

Guide for CA Staff Child Specific Rate Proposal

Support Documents to Accompany the Rate Proposal

New Child Specific Contract Request

1. Assigned worker or BRS manager must provide a brief explanation justifying the youth's need for a CSC and the high level of staff required. This explanation should outline the youth's intensive behaviors, medical, mental, or developmental issues. If the youth has been served by another contractor provide the most recent quarterly report.
2. Contract manager provide the appropriate contract request documents.

Child Specific Contract Renewal Request

1. CA staff must provide brief explanation justifying the need for continuation of the CSC and the continued need for high service and staffing level.
2. Contractor must provide a brief explanation as to why the youth continues to require high level of care and what new interventions or services they will provide to increase stabilization for the next contract cycle. The Contractor must provide the most recent quarterly report for the youth.
3. The Assigned worker or BRS manager must ensure the Contractor provides the required documents and they are included in the contract renewal request.

Rate Proposal Form (Assigned Worker or Regional BRS Manager)

Demographic Information

1. Enter the region where the client will be residing.
2. Enter the client's name.
3. Enter the client's FamLink person id number.
4. Enter the client's date of birth.
5. Enter the client's age.
6. Enter the name of licensed agency identified within or will be in the contract.
7. Enter the name of the licensed Group Home (GH) or Staff Residential Home (SRH) where the client will be residing.
8. Enter the address of GH or SRH where the client will be residing.
9. Enter start date in which payment of rate will begin.
10. Once completed by the Contractor, the BRS manager must review document to catch any errors or incomplete items and work with the Contractor to correct. Once completed and approved include with the contract request.
11. If requesting extra one-to-one supervision with a BRS contracted provider, submit completed proposal to the individuals listed at the bottom of the form for review and approval. Once approved use the correct **two** FamLink codes for payment.

Guide for Contractor Staff Child Specific Contract Rate Proposal

Administrative Costs

1. Administrative cost: Direct administrative costs are specifically tied to an individual program and are quantifiable. Indirect administrative costs are general overhead and are not generally quantifiable. Indirect costs must not exceed 10% of the direct service cost.
2. Client transportation is for routine (school, appointments, recreation activities) and non-routine (parent / child / sibling visits) transport.
3. Insurance Premiums. Monthly Insurance premiums for the program. This is a shared cost by number of clients in the programs / living unit.
4. Other: These are costs not listed above but which are relevant and need to be listed and added. List in space provided.
5. Comments: Any additional relevant comments regarding the information above.

Living Expenses and Community Inclusion

1. Rent / Lease / Building / Living unit monthly cost is based upon the actual monthly cost shared by the number of clients residing in the home. This amount may not exceed standards for cost of living established for the area. This cost does not include monthly utilities.
2. Basic Needs: Food, clothing, incidentals. Standard amount for basic needs is around \$450 - 500. For special diet required by physician, this amount may be increased.
3. Utility reimbursement is based upon actual utility costs which include: electricity, heat, water, garbage, telephone, etc. This amount may not exceed standards for cost of living in the area and should be shared equally by those residing in the home / living unit.
4. Community Inclusion is a standardized amount up to \$150.00/month. This amount may be adjusted if the client is unable to participate in regular community activities and requires special activities per case plan.

Staff Costs

1. Provide the hours per month and the hourly rate for consultants and staff and the monthly cost will automatically be calculated.
2. These costs are for those experts that are employees or sub-contractors of the agency. Rates should not exceed CA posted fee tables for professional services at: <http://www.dshs.wa.gov/ca/partners/contractRates.asp>. Out of state provider rates should not exceed local provider rates.
3. Direct care staff are those responsible for the day to day supervision of the youth in the living unit. Direct care staff hours should crosswalk with the staffing schedule /ratio document. Please provide a copy of your calculations for staff hours (if requested) to provide detailed documentation of how you arrived at those totals. Contractors may be asked to provide proof of hourly wages for any rate exceeding \$16 hour for direct care staff.
4. Indirect care staff are support staff that are not directly supervising youth in the living unit / program on a daily basis. Such as, but not limited to; unit supervisor, program director, therapist, consultant, or case manager. These staff have interactions with and when needed supervise youth, but they are not directly responsible for the daily supervision and care of the youth. Contractors may be asked to provide proof of hourly wages exceeding \$18 hour for unit supervisor or \$25 hour for program manager.
5. Nursing Care reimbursements are for medically fragile and medically intensive youth only. Daily hours should not exceed four (4) hours. Children needing more than four (4) hours daily meet Medically Intensive Program eligibility and nursing hours are covered by those federal funds. If for some reason the youth was not deemed eligible, the Contractor must provide a written response from the MIP manager indicating the youth was not eligible and justification as to why.
6. Other is for special staffing requirements not listed. Provide type of staffing and explanation in the comment section. This would include extra one to one staff supervision. This requires the completion of the one to one staff schedule and provides justification for the hours listed.
7. Comments: provide explanation for the Other section or other relevant information if needed.

Staff Schedule Reporting

1. Complete all demographic information.\
2. Average Staff to Child Ratio: Direct care staff are the staff responsible for the daily supervision and management of children in a living unit. Only count direct care staff working in the program / living unit to which the child resides. Larger campuses with staff working in other programs and administration offices are not to be counted in the staff to child ratio. Only enter the average daily number of direct care staff scheduled to work during awake and asleep hours. Provide the total number of youth residing in the living unit / program.

Example: Number of direct care staff scheduled 7am-3pm: 3
Number of direct care staff scheduled 3pm-11pm: 3
Number of direct care staff scheduled 11pm-7am: 1
Total number of youth residing in the living unit: 6

Provide a copy of the weekly staff schedule for the living unit along with the completed copy of rate proposal and staff schedule documents.

3. One-to-one Supervision Staff Schedule: If you are providing ongoing one-to-one staff supervision for this youth, place a number "1" in the box which indicates the hour of the day an extra staff will be provided. This is above the normal staff scheduled to work. Normal staff scheduled and assigned to shadow a youth are not considered extra one to one supervision.

Example: If you have an extra staff scheduled 3pm – 11pm Sunday-Saturday for a youth then you should have a number "1" in the boxes covering 3pm -11pm p.m. Sunday-Saturday.

Extra one to one staff can be provided seven (7) days a week or just on weekends or a combination of schedules as needed. There may be a need to factor in school days (180) verses non-school days (185). If factoring in non-school days (summer months) please indicate in the comment section. These staffing ratios must match up and cross walk with your rate proposal staff cost.

Guide for BRS Contracted Provider Extra One-to-one Supervision Rate Proposal Request

This only applies to youth placed with contracted BRS providers who require one-to-one supervision for extended or long periods of time. This requires a rate proposal only for the extra direct care one-to-one staff supervision being provided above the normal staff scheduled under the 1A, 1A interim, 2A (private room) or Medically Fragile services within the BRS contract. This cannot be utilized with any other contracted service levels. The 1A, 1A interim, 2A (private room) or Medically Fragile service rates cover all the cost of care and supervision EXCEPT for the proposed one to one supervision needed.

There are only three sections on the rate proposal form which should be completed.

1. Complete all demographic information
2. Administrative Cost. Only complete the BRS Contractor Extra One-to-one Supervision boxes in this section. Check the box which indicates the correct BRS code and place the monthly rate for that code in the box to the right. This amount covers all cost of care and supervision EXCEPT for the extra one to one supervision.
3. Staff Cost. Only complete the BRS Contractor Extra One-to-one Supervision boxes in this section.

Indicate the number of hours per month the extra staff supervision will be provided. This must be above the normal staff scheduled to work. The number of hours must correspond with the one to one supervision staffing schedule. Indicate the hourly rate for the staff. If above \$16 an hour Contractors may be asked to provide proof of hour wages. The total dollar amount will automatically calculate in the box to the right.

Normal staff scheduled and assigned to shadow a youth are **not** considered extra one to one staff supervision.

Example: You are providing extra one-to-one supervision for the youth eight (8) hours a day seven (7) days a week. 3pm-11pm Sunday –Saturday. This comes to 224 hours in a month. If the staff hourly rate is \$12, this comes to a total extra cost of \$2,688 per month on top of the BRS 1A rate.

Guide for BRS Contracted Providers Staff Schedule

This only applies to youth placed with contracted BRS providers who require one-on-one supervision for extended or long periods of time. This requires a staff schedule only for the direct care staff providing the extra one-on-one supervision above the normal staff scheduled under the 1A, 1A interim, 2A (private room) or Medically Fragile services within the BRS contract.

Staff Schedule Reporting

1. Complete all demographic information.
2. Average Staff to Child Ratio: Direct care staff are the staff responsible for the daily supervision and management of children in a living unit. Only count direct care staff working in the program / living unit to which the child resides. Larger campuses with staff working in other programs and administration offices are not to be counted in the staff to child ratio. Only enter the average daily number of direct care staff scheduled to work during awake and asleep hours. Provide the total number of youth residing in the living unit / program.

Example: Number of direct care staff scheduled 7am-3pm: 3

Number of direct care staff scheduled 3pm-11pm: 3

Number of direct care staff scheduled 11pm-7am: 1

Total number of youth residing in the living unit: 6

3. One to One Supervision Staff Schedule: If you are providing ongoing extra one to one staff supervision for this youth place a number "1" in the box which indicates the hour of the day an extra staff will be provided. This is above the normal staff scheduled to work. Normal staff scheduled and assigned to shadow a youth are not considered extra one to one supervision and not eligible for reimbursement under this special code.

Example: If you have an extra staff scheduled 3 pm – 11 pm Sunday - Saturday for a youth, you should have a number "1" in the boxes covering 3 pm -11 pm Sunday - Saturday.

Extra one to one staff can be provided seven (7) days a week or just on weekends or a combination of schedules as needed. There may be a need to factor in school days (180) verses non-school days (185). If factoring in non-school days (summer months) please indicate in the comment section. These staffing ratios must match up and cross walk with your rate proposal staff cost.

Provide a copy of the weekly staff schedule for the living unit along with a completed copy of these documents. The BRS manager will review this request every three months and may request an updated copy of a staff schedule and or Rate proposal documents.

CA Approval Requirements for Child Specific Contract (Separate CA form)

1. Regional BRS Manager
2. Regional Administrator or designee
3. Regional Office Managers
4. Regional Administrator or Designee
5. HQ BRS Manager
6. HQ Contracts Manager
7. Finance Director or designee

CA Approval Requirements for BRS Contracted Provider Extra Supervision (on DSHS 10-490)

1. Regional BRS Manager
2. Regional BRS Manager Supervisor
3. Area Manager
4. Regional Office Manager
5. Regional Administrator or Designee