

Frequently Asked Questions (FAQ)

New Day Services Program Vacancy Policy: Q & A

[March 2009]

Q. Please clarify how admission into day program is being defined by DDD. We have received several referrals over the last week (since 2/13) for individuals who have been at home. There are several people who do not have current physicals, guardian consents or other materials needed for the intake. Typically it takes a few weeks to complete the Intake package. Are you considering people admitted once the Intake meeting has been held? If not is the DDD going to waive these requirements for admission so that people can start program without completing the required documentation but within the mandated date of 2/27? Thank you for your assistance.

A. DDD's criteria for admission to a day program is contained in Section 17 of its Day Services Manual, which can be found online at <http://www.state.nj.us/humanservices/ddd/AdultDayPrograms/DPMannual7-1-07.pdf>

In essence, admission to a day program is defined as the day on which an individual first passes through the door and begins to attend the program. This is also the day DDD plans to begin to count attendance for the purpose of making payments. Many of the requirements for admission to a day program relate to health and safety issues. DDD has no plans to waive any of the admission requirements. This also includes the requirement that an individual be eligible for DDD-funded services. DDD continues to be prepared to expedite eligibility decisions, but it can only do so for individuals who have completed their application and submitted all the necessary documentation.

Q. How are the ATC slots dedicated to respite being handled in this process? Spectrum's Teaneck ATC has five slots included in the budget to serve respite placements at Spectrum's Bergenfield Respite Home, as well as individuals who receive respite at Skill Sponsor homes in the area.

A. A slot contracted to be used as respite is not vacant. The Division assumes that these slots are being used to provide respite on a frequent, if not daily, basis. It also understands that these slots may not always appear to be in use, based on daily attendance. The Division will continue to pay for these slots as long as it feels there is a need for them.

Q. After March 1 will providers be permitted to move money within a budget cluster to address shortfalls?

A. Yes, agencies will continue to be allowed to reallocate funds within a cluster in accordance with the requirements contained in the Department of Human Services' Policy Circular P1.10. As agencies are aware, this circular outlines the requirements for obtaining a contract modification. Section E of this document: "Granting Flexibility for Budget Management," contains the rules agencies must adhere to when reallocating funding within clusters. This circular can be found on the website of the Department's Office of Contract and Policy Management, which is <http://www.state.nj.us/humanservices/ocpm/index.htm>

Q. After March 1 will providers be permitted to transfer vacancies between Day Programs if needs shift?

A. No. After March 1, an agency's budget should accurately reflect the location of any vacancies. If needs increase in a program that has no vacancies, the agency should request funding from the Division to address that need.

Q. Since the restatement of our budget is due March 1st - Sunday, do we have until March 2, 2009?

A. Yes.