



Guidance for FY23 ALTR Data Gathering Exercise

May 19, 2023

Background

DDS is conducting a data gathering exercise to identify staffing supports in ALTR homes that are not currently recognized in provider contracts. These staffing supports are typically being provided to support individuals who have been unable to return to full-time attendance to a day program.

DDS will collect data that compares the hours of Direct Care and Licensed Practical Nurse (LPN) staff time purchased in contracts with the hours of actually provided staff time. While DDS recognizes that there are unrealized staffing supports in some homes, there are also cases where, due to staffing shortages, some planned shifts are not being filled. This data gathering approach will allow DDS to understand the net impact of these forces. Information compiled from this exercise will inform decision making about recognition of these staff, however, this data gathering exercise provides no commitment for reimbursement.

Policy

ALTR providers may complete and submit the FY23 ALTR Data Gathering Exercise Template to participate in the data gathering exercise. Providers that do not participate in the exercise will not be eligible for any potential remuneration resulting from the exercise and may not submit at a later date. Providers wishing to participate must complete and submit reports in compliance with the following criteria:

- Providers must submit reports for all of their ALTR contracts, and for every site within those contracts.
 - **Exceptions:** Does not include ABI/MFP contracts (3751), sites reimbursed with OSD special education rates, or sites reimbursed with other non-DDS rates.
 - Providers who fail to report all of their contracts/sites will be excluded from exercise.
- Providers must submit separate reports for each contract.
- Reports must reflect site slotting as of the most recently completed ALTR contract and ICMS report.
 - Do not adjust site slotting for authorized or anticipated changes that have not been recognized in a contract amendment yet.
 - Do not include new sites that have not been amended into the contract yet.
 - The report should align exactly with the ICMS report.
- For each site, enter site slotting information starting with "Model 1." If your site has multiple rate models/capacities during FY23, continue entering additional models as needed. The template allows for up to four models to be entered during the year, if you do not need all four models, leave the additional models blank.
- Reports must reflect actual hours of direct care and LPN staff time paid by the provider.
 - Hours provided by temp agency staff may be reported.
 - Hours of direct care provided by the house manager may not be reported.

- Hours of direct care provided by other agency staff (ex. administrative, management) may be reported.
- Only licensed nurses may be reported as LPN hours. Staff with any other type of credential must be reported as direct care.
- Sites must be reported based on how they are identified in the ICMS report. For example, duplex/townhouse sites that are contracted as two separate sites must be reported as two sites.
- Actual hours of service provided must be prorated in cases where DDS does not purchase all of the slots in the site. Hours should be prorated based on the portion of the site purchased by DDS.
- Hours provided must reflect the true hours of payroll and temporary staff during the reporting period of 7/1/22 – 4/30/23. Providers should make a good faith estimate of projected hours for the period of 5/1/23 – 6/30/23.

Providers must electronically sign the report and attest to the accuracy of the data that is reported. DDS reserves the right to request additional information and supporting documentation to substantiate reported hours at any time.

All reports must be completed and submitted to the appropriate DDS Area Office by **COB Friday June 2, 2023**. DDS will review submissions and may follow up with providers for clarifications or to request resubmissions.

DDS will publish updated guidance related to the results of this data gathering exercise upon completion of its review.