

Thomas O. Forslund, Director

Governor Matthew H. Mead

MEMORANDUM

DATE: May 12, 2011

TO: All Developmental Disabilities Division Home and Community Based Waiver Providers

FROM: Joe Simpson, Deputy Administrator, Developmental Disabilities Division

SUBJECT: Fiscal Year 2012 Individual Budgeted Amount (IBA) Information

REF #: 11-113-JS

The Developmental Disabilities Division (Division) is distributing participant Individual Budgeted Amounts (IBAs) for all July 1, 2011 through March 31, 2012 plans on May 13, 2011. IBAs for plans renewing April 1, 2012 through June 30, 2012 will be released in August 2011. Due to the two separate distributions, the IBA list case managers receive in May will not be a complete list of all participants on their caseload. As a reminder, Case Managers are responsible for informing the participants and/or the legal representative(s) of the participant's IBA.

The IBA list will be in a PDF document and sent as an attachment through a secure E-mail from Beverly Swistowicz, the Participant Support Manager. If your case management organization prefers an Excel spreadsheet of the list, a document can be sent by request. The IBA list for all participants on a case management organization's caseload will be sent to each case manager of that organization.

IBA METHODOLOGY FOR EXISTING DIVISION WAIVER PARTICIPANTS

For Adult Developmental Disabilities (DD), Child DD, and Acquired Brain Injury (ABI) Waiver participants, the IBA shall be based upon historical annual plan units multiplied by the posted service rates, minus one-time costs, such as subsequent assessments, specialized equipment, and environmental modifications. As a note, teams may reallocate funds within the IBA. They do not have to use the same amount of units in each service as allocated in years past.

Unit Adjustment for Residential Habilitation and Day Habilitation

In accordance with legislation from the 2011 session, the Division is allowing Residential Habilitation and Day Habilitation unit adjustments. Therefore, a participant may have additional Residential Habilitation and Day Habilitation units added to his/her plan to meet actual service needs anticipated on July 1, 2011 or after.

Providers of Residential and Day Habilitation shall consult with the participant and the case manager regarding the number of units to be added, so the plan can be modified by the case manager and submitted to the Division. To add the units needed, the case manager shall submit a modification to the plan of care 30 to 45 days before the plan expires with the additional units of Residential Habilitation and/or Day Habilitation. Modifications may be submitted to the Division during the last two weeks of June, however, no modification to a plan can be effective until July 1, 2011 or after. As a

reminder, the units shall be based upon the participant's intended service needs for the remaining plan year and/or the actual units needed for the next plan year, minus the units the participant does not need because of home visits and/or family trips. If the team is requesting 25 units or more of Residential Habilitation or Day Habilitation, an *IBA Adjustment Request* form must be submitted that documents what has changed for that participant.

Since the legislature allocated money for this purpose, the provider shall be aware that any additional Residential Habilitation and Day Habilitation units added to the plan will be locked in to those services and cannot be allocated to other services without a submitted *IBA Adjustment Request* form, which demonstrates the need for the modification.

Temporary IBA Adjustments

For a participant who had a temporary IBA last plan year, the IBA in the list sent to case managers is intended to revert to the Fiscal Year 2011 anniversary IBA.

Permanent IBA Adjustments

For a participant who had a permanent IBA adjustment last plan year by the Division, the IBA in the list reflects the permanent change to the IBA.

IBA CONCERNS AND ADJUSTMENT REQUESTS

If discrepancies are found in the IBA amount listed, the case manager shall contact their Participant Support Specialist in Cheyenne to review the case. If it is determined that a participant needs an IBA adjustment, the Case Manager shall consult with the participant's team and submit an IBA Adjustment Request form, which is available on the "Forms and Documents" webpage on the Division's website: http://health.wyo.gov/ddd/.

The *IBA Adjustment Request* form is <u>not</u> required for required Subsequent Assessments, Support Brokerage services, and Agency with Choice service requests or Residential and Day Habilitation unit adjustments under 25 units. Only complete requests shall be reviewed, which includes having supporting documentation for the services, units, or items requested on *the IBA Adjustment Request* form. The Division has the authority to approve, modify, or deny an IBA adjustment request.

PROTECTING PARTICIPANT'S INFORMATION

If a participant's IBA is included in your list from the Division, but the participant is no longer on your caseload, please contact your Participant Support Specialist in the Cheyenne office or Beverly Swistowicz at (307) 777-3321. Please immediately redact the information or destroy it. The Division will issue you a new list without the person's information and forward that participant's information to the correct case manager. The IBA information is intended to be shared with the Participant's team for the purpose of planning waiver services. If you are not the intended recipient of the IBA information for any waiver participant, any disclosure, copying, distribution or the use of this information is prohibited.

QUESTIONS

For questions or concerns regarding a participant's IBA, please follow the IBA Adjustment Request Process and/or contact a Participant Support Specialist or the Participant Support Manager at the Division. Additional discussion on this memorandum shall occur during the Monthly Provider Support Call on May 26, 2011 at 2 pm via conference call at 1-877-278-8686, access code 252484. Please save the date and time if you are interested in participating or asking questions. Questions regarding a specific participant are not permitted during the call.