



MEMORANDUM

To: Providers of Day Habilitation and Care Coordination Services
Thru: Doug Jones, Program Integrity
From: John Lee, Director, Senior and Disabilities Services
Date: December 30, 2019

John Lee 12/27/19

RE: Clarification on Use of Day Habilitation Services Within a Support Plan Year

Senior and Disabilities Services authorizes services for Home and Community Based Services (HCBS). The Day Habilitation service can be authorized up to a maximum yearly amount of 624 hours. That yearly amount translates into 12 hours per week if used on a weekly basis consistently throughout the year ($624 / 52 = 12$).

Updated regulations addressing the conditions or circumstances when exceptions to the yearly amount will be approved are forthcoming. As part of the public comment on those proposed regulations, SDS received many comments about recipients and their caregivers needing flexibility to use Day Habilitation hours across weeks, months, and seasons. To respond to those comments, SDS is issuing this Memorandum to clarify when and how Day Habilitation can be used.

Initial and renewal support plans and amendments can contain requests for day habilitation reflecting anticipated utilization patterns that are different than 12 hours/week. SDS can and will prior authorize reasonable variations in weekly usage with appropriate justification.

When recipients or day habilitation providers experience unanticipated situations (such as illness) that prevent the authorized amount from being used, SDS can allow slight variations due to unforeseen circumstances, but unused day habilitation hours cannot be "banked" for use later in the support plan year. Usage beyond the amount approved in a support plan may be deemed an overutilization by SDS or result in an audit finding.

SDS expects providers and care coordinators to closely track the total day habilitation hours used by a recipient in a support plan year, and to work with care coordinators to submit amendments when there is a change in the recipient's circumstances. With proper justification, these requests will be prior authorized.

cc: Myers and Stauffer