



FY25 ALTR Day Staffing Exercise

February 10, 2025

Background

Since FY20, DDS has utilized a series of rate enhancements and year-end exercises to address costs borne by providers for staff working daytime shifts in ALTR homes for individuals who have not been able to access a day program. Day program access continues to be a challenge resulting from the ongoing workforce shortages and labor force realignment that has occurred since the COVID-19 pandemic. Recognizing that this challenge is not transient, DDS is shifting policies for FY25 to address this staffing within the normal rate and contracting structure for ALTR. This document will summarize the new policy, implementation process, and ongoing monitoring practices.

Policy

Effective July 1, 2024, DDS will reimburse for daytime staffing supports in ALTR programs through approved updates to site staffing patterns and corresponding changes in rate models and add-on hours, in accordance with parameters established in this policy. These changes will be considered permanent changes to the staffing pattern that will carry forward into future fiscal years, subject to review based on changes in individuals' day program status.

DDS will only consider staffing schedule updates for homes where individuals are seeking a day program but have been unable to receive a placement, or for individuals who were attending a day program pre-pandemic but are no longer seeking to attend a program. This includes cases where individuals are attending a program part-time but are seeking a full-time placement. Short-term day programming absences due to medical or other temporary situations will not be considered in this exercise. ABI/MFP (3751) homes are also not considered in this exercise.

FY25 Implementation

DDS has conducted a review and identified homes in which individuals are waiting for day program placements and day staffing hours may exist that are not included in the current contract. DDS will review these homes with providers to agree upon updated staffing schedules. Providers may identify additional homes as part of this exercise only if the need meets the criteria above and DDS agrees with the assessment.

Providers must submit current staffing schedules for all homes being reviewed. Once updated staffing schedules have been determined, changes to rates will be made based on the following criteria:

- **Permanent Situation** is defined as an individual that is not seeking day programming (i.e. retired or otherwise not actively seeking a CBDS or Day Hab placement).
 - Proposed adjustments to the contract should be made by changing the rate model.
 - Normal rules about FTE rounding to the closest rate model will apply
 - If add-on hours have previously been approved to cover day staffing, those hours must be re-aligned into the rate model (removing the add-ons and increasing the rate model FTE).

- **Temporary Situation** is defined as an individual seeking day programming but has been unable to find programming at this time.
 - Proposed adjustments to the contract should be made using add-on hours.
 - DDS will periodically review add-ons for day staffing and make adjustments as necessary.
 - DDS will authorize units for all of FY25, but starting in FY26 will only authorize add-ons for temporary situations in 6-month allocations.

- **Blended Situation** is defined as a home that may have an individual(s) that meets the permanent situation definition above and an individual(s) that meets the definition as a temporary situation.
 - First, proposed adjustments should be made to the rate model for the individual(s) that meets the permanent situation.
 - If additional staffing hours are needed above the rate model change for the temporary situation, use add-on hours.

Areas and Providers must complete negotiations and finalize updated staffing patterns by **COB Friday March 14, 2025**. DDS Central Office will review proposed contract adjustments and release additional guidance related to retroactive contract changes to July 1, 2024.