intent: To provide a method of determining occupancy and for payment that is consistent with other Department of Human Service Programs. For the purposes of this policy, a change in screening level from an ICF/MR to Swing Bed facility is considered a discharge from the ICF/MR even though the ICF/MR provider is not discharging the individual from the agency.

Example: On the afternoon of February 2, Helga is admitted to a hospital. On February 5th in the afternoon, she is transferred to a Swing Bed facility for recovery and returns to the ICF/MR group home on the morning of February 15. The ICF/MR can count Helga as present through February 1, for 95\*- occupancy determination purposes and is eligible for payment through February 4. A Level of Care Determination change would be completed discharging her from the ICF/MR on the 5th and admitting her to the Swing Bed on the 5th. The ICF/MR facility

would be eligible for payment for the 15th and the Swing Bed facility would not.

**POLICY:**     **Occupancy and eligibility for payment will include the date of death of an individual (assuming the individual is not screened to another level of care at the time of death).**

SN:rlw