

Procedures for Implementing Fiscal Year Cost Plans

Effective immediately, the Agency will begin the process to move all cost plans dates to run by the fiscal year (July 1-June 30). Support Plan effective dates will remain on their existing schedules. The following instructions are procedures for APD staff and Waiver Support Coordinators for implementing fiscal year cost plans.

Cost Plan Update and Timeframes for Completion

Implementation of fiscal year cost plans will require updating each individual's cost plan in the Allocation, Budget, and Control (ABC) system and supplying a service authorization to providers with the revised information. The area APD offices, Prior Service Authorization (PSA) Contractors and Waiver Support Coordinators (WSCs) will initiate the process for all reviews submitted to PSA Contractors after April 23, 2007. **The full implementation will be complete for all cost plans by June 30, 2008.**

Implementation Process

Cost plans that are submitted for PSA Review between April 23, 2007 through June 30, 2007 will be required to fall under the fiscal year schedule beginning July 1, 2007. Any cost plans submitted for PSA review after July 1, 2007 will fall onto the fiscal year cost plan schedule beginning July 1, 2008. This will be implemented as follows:

Annual Reviews due for PSA review between April 23, 2007 through June 30, 2007 (cost plans with effective dates of May 2007 and June 2007).

1. Prior to submitting a PSA review, the WSC will create two cost plans. The 1st cost plan will end June 30, 2007. The 2nd cost plans will run from July 1, 2007 through June 30, 2008.
2. The allocations in the cost plan ending June 30, 2007 must reflect appropriate allocations for a partial year. The allocations must be adjusted (pro rated) by the WSC to reflect the cost of services that will be used from the service effective date until June 30, 2007.
3. Both cost plans will be submitted for PSA Review. The PSA Contractors will approve services in accordance in current procedures for both cost plans.
4. If there are errors in the calculations in the cost plans, the PSA Contractors may issue a Notice of Intent to Deny, Reduce, or Termination services so that the WSC can correct the calculations. If the intent of the service request is clear and there are minor errors, the PSA Contractor may elect to correct math errors or rate errors in lieu of a Notice of Intent.
5. The Area APD office may work with the WSC to correct any miscalculations on the cost plans.

Annual Reviews submitted for PSA review between April 23, 2007 through June 30, 2007 (cost plans with effective dates after July 1, 2007, but received by the PSA Contractors between April 23, 2007 through June 30, 2007).

1. Prior to submitting a PSA review, the WSC will create an end date to the existing cost plan and service plans. The new end date will be June 30, 2007.
2. The WSC will adjust the allocations for the service plans in cost plans with the new end dates of June 30, 2007. The allocations must be adjusted (pro rated) by the WSC to reflect the cost of services used from the service effective date until June 30, 2007. Since the allocation for

this service plan would not (and should not) increase over the original amount, Area Approval for this change is not necessary. As long as the WSC only changes the end dates and decreases the allocations for pro rating, the services will remain in approved status with a “Y.”

3. The WSC will create a new cost plan with the effective date of July 1, 2007 through June 30, 2008.
4. The new July 1, 2007 cost plan will be submitted for PSA Review. The PSA Contractors will approve services in accordance in current procedures for the July 1 cost plan and authorize the services in ABC.
5. The PSA Contractors will also verify whether the cost plan ending June 30, 2007 was pro rated correctly. If there are errors, the PSA Contractor will notify the area APD office using the PSA Form 3c (Reviewer comments form).
6. The Area APD office will work with the WSC to correct any miscalculations on the pro rated cost plans. The Area APD office will resolve all calculations with the WSC within 12 business days of notification of the error from the PSA Contractor.

Amendments received for PSA review between April 23, 2007 through June 30, 2007

If a change in condition warrants a change in the cost plan, the WSC will submit the request for PSA Review.

1. Prior to submitting a PSA review, the WSC will create an end date to the existing cost plan and service plans. The new end date will be June 30, 2007.
2. Before the PSA submission, the WSC will adjust the allocations for the service plans in cost plans with the new end dates of June 30, 2007. The allocations must be adjusted (pro rated) by the WSC to reflect the cost of services used from the service effective date until June 30, 2007.
3. Prior to submitting a PSA review, the WSC will also create a new cost plan with the effective date of July 1, 2007 through June 30, 2008.
4. Along with currently required PSA documentation, the WSC will submit the “Amendment Request Form” (SEE ATTACHMENT 1) to the PSA Contractor. This form will document the changed need.
5. The PSA Contractors will review and approve amendment requests in accordance with current procedures and authorize the services in ABC on the cost plan ending June 30, 2007. If the Amendment Request form is missing or if the ABC cost plans are not correct, the PSA Contractors will issue the Notice of Intent to Deny, Reduce, or Termination services so that the WSC can respond appropriately. If the intent of the service request is clear in ABC and there are minor errors, the PSA Contractor may elect to correct math errors or rate errors in lieu of a Notice of Intent.
6. Additionally, the PSA Contractor will continue previously approved services on the July 1, 2007 cost plan at the current approved level. The Waiver Support Coordinator will not be required to submit an annual review again for July 1, 2007 once these services are authorized, unless there is a change in condition requesting additional services.

Annual Reviews submitted for PSA after July 1, 2007

WSCs will continue to submit annual reviews in accordance with current support plan dates for the remainder of fiscal year 2007-2008.

1. Prior to submitting a PSA annual review, the WSC will create a new cost plan that begins on the current begin date and ends on June 30, 2008. For example, if the current cost plan dates are 9/1/06-8/31/07, the short cost plan dates will be 9/1/07-6/30/08.
2. The WSC will pro rate the cost plan that ends on June 30, 2008 to reflect allocations for the shortened number of months. The allocations must be adjusted (pro rated) by the WSC to reflect the cost of services used from the service effective date until June 30, 2008.
3. The WSC will create a new cost plan with the effective date of July 1, 2008 through June 30, 2009.
4. Cost plans will be submitted for PSA Review. The PSA Contractors will approve services in accordance in current procedures for the cost plans. The July 1 cost plan will be authorized at the annualized amount for services at the same level as the cost plan ending June 30, 2008.). If the ABC cost plans are not correct, the PSA Contractors will issue the Notice of Intent to Deny, Reduce, or Terminate services so that the WSC can respond appropriately. If the intent of the service request is clear in ABC and there are minor errors, the PSA Contractor may elect to correct math errors or rate errors in lieu of a Notice of Intent.

Amendments to previously approved cost plans submitted to PSA after July 1, 2007

1. Prior to PSA submission, the WSC should input the amendment information onto the currently approved annual plan.
2. The WSC will create a new cost plan that runs from the current end date until June 30, 2008. For example, if the current approved annual plan runs from 4/1/07-3/31/08, the new cost plan dates should be 4/1/08-6/30/08.
3. The WSC will create another cost plan that runs from 7/1/08-6/30/09.
4. Along with currently required PSA documentation, the WSC will submit the "Amendment Request Form" (SEE ATTACHMENT 1) to the PSA Contractor. This form will document the changed need.
5. All three cost plans will be submitted for PSA Review. The PSA Contractors will approve services in accordance in current procedures for the cost plans. The July 1 cost plan will be authorized at the annualized amount for services at the same level as the cost plan ending June 30, 2008.). If the ABC cost plans are not correct, the PSA Contractors will issue the Notice of Intent to Deny, Reduce, or Terminate services so that the WSC can respond appropriately. If the intent of the service request is clear in ABC and there are minor errors, the PSA Contractor may elect to correct math errors or rate errors in lieu of a Notice of Intent.

PSA Contractor Timeframes Extension

During the time period of April 23, 2007 through June 30, 2008, the timeframes for PSA Contractor reviews will be extended to 14 business days for a complete review and 3 business days for ABC updates.

Service Authorizations

After ABC cost plans are reviewed and approved by the PSA Contractor, the WSC will promptly (within 10 days of notification of the approval) supply the provider with an updated service authorization.

Communication of July 1 Cost Plan Implementation Procedures

Area APD offices are directed to meet or conference with WSCs to train them on implementation procedures and answer questions.

If you have any questions, please contact Lorena Fulcher (850) 488-5998/SC 278-5998 (lorena_fulcher@apd.state.fl.us) or Julie Griffith (julie_griffith@apd.state.fl.us) at (850) 414-5877/SC 994-5877.