

Revised Budget Sheet Tips

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When to Revise a PCP



- A Revised Person-Centered Plan (PCP) is needed when the Participant's assessed needs change and the services they are authorized for need to be changed.
- Common reasons for a Revised PCP:
 - Increasing/decreasing/discontinuing existing services
 - Adding new services
 - Change to IFDGS Day-to-Day Administrator
- A Revised PCP is NOT the same as a Budget Modification.

Budget Sheet Revision Basics

- The FMCS only accepts budget sheets that align with the approved PCP.
- A budget sheet is required for every PCP approved in LTSS, in the order that they are approved.
- The budget sheet will not be reviewed unless the previous PCP's budget sheets are processed in FMS Engine. This can be verified via the Participant Dashboard.



FMCS Fee Schedule for Fiscal Year 2025

Annual Month FY25	\$210.13	\$215.17
January	6 months	6 months
February	5 months	7 months
March	4 months	8 months
April	3 months	9 months
May	2 months	10 months
June	1 month	11 months
July	12 months	
August	11months	1 month
September	10 months	2 months
October	9 months	3 months
November	8 months	4 months
December	7 months	5 months

Budget Total

- The total PCP budget allocation from the approved PCP is entered into the box next to the red arrow.
- As items are added to the budget sheet, the middle box calculates the SDS Budget Total.
- The third box signifies Unallocated Funds.

Enter Approved DDA Budget Allocation from the DSA here		\$0.00	\$0.00
		SDS Budget Total	Unallocated Funds

- Only the Self-Directed Service Totals should be added together for the DDA Budget Allocation.

Important Notes about Budget Dates

- The Effective Date on the budget sheets must match the Effective Date of the PCP.
 - The Revised PCP Effective Date will not be the same as the Annual Plan Date.
- The Annual Implementation Date (AID) on the budget sheet is the date the annual PCP begins.
 - The Annual PCP Date on the PCP is not the same as the Annual Plan Date on the Budget Sheet.



Best Practices

- The Revised PCP Budget Sheets should be identical to the previous budget sheets except for the following changes:
 - Effective Date
 - DDA Budget Allocation
 - Service Changes authorized in the PCP
- The only time the budget sheets would not be identical to the previously approved budget sheets is if:
 - Budget Mods were completed between PCPs
 - Wage/rate changes



Common Errors – Prorated Budget Sheets



- When the Effective Date and Annual Plan Date are not the same, the budget sheet will automatically calculate the number of months and weeks remaining in the plan year
- A common error is prorated budget sheets:
 - Services that were not changed in the Revised PCP should not be prorated, as the budget will be inaccurate due to past expenses/usage not being reflected.

Common Errors – Omitting Budgeted Lines

- Not including Employee Benefits that have usages:
 - PTO, Holiday Pay Differential, Health Benefits, Training Costs, Training Wages, Mileage, Staff Transportation/Travel Reimbursement
- Omitting previously processed budget modifications

		PCP Status: Initial, Annual, Revised, or FMCS Change	Revised PCP
Name:	<u>Example Budget Sheet</u>	Effective Date: <u>7/1/2024</u>	Annual Plan Date: <u>1/16/2024</u>
Number of Months Left in Plan:	<u>6.00</u>	Number of Weeks Left in Plan: <u>28.286</u>	Type of Waiver: <u></u>

Formulas

- LTSS calculates funding in 15-minute increments for most services.
 - These are called units.
- The FMCS's Budget Review Team converts the units into hours per week.
- Unit to Hours formula:
 - $\text{Units} \div 4 = \text{Hours}$
 - $2880 \text{ units} \div 4 = 720 \text{ hours}$
- Hours to Weeks:
 - $\text{Hours} \div \text{Weeks} = \text{hours per weeks}$
 - $720 \text{ hours} \div 28.286 \text{ weeks} = 25 \text{ hours per week, for } 28.286 \text{ weeks}$

Common Errors – Increasing Services

- When increasing a service, the annualized service + the increase should be displayed.

Personal Supports (PS)	Hours per Week	Rate per Hour	# of Weeks		Budget Total
Personal Supports - Staff	20	30	52.143	<i>Anything over 82 hrs/wk must be</i>	\$31,285.80
Personal Supports - Staff	20	30	28.286		\$16,971.60
Personal Supports - Staff					\$0.00

- This example states that the team began the plan year with 20 hours per week of PS, and then increased the service to 40 hours per week for the remaining 28.286 weeks in the plan year.

Common Errors – Decreasing Services

- When decreasing a service, the annualized service + the decrease should be displayed.

Personal Supports (PS)	Hours per Week	Rate per Hour	# of Weeks		Budget Total
Personal Supports - Staff	40	30	23.857	<i>Anything over 82 hrs/wk must be</i>	\$28,628.40
Personal Supports - Staff	20	30	28.286		\$16,971.60
Personal Supports - Staff					\$0.00

- This example states that the team was authorized for 40 hours per week of Personal Supports for the first 23.857 weeks, and then reduced the number of hours per week to 20 hours for the remaining 28.286 weeks.

Common Errors – Discontinuing Services

- The service is still required to be on the budget sheet. The service should be prorated to reflect only the time it was authorized in the PCP.

Services to Support My Daily Living					
Personal Supports (PS)	Hours per Week	Rate per Hour	# of Weeks		Budget Total
Personal Supports - Staff	40	30	23.857	<i>Anything over 82 hrs/wk must be</i>	\$28,628.40
Personal Supports - Staff					\$0.00
Personal Supports - Staff					\$0.00

- This example explains that a Participant had 40 hours per week of Personal Supports for only 23.857 weeks of the plan year.

Common Errors – Adding Services

- When a service is added to the Budget, it should be prorated based on the months/weeks remaining in the plan year.

Support Broker - Vendor/Contractor	# of Hours per Month	Rate per Hour	# of Months		
Support Broker - Vendor	4	70.3	6		\$1,687.20

Services to Support My Daily Living

Services to Support My Daily Living					
Personal Supports (PS)	Hours per Week	Rate per Hour	# of Weeks		Budget Total
Personal Supports - Staff	40	30	28.286	<i>Anything over 82 hrs/wk must be</i>	\$33,943.20
Personal Supports - Staff					\$0.00
Personal Supports - Staff					\$0.00

- These two examples show that the new service is authorized for the remaining time in the plan year.

Common Errors – Changing Wages

Services to Support My Daily Living					
Personal Supports (PS)	Hours per Week	Rate per Hour	# of Weeks		Budget Total
Personal Supports - Staff	40	30	52.143	Anything over 82	\$62,571.60
Personal Supports - Staff					



Services to Support My Daily Living					
Personal Supports (PS)	Hours per Week	Rate per Hour	# of Weeks		Budget Total
Personal Supports - Staff	40	30	23.857	Anything over 82	\$28,628.40
Personal Supports - Staff	40	32.18	28.286		

- This example shows that a Participant began the plan year paying their Personal Support employees \$30/hour
- Then, they gave their employees a raise to \$32.18/hour for the remainder of the plan year.
- The number of hours of service did not change.

Questions?

