

DDD-PI-027

TO: Bob Wanner
Provider Audit

FROM: Sandi Noble, Director
Developmental Disabilities Division

DATE: June 10, 1992

SUBJECT: Pro-ration of client absences when in a
program less than 1 year.

It has been brought to my attention that in instances where a client is in a program for less than a full year (example: Provider fiscal year runs January through December, and client enters the group home on July 1), your office has been pro-rating the allowable number of absences. In the stated example, the pro-ratio would be to recognize 15 excused residential days and 10 excused day service days.

The Purchase of Service rules do not fully disclose how these circumstances should be handled. However, I have determined that your handling of the situation is correct and should be continued as the policy of the division. Also, there is no "starting over" or additional days when a client moves from one group home/ residential service or day service to another within the year. The overall totals still remain 30 and 20 respectively, unless the Regional DD Program Administrator has reviewed the specific situation and authorized additional absences.

MK:rlw
c: Regional DD Program Administrators
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Robbin Hendrickson
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