



Cost Detail Tool – Fiscal Year 2021

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We will cover:

1. What is the cost detail tool?
2. What is the purpose of the cost detail tool?
3. When should the cost detail tool be used?
4. How to fill out the cost detail tool?
5. Questions

What is the Cost Detail Tool

- The cost detail is a “one-size fits all” tool to be used for all DDA programs
- The tool contains all the rates structures and services available in the Community Pathways, Community Supports, and Family Supports Waivers
- The cost detail tool contains four tabs:
 1. **Instructions Tab**: Provides basic instructions on how to fill out the cost detail tool
 2. **Justification Tab**: Provides a justification of why services are needed at this time
 3. **Budget Tab**: The summary tab that calculates total cost of services for an individual
 4. **PS & Add-On Tool Tab**: for calculating the cost of personal supports and add-on services in a person’s plan

What is the Cost Detail Tool

Instruction Tab:

- This tab provides basic instructions and highlights data entry options for the other tabs
- Always complete the Budget tab. Rates will not populate in for services until person specific information (e.g., program, county, matrix score, etc.) is entered
- Person-Centered Plans (PCPs) - Plan End Date
 - For FY 2021 use a Plan End Date of 6/30/21
- Cells will highlight in red if an error has been identified

What is the Cost Detail Tool

Justification Tab: Prior to submitting a PCP revision or completing an applicable Appendix K request, the justification tab on the Cost Detail Tool is required to be completed prior to submission to the regional office.

There are three key questions to be addressed when filling out the justification tab.

1. What is the need/risk?
2. What other resources have been explored to meet the need/risk?
3. How will the services/supports being requested meet the need/mitigate the risk?

Purpose of Cost Detail Tool

- To calculate the cost of services for participants
- To help to reduce calculation errors
- To map LTSS *Maryland* PCPs requested services to DDA's legacy services for authorization into the legacy Provider Consumer Information System (PCIS2)
- To establish the budget for participants using the self-directed service delivery model

Purpose of Cost Detail Tool

Self Direction

- Complete by the participant's Coordinator of Community Services
- Annually, if approved by the General Assembly, the DDA applies a Cost of Living Adjustment (COLA) to traditional service rates which is updated in the Cost Detail Tool
- The required use of the Cost Detail Tool for both participants using the self-directed and traditional service delivery models ensure fair and equitable funding regardless of the service model chosen

When to use the Cost Detail Tool

- When a provider has been selected
- When an existing person is adding new or changing services
- When an existing person is unbundling services into stand alone waiver services
- To map LTSS*Maryland* services to Provider Consumer Information System (PCIS2) service authorization
- To determine the self-directed service budget

Filling out the Cost Detail Tool

BUDGET TAB – DEMOGRAPHIC TABLE

The user should always start with the Budget tab. This input table must be filled out correctly for rates to populate:

| | | | | |
|-------------------------------|---|---|--|---------------------------|
| | | | Person Name | John Doe |
| Demographic Info. | ➔ | } | Social Security Number | 123-45-6789 |
| | | | Provider | Provider Inc. |
| Provider Info. | ➔ | } | PCI52 Provider ID | IDEN |
| | | | PCP Meeting Date (ex. 2/15/2020) | 6/5/2020 |
| | | } | Plan Effective Date (ex. 3/15/2020) | 7/5/2020 |
| Plan Period Parameters | ➔ | | Plan End Date (must be last day in plan period, ex. 3/14/2021) | 6/30/2021 |
| | | } | Next Annual PCP or IP Date (ex. 3/15/2021) | 7/5/2021 |
| | | | Plan Type | Traditional |
| Other Plan Info. | ➔ | } | Waiver/Program Type | Community Pathways Waiver |
| | | | Participant County | Baltimore City |

Filling out the Cost Detail Tool

BUDGET TAB – MATRIX AND STAFFING RATIO TABLE

The tool is based upon matrix rates in PCIS2

- Enter the scores for the relevant matrix-related services being requested (ex. Residential, Day, and/or Employment services) into the appropriate drop-down categories
- Rates will not populate until this criterion is completed.

Filling out the Cost Detail Tool

BUDGET TAB – MATRIX AND STAFFING RATIO TABLE

| Drop Down Category | Health/Medical Level | Supervision/ Assistance Level | Staffing Ratio (ex. 1:1) |
|--------------------|----------------------|-------------------------------|--------------------------|
| Day Services | 5 | 5 | 1:1 |
| Residential | 5 | 5 | 1:1 |
| Employment | 4 | 4 | 1:2 |

For reference, these are the number of 1:1 staff hours that are included in each matrix level for Day and Residential Services:

| Supervision Matrix Level | Hours per Week | |
|--------------------------|----------------|-------------|
| | Day Services | Residential |
| 1 | 5 | 6.67 |
| 2 | 6.67 | 13.33 |
| 3 | 10 | 24 |
| 4 | 13.33 | 40 |
| 5 | 20 | 58 |

Filling out the Cost Detail Tool

COMPLETING THE SERVICE BUDGET TABS:

- **MEANINGFUL DAY**
- **PERSONAL SUPPORTS**
- **SUPPORT SERVICES**
- **RESIDENTIAL**

Filling out the Cost Detail Tool

BUDGET TAB – MEANINGFUL DAY TABLE: After both input tables are filled out at the top of the Budget tab, the user can begin requesting services in the tables below.

Starting at the Meaningful Day Service table, the user should select the drop-down of the requested service and select the following fields:

| Meaningful Day Services <i>(Input days according to operational calendar)</i> | | | | | | |
|---|--------------------|--------------------|------------------|-------------|-----------|-------------------|
| Service Name | Funding Adjustment | Service Start Date | Service End Date | Site Number | Proc Code | Site-Based County |
| | | | | | | |
| | | | | | | |

Filling out the Cost Detail Tool

BUDGET TAB – MEANINGFUL DAY TABLE:

| FY 2021 Dates (07/05/2020 - 06/30/21) - 361 Days | | | | | | | |
|---|-------------|---------------|--------------|----------------------------------|-------------|---------------|--------------|
| Rate | Actual Days | Add-On Amount | Total Amount | Rate | Actual Days | Add-On Amount | Total Amount |
| | | | | | | | |
| | | | | | | | |
| Meaningful Day Services Subtotal | | | \$ - | Meaningful Day Services Subtotal | | | \$ - |

Filling out the Cost Detail Tool

BUDGET TAB – PERSONAL SUPPORTS TABLE:

- During the period of October 2020 – December, 2020 personal supports will be transitioned to LTSS *Maryland* and no longer billed based upon the cost detail Tool
- Service planning, authorization, and billing will be done via LTSS *Maryland* from that point forward

Filling out the Cost Detail Tool

BUDGET TAB – PERSONAL SUPPORTS TABLE:

If Personal Supports are needed, the provider should update the Personal Supports Budget table before filling out the required information on the PS& Add-On Tab.

| Personal Supports | | | | |
|-------------------|--------------------|--------------------|------------------|-----------|
| Service Name | Funding Adjustment | Service Start Date | Service End Date | Unit Type |
| | | | | |

Filling out the Cost Detail Tool

BUDGET TAB – PERSONAL SUPPORTS TABLE:

| FY 2021 Dates (07/01/2020 - 06/30/21)- 365 Days | | | | | |
|---|-------|--------------|------|-------|--------------|
| Rate | Units | Total Amount | Rate | Units | Total Amount |
| | - | \$ - | | - | \$ - |

Filling out the Cost Detail Tool

BUDGET TAB – SUPPORT SERVICES TABLE: Continuing in the Budget tab, the user would now input services in the Support Services table.

| Support Services | | | | | |
|------------------|--------------------|--------------------|------------------|--------------|-----------|
| Service Name | Funding Adjustment | Service Start Date | Service End Date | Description* | Unit Type |
| | | | | | |
| | | | | | |
| | | | | | |

Filling out the Cost Detail Tool

BUDGET TAB – SUPPORT SERVICES TABLE:

| Rate | Units | Total Amount | UPL/Total Entry | Rate | Units | Total Amount | UPL/Total Entry |
|------|-------|--------------|-----------------|------|-------|--------------|-----------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Filling out the Cost Detail Tool

BUDGET TAB – RESIDENTIAL TABLE: The last table on the Budget tab allows the user to request residential.

| Residential Services | | | | | | |
|----------------------|--------------------|--------------------|------------------|-------------|-------------------|-----------|
| Service Name | Funding Adjustment | Service Start Date | Service End Date | Site Number | Site-Based County | Proc Code |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Filling out the Cost Detail Tool

BUDGET TAB – RESIDENTIAL TABLE:

| FY 2021 Dates (07/05/2020 - 06/30/21)- 361 Days | | | | | | | | | | |
|---|-------------------------------|-------|---------------|--------------|-----------------|-------------------------------|-------|---------------|--------------|-----------------|
| Unit Type | Rate | Units | Add-On Amount | Total Amount | UPL/Total Entry | Rate | Units | Add-On Amount | Total Amount | UPL/Total Entry |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | Residential Services Subtotal | | | | \$ - | Residential Services Subtotal | | | | \$ - |

Filling out the Cost Detail Tool

COMPLETING THE PS AND ADD ON TOOL TAB:

- **PERSONAL SUPPORTS**
- **ADD ON SERVICES**
 - **MEANINGFUL DAY ADD ON SERVICES**
 - **MEANINGFUL DAY TRANSPORTATION ADD ON**
 - **RESIDENTIAL DIRECT SUPPORT ADD ON**
 - **RESIDENTIAL AWAKE/OVERNIGHT ADD ON**

Filling out the Cost Detail Tool

PS & ADD ON TOOL TAB: Personal Supports Tool

Please only fill out one of the shaded columns. Either "Hours per Week" or "Hours per Month" can be used.

| | |
|-----------------|--|
| Persons in Home | |
| County | |

| Month | Date | Hours per Week* | Hours per Month |
|----------|------|-----------------|-----------------|
| January | | | |
| February | | | |

Filling out the Cost Detail Tool

Meaningful Day Add On services:

| Service | Funding Adjustment | Annual Days | Start Date | End Date | Hours/Week |
|---------|--------------------|-------------|------------|----------|------------|
| | | | | | |
| | | | | | |
| | | | | | |

Filling out the Cost Detail Tool

Meaningful Day Add On services:

| Rate | Actual Days | Totals | Rate | Actual Days | Totals |
|------|-------------|--------|------|-------------|--------|
| | | \$ - | | | \$ - |
| | | \$ - | | | \$ - |
| | | \$ - | | | \$ - |

Filling out the Cost Detail Tool

Meaningful Day Transportation Add On Tool

Please make sure requested transportation dollars reflect the period selected on the "Budget" tab.

| Service | Funding Adjustment | Start Date | End Date | Wheelchair \$ |
|---------|--------------------|------------|----------|---------------|
| | | | | |
| | | | | |
| | | | | |

Filling out the Cost Detail Tool

Meaningful Day Transportation Add On Tool

Please make sure requested transportation dollars reflect the period selected on the "Budget" tab.

| Rate | Actual Days | Totals | Rate | Actual Days | Totals |
|------|-------------|--------|------|-------------|--------|
| | | \$ - | | | \$ - |
| | | \$ - | | | \$ - |
| | | \$ - | | | \$ - |

Filling out the Cost Detail Tool

Residential Direct Support Add On Tool

| Service | Funding Adjustment | Start Date | End Date | Hours/Week |
|---------|--------------------|------------|----------|------------|
| | | | | |
| | | | | |
| | | | | |

Filling out the Cost Detail Tool

Residential Direct Support Add On Tool

| Rate | Actual Days | Totals | Rate | Actual Days | Total |
|------|-------------|--------|------|-------------|-------|
| | | \$ - | | | \$ - |
| | | \$ - | | | \$ - |
| | | \$ - | | | \$ - |

Filling out the Cost Detail Tool

Residential Awake/Overnight Add On Tool

| Service | Funding Adjustment | Start Date | End Date | Hours/Week |
|---------|--------------------|------------|----------|------------|
| | | | | |
| | | | | |
| | | | | |

Filling out the Cost Detail Tool

Residential Awake/Overnight Add On Tool

| Rate | Actual Days | Totals | Rate | Actual Days | Total |
|------|-------------|--------|------|-------------|-------|
| | | \$ - | | | \$ - |
| | | \$ - | | | \$ - |
| | | \$ - | | | \$ - |

Conclusion

- The cost detail tool can be accessed at the following link on DDA's webpage: <https://dda.health.maryland.gov/Pages/DDA%20Forms.aspx>

Cost Detail Tool

Questions

