

# HCBS/MR SITE BUDGET WORKSHEET

## Instructional Sheet

The HCBS/MR Site Budget worksheet has been created as a tool to:

- Assist with direct care staff scheduling.
- Assist family members/guardians to better understand consumer services.
- Assist consumers to better understand services being received.
- Provide funding agencies a concise description of services being purchased.

Providers and case managers will be responsible for completing the worksheet jointly prior to the ICP team staffing. Copies of the worksheet will be passed out to team members at the ICP staffing for further review and final approval of the services to be delivered.

### Key

4.3 Weeks Per Month

365 Units Per Year/366 Units Per Leap Year

### **WORKSHEET COMPONENTS:**

There are three key components in completing the budget worksheet;

Vocational/Day Programming, (Sick Days and Holidays)

Activities Time Line

Staff Support Not Required, (Consumer and Roommates)

Each component requires computation of **Actual Hours** of Service, **Staff to Consumer Ratios** and ultimately **Billable Hours**. Upon completion of the worksheet, the total of all three components' billable hours is to be used for completion of the D-4 Site Budget.

### **WORKSHEET DEFINITIONS:**

**Actual Hours:** The service hours per month that the consumer has staff available for direct services and indirect support.

**Direct Services:** Independent living activities that require direct staff assistance. (i.e. ICP Goals, informal goals, transportation)

**Indirect Support:** Staff is available if needed. (i.e.: personal time, overnights)

**Staff to Consumer Ratios:** Actual service hours can be provided one on one (1:1 one staff, one consumer) or can be provided in conjunction with another consumer or several other consumers (ie: 1:2, one staff to 2 consumers; 1:3, one staff to three consumers, etc.).

**Billable Hours:** The staff to consumer ratio of the actual hours of direct service and indirect support. The actual hours are divided by the number of consumers accessing the staff support at the same time (ratio) (ie: 30 actual hours at a 1:3 consumer/staff ratio equals 10 billable hours).

### **VOCATIONAL/DAY PROGRAMMING ACTIVITIES:**

To begin the worksheet process, the average hours per month a consumer participates in vocational/day programming must be computed. This is to include travel time to and from work. The average hours per month will provide the basis of figuring the average number of hours per month a consumer is at home for sick days and holidays and requires residential staff support. To compute the average hours per month a consumer participates in vocational/day programming, use the following guidelines for full or part-time status.

### **Vocational/Day Programming Schedule:**

**Daily Schedule:** A chart to compute a consumer's weekly work schedule is located at the top of the first page of the budget worksheet. Under each day of the week write in the consumer's work schedule for that day. There are two lines provided in case a consumer accesses more than one type of service per week. (ie: part-time workshop and part-time competitive employment) Write in the number of days per week that the consumer participates in vocational/day programming activities under 'Days/Wk'. (ie: workshop Monday, Wednesday and Thursday; competitive job Tuesday and Saturday = 5 Days/Wk) Multiply Days/Wk by 4.3 wks which equals the total days per month of activity, 'Days/Mo'. (ie: 5 days/wk x 4.3 = 21.5 Days/Mo)

### **Daily Hours and Travel Time:**

- Under each day of the week, compute the total number of activity hours (ie: Monday; 9-12 workshop = 3 Daily Hours).
- For each day compute how long it takes the consumer to travel to and from work (ie: 10-15 Transit to and from work = 1/2 hour per day or .5 Daily Travel Time).
- Add daily hours and daily travel time to equal Total Daily Hrs (ie: 3 Daily Hours + .5 Daily Travel Time = 3.5 Total Daily Hrs).
- Add the entire week's Total Daily Hours and place that number in Total Weekly Hours (3.5 Total Daily Hrs. x 5 days per week = 17.5 Total Weekly Hours).
- Multiply Total Weekly Hours times 4.3 weeks to equal Total Monthly Hours (17.5 x 4.3 = 75.3 Total Monthly Hours).

**Average Daily Hours:** Total Monthly Hours divided by Total Monthly Days equals the hours that are to be allotted for Sick Days and Holidays (ie: 75.3 Total Monthly Hours divided by 21.5 Total Monthly Hours = 3.5 Sick/Holiday Hours).

### **WORKSHEET DIRECTIONS:**

Computation of Actual Hours, Staff to Consumer Ratios and Billable Hours begins.

**Sick Days/Holidays:** Two days per month of Sick Days/Holidays have been designated.

- Under the Vocational/Day Programming section on the front page of the worksheet, place the number of hours computed for sick/holiday hours under Actual Hours for both Sick Days and Holiday (ie: example; 3.5 hours in each).
- Figure the staff to consumer ratio for Sick Days and Holidays and compute billable hours (ie: Sick Days 3.5 Actual Hours @ 1:1 staff/consumer ratio = 3.5 Billable Hours; Holiday 3.5 Actual Hours @ 1:3 staff/consumer ratio = 1.2 Billable Hours).

Note: If a consumer averages more than one day per month home sick, this can be noted and additional sick days per month can be allocated.

**Activities Time Line:** The activities time line charts the consumer's weekly activities by time and day.

- For each time slot designate a block of time (ie: 6 a.m. - 9 a.m.).
- Specify the number of hours within the time block (ie: 3 hours) and designate the days of the week the time slot and the ratio pertains to. (ie: Sat., Sun) Figure the total number of hours per week for each time slot (ie: 3 hrs x 2 days = 6 hrs/wk).
- Multiply the hours per week x 4.3 wks which equals the Actual Hrs per month (ie: 6 hrs/wk x 4.3 = 25.8 Actual Hrs.).
- Put in the staff to consumer ratio and compute the Billable Hrs (ie: 25.8 Actual Hrs @ 1:3 ratio = 8.6 billable hrs)
- Chart the consumer's entire week by time and day.

**\*\*Specify the staff to consumer activities for each time slot. (ie: shopping, cooking laundry, leisure, etc.)**

\*Blocks of time may have differing ratios dependent upon the day of the week (ie: weekday versus weekend).

**Staff Support Not Required:** is non-provider supported activities/time spent without staff supervision (ie: camp, family home visits, at home without staff supervision, etc.).

Staff Support Not Required is to be figured for both the consumer and all of the consumer's roommates.

- First compute time the consumer spends without staff support. Take into account weekly activities that occur on a regular basis (ie: Sunday, church and lunch with family, 4 hrs; Friday, movie with a friend, 2 hrs., etc.).
- Multiply weekly activities x 4.3 to figure the Actual Hours per month.
- Next calculate the number of hours the consumer will participate in activities throughout the entire year without staff supervision (examples: Activity 1: Camp, 120 hours per year divided by 12 months equals 10 hours per month Actual Hrs; Activity 2: 2 nights per month overnight with family, 24 hrs x 2 = 48 hours per month Actual Hrs; Activity 3: 2 hours per week at home w/o staff supervision, 2 x 4.3 wks = 8.6 hours per month: total monthly hours of consumer support not required = 10 + 48 + 8.6 = 66.6).

\*The Consumer Staff Support Not Required hours are to be **subtracted** from Actual Hours at the full house staff to consumer ratio(ie: 3 bed site home. Consumer Staff Support Not Required Hours will be subtracted from the total 1:3 ratio hours).

Each of the consumer's roommates must also have Staff Support Not Required hours computed.

- For each roommate, calculate activities' Actual Hours w/o staff supervision (ie: Roommate 1: 16 hours per week w/o staff supervision. 16 hrs x 4.3 wks = 68.8 hrs per month Roommate 1 Staff Support Not Required; Roommate 2: 1 night per month overnight with family. 24 hrs per month Roommate 2 Staff Support Not Required).

These hours will be subtracted from Actual Hours at the full house staff to consumer ratio, but then must also be added back in at the new staff to consumer ratio (ie: 1:3 full house staff to consumer ratio. Subtract 92.4 hours (Roommate 1 68.8 + Roommate 2 24 hrs = 92.4 hours) from the total 1:3 ratio computed from the Activities Time Line. Add 92.4 back into the total 1:2 ratio computed from the Activities Time Line.)

## **WORKSHEET SUMMATION:**

Review the worksheet and add the total number of Actual Hrs for each ratio and transpose those totals into the chart on the summation page. Actual hours will be computed to billable hours based upon the ratio. The total Billable Hours represent the direct staff expense used to figure the D-4 Budget. Using the chart on the summation page, estimate the total number of days per year the consumer is expected to be gone from the home without staff supervision. Subtract this from 365 days per year/366 days per leap year to derive the number of units provided for the D-4 Budget.

**Personal Time Activities:** The hours a consumer has staff available for assistance and to ensure safety, but no direct staff support is being provided. Provide a brief description of activities a consumer enjoys/participates in during down time on the bottom of the summation page. This is for informational purposes only and is not used for D-4 budget computation.