



Support Coordination Update

May 21, 2020

Budget Planning During COVID-19

With the temporary changes to day and residential services brought on by the COVID-19 public health emergency, the need to ensure an individual's budget will meet their needs ***across the full plan year*** is more critical than ever.

As the Division has stressed since the onset of the public health emergency, any services added to a plan must fit within the overall plan year budget. In addition, budget planning must ensure that funds will be available once the public health emergency ends, congregate day settings re-open, and individuals return to their provider-managed residences.

Without careful planning, many hours of one-to-one services from a self-directed employee or an agency direct support professional can quickly use up budget funds. It is the responsibility of the Support Coordinator to work with the individual, family and planning team to determine the best way to receive needed services now ***without compromising the availability of funding later, when day services re-open.***

Please do not hesitate to reach out to your agency's Quality Assurance Specialist if assistance is needed.

Plan Renewals

It is important that Support Coordinators continue to follow the guidance above when working on plans that are renewing during the COVID-19 health emergency.

In addition, please note the following recommendations related to plan renewals:

- Unless a family requests otherwise and/or there is a need to have funding available for other services, Day Habilitation and Individual Supports-Daily Rate can be included in the plan renewal at the pre-pandemic frequency (even if the individual is temporarily not in the licensed facility). This will ensure providers will continue to receive Service Detail Reports and the budget will be appropriately allocated across the full plan year.
- If the family and planning team determines that Day Habilitation or IS-Daily Rate budget funds should be temporarily available for other services, Support Coordinators should add those services to plan renewals with **zero units extended only as far as the current end date of the public health emergency**. Per the Governor's Executive Order 138, the public health emergency is currently extended through **June 5, 2020**. Beyond June 5, Day Habilitation and IS-Daily Rate services should be maintained at their pre-pandemic frequency.
- If there is another extension to the Governor's public health emergency end date—which is a possibility—Support Coordinators may need to make temporary plan revisions again to account for that extension.