



Eric Holcomb, Governor
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Division of Disability and Rehabilitative Services
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To: Bureau of Developmental Disabilities Services Waiver Providers
From: Cathy Robinson, Director, Bureau of Developmental Disabilities Services
Re: Requests for Changes to Residential Habilitation and Support Services and Related Budget Modification Requests
Date: April 12, 2021

The Bureau of Developmental Disabilities Services has made modifications to its process for requesting changes to Residential Habilitation & Support Services and Related Budget Modification Requests.

Changes to RHS Services, prior to March 1, 2020 (i.e., pre-COVID-19)

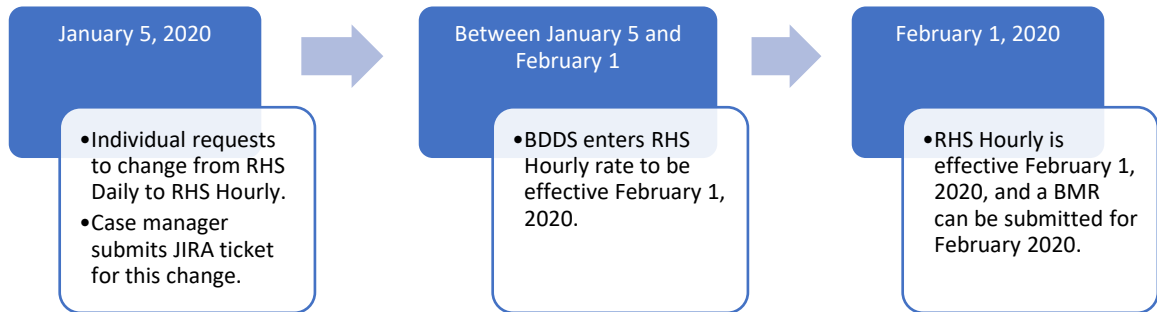
Per the [January 24, 2018, DDRS announcement](#), a request to change RHS services was effective the first day of the following month of the request.

- A BMR could not be submitted until the change from the daily rate to the hourly rate was effective. Also, the individual would need to be on the hourly rate the entire month for a BMR to be submitted for that month.
- If a living arrangement change was made from “living with housemates” to “living alone,” the change to the hourly rate would occur via INsite's overnight routine on the date the living arrangement was made effective. However, a BMR submission would only be permitted if the individual was on the hourly rate for the entire month.

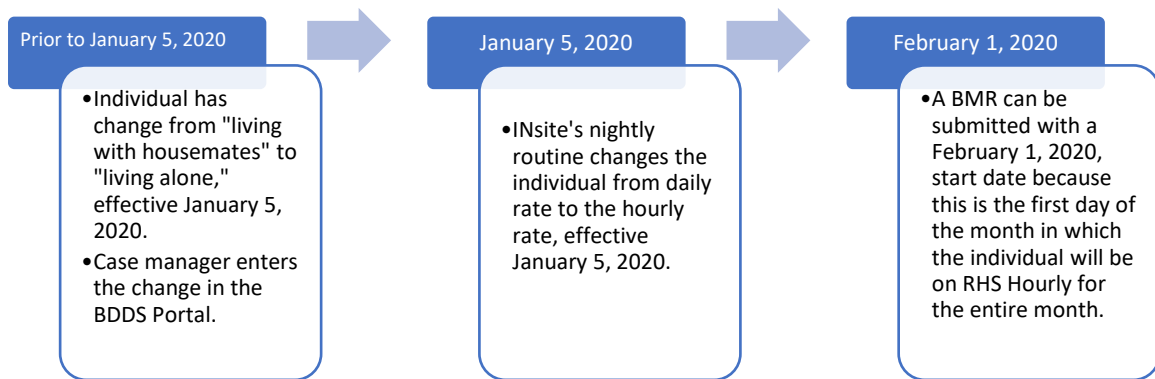
Examples:

1. The case manager enters a JIRA ticket to request the individual changes from the daily rate to the hourly rate on January 5, 2020. The hourly rate was entered effective February 1, 2020. A BMR could be submitted for February 2020.





2. The case manager enters a living arrangement change from “living with housemates” to “living alone” effective January 5, 2020. INsite's nightly routine changes the individual from daily rate to the hourly rate effective January 5, 2020. A BMR could be submitted for February 2020.



The case manager would have 45 calendar days from February 1, 2020, to submit a BMR (unless the individual was already receiving RHS Hourly services).

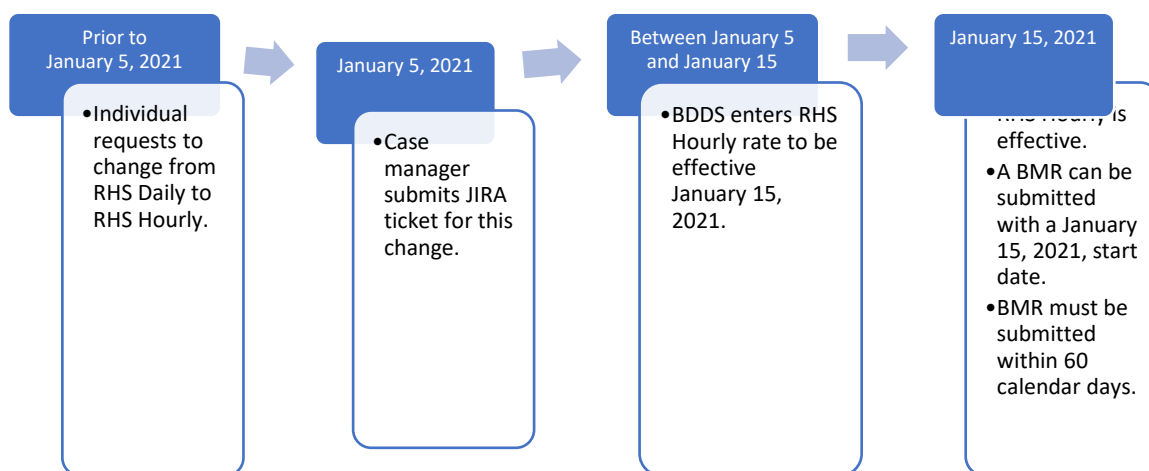
Changes from RHS Daily to RHS Hourly services, effective May 1, 2021*:

- Case manager submits a JIRA ticket requesting the change from RHS Daily to RHS Hourly.
- BDDS will enter an effective date of either the 1st or 15th day of the month in which the JIRA ticket is submitted. No retroactive effective dates will be entered.
- For requests submitted prior to the 15th of month, teams may request the effective date of the change to be the first day of the following and/or future month. This request must be clearly stated in the JIRA ticket.

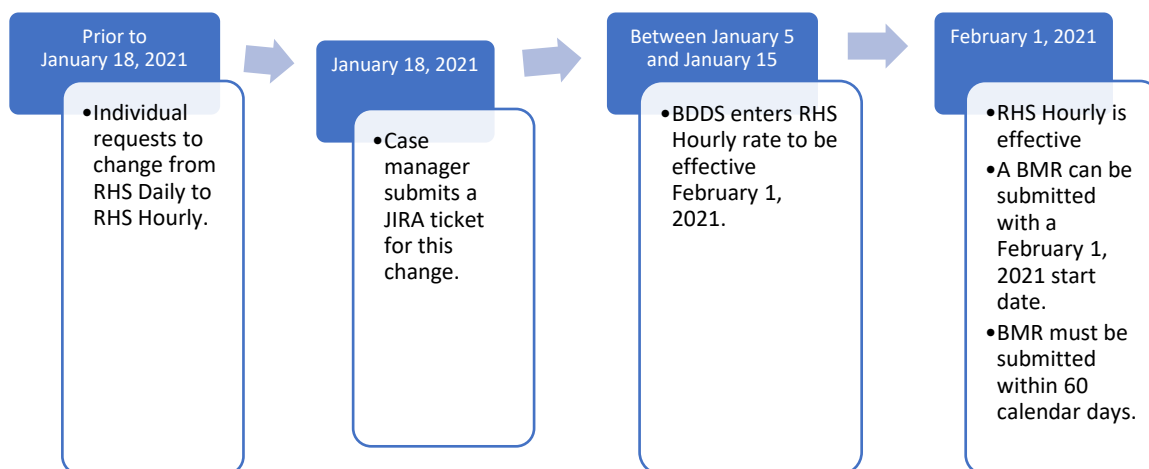
Please note: All requests submitted prior to April 15, 2021, will have an effective date of May 1, 2021. As of May 1, 2021, all requests will be effective in accordance with the guidelines outlined above.

Examples:

1. A case manager submits a JIRA ticket on January 5, 2021, with a request to change the individual from RHS Daily to RHS Hourly. The hourly rate will be made effective January 15, 2021, and a BMR can be submitted with a start date of January 15, 2021. Per the [“Guidance for BDDS Providers on Temporary Policy Changes Related to COVID-19 and Appendix K”](#), the BMR must be submitted within 60 calendar days which would be no later than March 15, 2021.

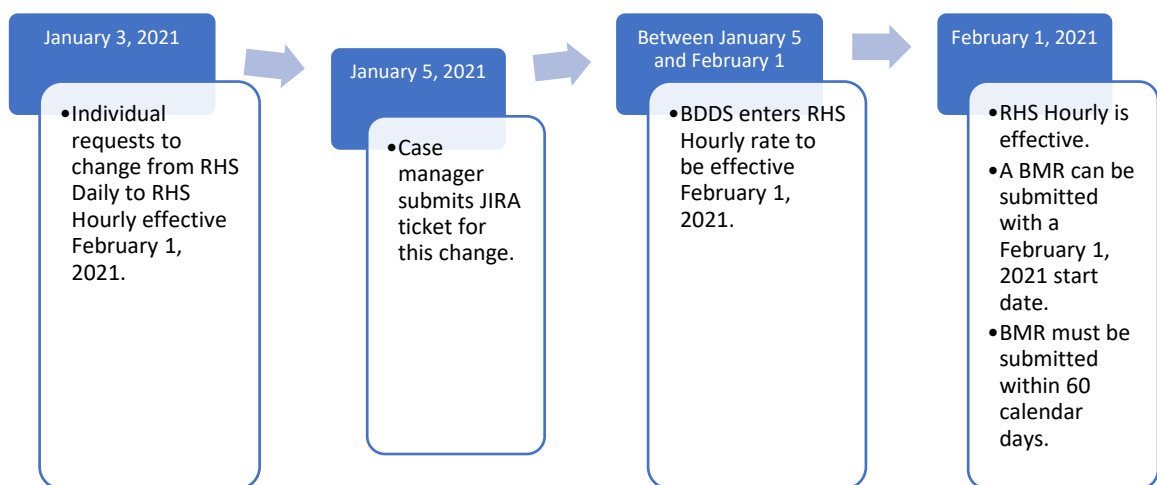


2. A case manager submits a JIRA ticket on January 18, 2021, with a request to change the individual from RHS Daily to RHS Hourly. The hourly rate will be made effective February 1, 2021, and a BMR can be submitted with a start date of February 1, 2021. Per the [“Guidance for BDDS Providers on Temporary Policy Changes Related to COVID-19 and Appendix K”](#), the BMR must be submitted within 60 calendar days which would be no later than April 1, 2021.

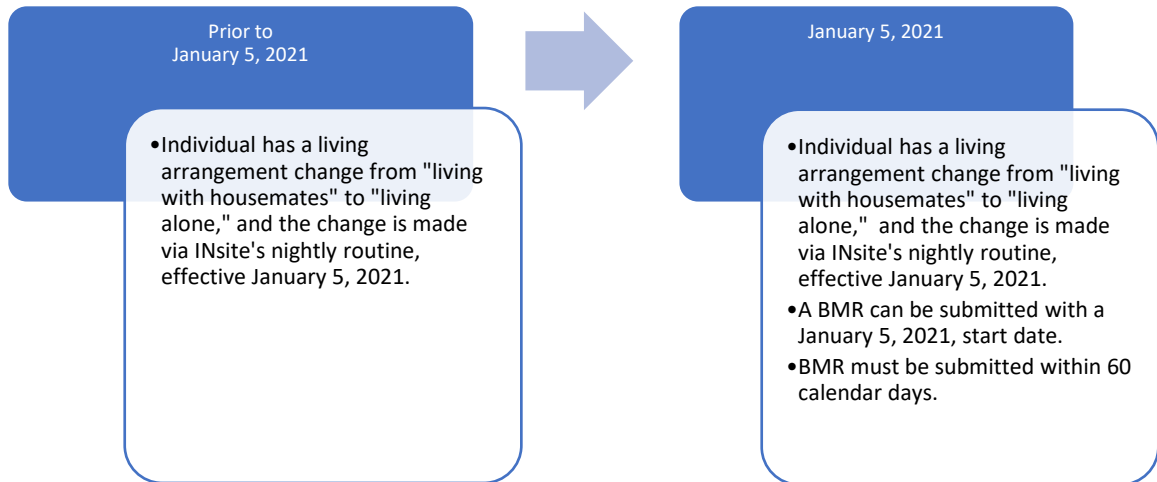


3. If an individual requests that the change from RHS Daily to RHS Hourly be effective on the first day of the following month (regardless of the submission date of the JIRA ticket), the case manager needs to clearly state that the requested effective date is the first day of the following month in the JIRA ticket.

For example, on January 3, 2021, an individual requests to change from RHS Daily to RHS Hourly effective February 1, 2021. The case manager submits a JIRA ticket for February on January 5, 2021 and indicates that the individual is requesting to change from RHS Daily to RHS Hourly, effective February 1, 2021. RHS Hourly becomes effective February 1, 2021. Per the [“Guidance for BDDS Providers on Temporary Policy Changes Related to COVID-19 and Appendix K”](#), the BMR must be submitted within 60 calendar days which would be no later than April 1, 2021.



4. An individual receiving RHS Daily services has a living arrangement change from “living with housemates” to “living alone” (i.e., RHS Daily to RHS Hourly) effective January 5, 2021. A case manager enters the living arrangement change with an effective date of January 5, 2021. The hourly rate will be made effective during INsite’s overnight routine effective January 5, 2021, and a BMR can be submitted with a start date of January 5, 2021. Per [“Guidance for BDDS Providers on Temporary Policy Changes Related to COVID-19 and Appendix K”](#), the BMR must be submitted within 60 calendar days which would be no later than March 5, 2021.



Please note:

- Individuals that live alone do not qualify for the daily rate.
- Changes to the daily/hourly rate are not always based on living arrangement changes.
- Living arrangement changes affect whether an individual qualifies for the daily/hourly rate.

Changes from RHS Hourly to RHS Daily services, effective May 1, 2021*:

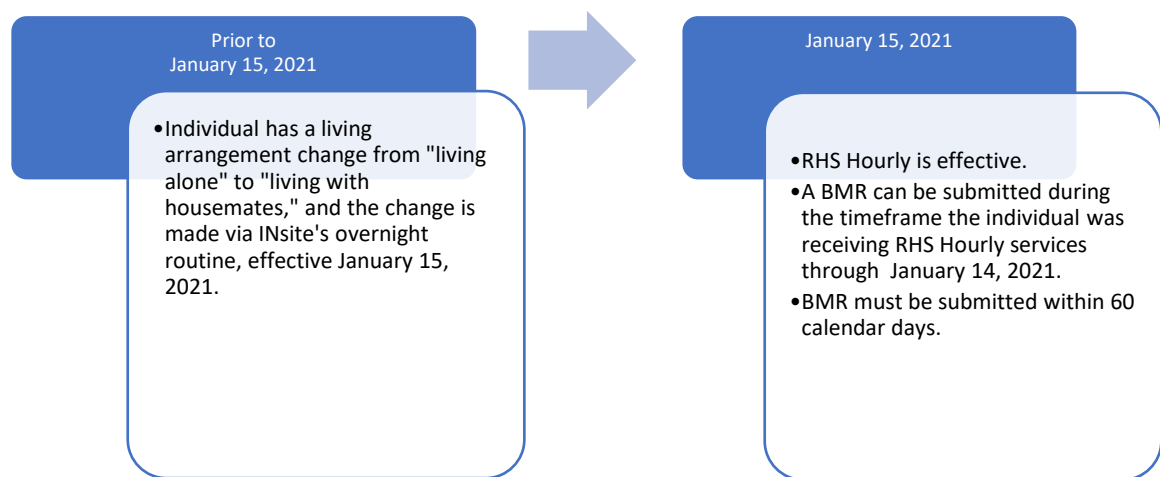
- The individual has a living arrangement change from “living alone” to “living with housemates” (i.e., RHS Hourly to Daily) effective January 5, 2021.
- If there is an RHS Daily Rate Exemption in place, the case manager submits a JIRA ticket requesting the change from RHS Hourly to RHS Daily. BDDS will enter an effective date of either the 1st or 15th day of the month in which the JIRA ticket is submitted. No retroactive effective dates will be entered.
- For requests submitted prior to the 15th of month, teams may request the effective date of the change to be the first day of the following and/or future month. This request must be clearly stated in the JIRA ticket.

Please note: All requests submitted prior to April 15, 2021, will have an effective date of May 1, 2021. As of May 1, 2021, all requests will be effective in accordance with the guidelines outlined above.

Examples:

1. An individual receiving RHS Hourly services has a living arrangement change from “living alone” to “living with housemates” (i.e., RHS Hourly to Daily) effective January 15, 2021. A case manager enters the living arrangement change with an effective date of January 15, 2021. The daily rate will be made effective during INsite’s overnight routine effective January 15, 2021. A BMR could be submitted during the timeframe the individual was receiving RHS Hourly services, through January 14, 2021. Per [“Guidance for BDDS Providers on Temporary Policy Changes Related to COVID-19 and Appendix K”](#), the BMR must be submitted within 60 calendar days.

In this case, no RHS Daily Rate Exemption is needed as the individual was receiving RHS Hourly services during the period s/he was living alone.



The narrative in all JIRA tickets must specifically confirm it is the individual’s choice to change their RHS service and include the date the individual requested the change.

**** This announcement replaces the January 24, 2018, DDRS Announcement titled, “Residential Habilitation Services Budget Flexibility.”***