

Policy Number	033
Policy Owner	Bureau of Developmental Services (BDS)
Policy Name	Reduction of Day Services
From	Christine Santaniello, BDS Director
Administrator's Signature	
Regulatory and other Reference(s)	He-M 517
Approval Date	August 4, 2017
Effective Date	September 1, 2017
Revision History	N/A
Key Contacts	BDS Liaison, BDS Finance Administrator, BDS Nurse Administrator, PA Supervisor

Policy Statement:

The Department of Health and Human Services (DHHS), BDS develops and maintains policies to describe the requirements for implementing BDS programs and services, ensure compliance with applicable federal/state laws, regulations and requirements, and support the BDS mission and strategic planning goals.

Purpose and Intent of Policy:

The purpose of this policy is to set forth the criteria and procedure for submitting a Reduction in Services request that results in more than a 20% reduction in day funding to be converted to residential funding. It is important that through this process, the individual still have the opportunity to participate in as many community activities as physically possible.

Procedure:

1. The Area Agency shall submit a request, signed by the Area Agency Executive Director, to their BDS Liaison. Included in the request shall be:
 - Cover letter from vendor (if applicable), signed by the Executive Director of that organization;
 - Most recent approved Service Agreement / Addendum that reflects or addresses the individual's identified functional needs or decline ;
 - Detailed summary signed by the Agency's Nurse, which includes assessments, treatments and/or recommendations indicating preventative and/or treatment measures taken to address each identified functional decline;
 - As appropriate, other information, such as, but not limited to: recent medical and/or psychiatric consultations; laboratory results; OT/ST/PT evaluations; home safety evaluations; and/or environmental modifications that reflect supports provided for the individual to maintain optimal health and functioning;
 - Updated HRST Ratings, including but not limited to: medical diagnoses, medically fragility notes; and documentation describing and supporting the medical decline; and
 - Proposed Budget.
2. The BDS Liaison will review the documentation with the BDS Nursing Administrator within ten days of receipt of the request.
3. The Liaison and/or BDS Nurse Administrator will follow up with the Area Agency if more information is needed.
4. The BDS Liaison will notify the Area Agency of the decision regarding the request. If approved, the Area Agency will follow the Prior Authorization Service Requests Policy, 011.