DHS/DDD Supplemental Instructions
for Filing the Consolidated Financial Report (CFR)

APPLICABLE TO COMMUNITY PROVIDERS WITH
DHS/DDD FUNDING

If your agency=s State of Illinois, DHS Contract has an Attachment A, for DHS/DDD funding, please give a copy of these <u>DHS/DDD Supplemental Instructions</u> along with the <u>General Reporting Guidelines</u> and the basic <u>CFR Instructions</u> to the person completing the CFR forms for your agency. Please follow the other mailing and filing instructions in the cover material in this mailing from the Office of Contract Administration (OCA).   Nothing in these <u>DHS/DDD Supplemental Instructions</u> is intended to override those requirements. The purpose here is to clarify your DHS/DDD reporting requirements and provide additional instructions for completing the CFR Schedules for DHS/DDD funding and contracts. For a complete list of all DHS/DDD services which identifies the programs to be reported in detail in separate program columns on the CFR forms, see ATTACHMENT SI - A, <u>List of DHS/DDD-Funded Programs and CFR Reporting Requirements</u>.   You are only required to report in detail on the programs marked with an AX@ in the CFR schedule column. If you have any questions regarding these <u>DHS/DDD Supplemental Instructions</u>, you may contact the Division of Developmental Disabilities, Bureau of Community Reimbursement, Purchase of Service (POS) Unit, by email at <u>POS.DHS@illinois.gov</u> or by phone at 217/782-0632.

PURPOSE
DHS/DDD requires the completion of the CFR for selected DDD-funded programs and its submission annually for one or more of the following three reasons:
$ Historical cost data demonstrates, to the federal government, that the State of Illinois= Medicaid claiming for matching federal dollars under the AHome and Community-Based Waiver@ is accurate and valid.
$ Historical cost data is used to calculate provider specific, model, and/or statewide rates for various services and programs.
$ Historical cost data is used to develop DHS/DDD budget proposals, to project future spending, to analyze cost/benefit ratios, measure/project efficiency, and general cost analysis.

REQUIRED
COST REPORTING BY DDD CILA TYPE
The Department and Division have made efforts to address cost coverage issues.   It has become clear that reporting the four types of CILA (60D and/or 61D) as one cost center in one column make it impossible to determine if rates are adequate to cover providers= costs.   Therefore, DDD CILA community agencies are required to separate costs/revenues and report the CILA supports they deliver into one or more of the five types: 24-Hr., Intermittent, Family, Foster Care, and Host Family.   This is necessary because these are very different supports.   For example, 24-Hr. costs include the expense of residential supports, room and board, controlled and paid by the agency,

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Intermittent may or may not include those costs.   Family and Host Family CILA will largely be staff supports for direct care and habilitation only.

When looking at the per unit cost and revenue, the combined data was distorted for agencies with multiple CILA types.   Some appeared to be seriously over funded and some under funded.   To alleviate this problem, CILA supports must be identified and reported by type on each and every CFR schedule for fiscal year reporting.   To identify the CILA types your agency provided during the Fiscal Year, there are three sources: 1) check the Individual CILA Rate Determination page you received with each person=s award letter or any subsequent rate change notices, 2) check the Programs To Be Reported on FY0X CFR page included in the OCA package mailed to you in May, or 3) contact Gary Beckman, OCA, 217/524-5531 or Scott Nichols, DDD, 217/782-5974 or email Scott at POS.DHS@illinois.gov.

CFR FORMS

CFR Forms on the ISBE Website: Use of the new CFR web application is required for submission to DCFS, DHS/DDD, and the State Board of Education (ISBE), Illinois Purchase Care Review Board (SBE/IPCRB).   Each provider must set up an administrative account to access the new web application.   Once you are issued a temporary account ID and password, you can access the web application at: https://sec1.isbe.net/cfr/adminsetup.aspx.   Once you have an administrative account you may access the web application at: https://sec1.isbe.net/cfr. DHS/DDD requires you to use the CFR format and instructions from the ISBE website for all cost center programs that require CFR reporting to DHS/OCA. You must print and submit a hard copy of the CFR with a copy of the CPA Audit and Grant Report (if applicable) to DHS/OCA by your due date.

Financial Reporting for Children's Residential Programs: DCFS and DHS/DDD share a rate setting approach for children=s residential programs (DDD program codes 17D & 19D). However, DCFS maintains the software for the actual rate review calculations.   If you provided DD children's residential services and are required to report that program to DHS/DDD for rate setting purposes,   you should also submit your CFR to DCFS.   Regardless, you must also submit a paper copy of the CFR, Grant Report (if applicable), and CPA Audit to DHS/OCA by your due date.

Forms and Format: The CFR forms must not be altered.   Beginning this fiscal year you will be required to use the new web application from the ISBE website.   Not all lines on all schedules will apply to your operation, therefore, some lines will be blank.   If you feel a line or description warrants additional information or detailing, please itemize on an attached page.

REPORTING DUE DATE

You may find your agency=s due date on the *DHS FY0X Financial Reporting Check List* page included in the package of material from OCA mailed to you in May each year.   If you do not agree with the due date listed or cannot meet that deadline, you must submit the *Request for Extension/Waiver/Modification* page to OCA before the due date listed.   For example if your fiscal year has changed since last year, you need to request a modification of the due date and

explain.

LABELING and IDENTIFIERS

ISBE Web Application - Agency Information - The cover page provided with the ISBE web application is required reporting. Your CFR submission must include a cover page with the Agency Information completed.

Program Name, Page 2: The ISBE web application is the required CFR format for submission to DHS/OCA for DDD Contracts.   On the second page, after the cover page, are columns and rows for you to enter and identify the programs that you are required to report in detail.   In the column titled ADescription 1,@ row AProgram 1," you should enter the name of the DDD program, i.e., ADD 24-Hr. CILA@ or ADD In-Home Family CILA,@ and it will automatically fill in the first row of the first column heading of subsequent CFR schedules.   In ADescription 2" column, Program 1@ row, you should enter the DDD program code(s), i.e., A60D/61D,@ and it will automatically fill in the second row of the first column heading of subsequent CFR schedules and so forth.

DHS does not have a distinct contract number for each program funded, therefore, in the column titled ADHS@ on page 2, you may enter either an AX@ or a description of your choice, something that may help you identify a program later.   Also note, DCFS, ISBE, DHFS (DPA) and Aging all have columns.   If you are also required to submit a CFR to any of these, you should enter their requirements for their programs on the same CFR, and the CFR only needs to be completed one time and copies of the same forms may be sent to all departments.

Labeling Cost Center/Program Columns: Please clearly label all DHS/DDD program columns using the descriptions and three digit program codes related to DHS/DDD funding, e.g., APOS DD CGH@ with program code A17D@ or enter ADT@ with program codes A31A/31U/31S/LTC@ or any combination of these.   Please do not use site names or addresses or ledger account names or numbers.   Note: If you have a CCI or CGH that serves MH, DD, DCFS and/or ISBE children, you should combine all CCI data in one column and all CGH data in a second column regardless of the funding sources, i.e., APOS CCI@ and the program codes A19D/9M/DCFS/ISBE.@

COST CENTER/PROGRAM GROUPINGS

Financial Reporting Requirements for More than One Entity: If you are required to submit the CFR to one or more of the DHS, DCFS, and the ISBE/IPCRB, you must start all the CFR schedules (except Report of Service Units) with the ATotal Agency@ columns, taken from the audited financial statements, then break out into columns, all programs that all entities require you to report in detail.   In this way, only one set of CFR schedules need be completed, and copies of the same CFR submitted to all the entities requiring you to submit a CFR.

Reporting Required for DD CILA Program Codes 60D and 61D: You must separate and report DD CILA data (60D/61D) into the five possible cost center types / program columns starting with FY08 CFR reporting.   Those five cost centers are: 1) 24- Hr., 2) Intermittent, 3) Family,   4) Host Family, and 5) Foster Care.   If your CILA services include three CILA types, you must have three cost centers/columns starting with FY08 reporting.   If you provided 24-Hr. and Intermittent

CILA, you must have 2 CILA cost center columns. This is required beginning with FY08 reporting.

Home/Individual Program (HIP) 68D: If your agency had a DD contract for HIP supports, those people/site(s) are not covered by your CILA license. You must report your HIP 68D data in a separate cost center/program column.

DD and Mental Health (MH) CILA Combinations: If you have a site/address with both DMH- and DDD-funded CILA people and have not routinely made direct accounting entries, you must allocate appropriate expenses and revenue to both diagnosis categories and report the DD portion in detail in the CILA column(s) with other DD CILA data of the same type.   Unless otherwise instructed by DMH, MH CILA data may be combined with other data and reported in the "All Other Not Allocated" column.   In the future, you should book expenses and revenues by diagnosis category in DD/MH combination CILA sites.

<u>DO NOT REPORT</u> POS Hourly CILA (65H) with Other CILA 60D and 61D Types: You are <u>not</u> required to report POS 65H data in a separate program column, nor should it be combined with other DD CILA program types on the CFR. 65H data must be included in the "All Other Not Allocated" column(s) with other data you are not required to break out and report in detail.

DD CILA And Day Programs: DHS/DDD CILA services and funding for day programs are separate, distinct funding streams under different program codes. Individuals receiving CILA supports can also be authorized for other distinct day program codes funded by DHS/DDD. CILA residential supports and day program services are billed and reimbursed under the program codes in which they occurred.   DT is billed/funded as 31A or 31U, and SEP is billed/funded as 39G/39U and/or 36G/36U.   You will report all costs associated with DT and/or SEP services in the cost center/program column(s) for that service regardless of the program code and funding source: POS, HBS, Grant, Office of Rehabilitation Services (ORS), and/or Long-Term-Care (LTC).

If you are the licensed CILA provider but do not provide DT and/or SEP services, you are not required to report those costs/revenues in a separate cost center column on the CFR. The DT or SEP providers must submit the CFR, detailing their applicable programs and cost centers in total.

DT and SEP Funding: Cost reporting is required for **all DT and/or all SEP** as two separate program columns regardless of the source/mechanism of the individuals= funding: Grant, POS, CILA, ORS, HBS and/or LTC. The column heading (<u>Program Name</u>, Descriptions 1 & 2 from CFR page 2) should be SEP, 390/36G/36U/39G/39U/ORS (or any combination of these) and a separate columns for DT, 31A/31U/31S/LTC (or any combination). The DT and/or SEP cost center program columns should reflect your total operations, regardless of the program code(s) you used to book the cost/revenue throughout the year (see Attachment SI - A, <u>List of DHS/DDD-Funded Programs and CFR Reporting Requirements</u> for a complete list of DDD programs and reporting requirements).

DO NOT REPORT *Regular Work 380/38U and/or Vocational Development 320:* Regular Work and Vocational Development are not required reporting and MUST NOT be combined with either DT or SEP cost center program columns. These costs should be reported in the **A**All Other Not Allocated**@** column on the Schedules of Program Costs/Revenues with other programs/data you are not required to break out and report in detail on the CFR.

Transportation Expense: If consumer-related transportation is an expense you incur in your operation, these costs should be recorded by direct accounting throughout the year and reported on the CFR in the **A**Agency Total**@** column and in the program column(s) in which they occurred. This could be the **A**All Other Note Allocated**@** column. These costs may vary in nature and may be reported on various lines on the Schedule of Program Costs in the Program, Support, and/or Occupancy expenses sections. Also, see the transportation examples on pages 6, & 7 of these DDD Supplemental Instructions.

Agencies With 24-Hour, Intermittent, Family, Host Family, and Foster Care DD CILA 60D & 61D: If your agency provides more than one or all five CILA types, you are required to separate 24-Hr., Intermittent, Family, Host Family, and Foster Care DD CILA into five separate cost centers/program columns on the CFR.

PERSONNEL AND CONTRACTUAL/CONSULTANTS

DHS/DDD-Funded Services: You must start both CFR Schedules of Program Personnel and Program Consultant and Contractual by completing both **A**Total Agency**@** columns, **A**Total Hour**@** and **A**Total Salaries & Wages**.@** If *total hours* for each functional line on which you report salaries, wages, and contracts are not provided, your CFR is considered incomplete and will not be accepted to meet your CFR reporting requirements.

Report of Program Staff/Contractual Positions: Reporting in this area varies widely from agency-to-agency and from year-to-year. Please follow the instructions beginning on page 8, which attempt to standardize cost reporting of program staff and contractual position. These supplemental instructions prescribe the schedules and lines you should use for reporting program staff salaries/wages/contracts in DHS/DDD-funded cost centers.

COST CENTER DATA

Allocation of Administrative Overhead, Administration and General Expenses: Some agencies fail to allocate overhead, administration and general expenses to the program(s) they report in detail on the CFR. These costs should appear on the appropriate line(s) in the **A**Agency Total**@** and the applicable program column(s) on CFR Schedule of Program Costs. If these expenses are not allocated to cost center(s)/program(s) by direct accounting throughout the year and appear as separate cost centers in your books and in the CPA audit, allocate these costs to the **A**Total Agency**@** column and all program columns, including **A**All Other Not Allocated,**@** by a generally accepted allocation method. Check with your independent CPA firm for allocation method options.

Using allocations for reporting management and general overhead, will require you to provide a crosswalk tracking amounts from the audit to the CFR detailing the distribution of overhead costs to the applicable lines. Line 41, AAllocation of Management and General (G & A)@ is provided for making lump-sum allocations. Cost allocations should be accompanied by an audit crosswalk, be reviewed by your CPA, and be covered by the AIn Relation-To@ or AAgreed Upon Procedures@ opinions signed by your independent audit firm.

Reporting Subsidized Expenses: When expenses that are normally reported in detail are subsidized or reimbursed by a related or unrelated entity, the expenses should be reported in full on the CFR Schedule of Program Costs, and the income reported in full on the Schedule of Program Revenue. Example: Housing and Urban Development (HUD) rent subsidies should be reported as revenue on Line 10 or 26 on the Schedule of Program Revenue, and the related ownership/occupancy expenses should be reported in full on the Schedule of Program Costs. Do not reduced the expenses by the subsidy amount before reporting.

CENSUS INFORMATION

Report of Service Units (a.k.a. Census and Utilization): You must report service units for each DHS/DDD program reported in detail on the CFR. For detailed instructions on completing the census/utilization information for programs funded by DHS/DDD, see ATTACHMENT SI - B, Report of Service Units - DHS/DDD Instructions.

TRANSPORTATION

It is impossible to provide examples of every possible transportation scenario. The following are a few examples. If you have specific transportation question, please contact Scott Nichols by e-mail at POS.DHS@illinois.gov or by telephone at 217/782-5974.

Transportation Example 1: XYZ Agency operates one 8 bed 24-Hr. CILA home and DT program for its own CILA individuals. XYZ is buying a large passenger van with a bank loan and has 2 part time drivers on staff to drive CILA residents to and from the day program on week days and on personal business, educational, and recreational outings not related to the DT program. Drivers have no special DD training and do not supervise or provide any services. Drivers do not perform any other maintenance or operational duties. Direct Services Personnel (DSP) staff, who are also the residential DSP staff, attend to and supervise the CILA individuals on every trip. These transportation expenses will be reported in the AAgency Total@ column on the CFR Schedule of Program Costs as follows:

$ the drivers= salaries and benefits will be reported in the Occupancy Expenses section on Lines 24 and 25 along with other non-program, non- support, and non-administrative type salaries and benefits;

$ the gasoline, oil, tires, vehicle insurance, and repair/maintenance costs on Line 26 along with all other ownership maintenance and operating expenses;

$ the van depreciation on Line 27 [if this were a leased van, the annual lease would be reported on Line 29 instead];

$ the bank loan interest expense for the van, on Line 32 along with any other mortgage or installment interest [if this were a leased van, there would be no interest on a bank loan to report, vehicle rent would be reported on Line 29 instead]; and

$ the DSP salary and benefit for the time during transport may be allocated to a transportation line based on time studies, however, if their transportation duties are not significantly different from their residential duties, there is no need to separate their time. All the DSP time in this example should be reported as program staff salaries and fringe benefit expenses on Lines 1 and 3. Generally, this time would not be considered *Staff or Client Transportation* (Lines 8 or 9).

The costs can then be spread from the various lines in the AAgency Total@ column to the program columns either by direct accounting or allocation method. Check with your independent CPA firm on allocation method options. The transportation costs of the daily round-trips from the CILA home to the day program is the responsibility of the DT program and should be reported in the DT cost center/program column. The personal business, educational, and recreational transportation costs are a residential program expense and are not activities associated with the DT program. These costs should be reported in the appropriate CILA program column.

Transportation Example 2: ABC CILA Metro Inc., located in a large city, buys monthly mass transit passes for each CILA person to use as a learning tool, teaching self sufficiency for recreational and personal business travel (this is not the method used to travel to and from the DT program). ABC will report the total annual cost in the AAgency Total@ and CILA program columns on Line 9, *Client Transportation,* along with all other non-day program related client transportation costs.

Transportation Example 3: XYZ Agency provides 24-Hr. CILA and DT services.   Part of the DT staff=s time each day is spent driving the van to pick up CILA consumers before DT and back again afterward. The driver is usually the DSP but sometimes the DT Administrator will substitute. Additional DSP staff on the van to supervise and assist the CILA consumers.   The DSP staff=s and Administrator=s salaries and benefits during the time they are performing their transportation duties will be reported either in the Support section Lines 18 and 19 -- or the Occupancy Expense section Lines 24 and 25 depending on how you classify these responsibilities. A time study or direct accounting method of allocation of salaries and benefits to transportation will be required. Transportation is not a direct care or administrative activity, since DSP staff are providing care for the individuals on the van. All DT transportation costs will be reported in the ATotal Agency@ column and in the DT cost center/program column.

DHS/DDD SUPPLEMENTAL INSTRUCTIONS
FOR COMPLETING THE CFR SCHEDULES OF
PROGRAM PERSONNEL AND PROGRAM CONSULTANT AND CONTRACTUAL

Please refer to the CFR Instructions for general guidance in completing these schedules. You must report **ATotal Hours@** in the ATotal Agency@ columns on both schedules. The CFR is not considered complete without reporting ATotal Agency@ hours for each position line on which salaries, wages, and contracts are reported. You are required to complete Lines 1 - 30 according to the instructions, in Sections I. and II. below. In addition, Lines 31-36 are used to collect information on specific staff designations for Medicaid. See instructions in Section III., Lines 31-36.

INSTRUCTIONS

Determining Total Hours by Program Staff Position -- Collect all the hours of full and part-time and substitute people that work in a functional area from time sheets or personnel/payroll records for all program codes/cost centers. Report the cumulative hours of each in the ATotal Agency, Total Hours@ column. The cumulative hours for all staff are the actual hours worked/paid including benefit time: sick, vacation, holidays and personal days. Shift differentials and overtime do not affect the actual hours worked/paid. If night shift staff work eight hours per night but are paid time-and-a-half for working nights, you report eight hours for each night worked. The shift differential will be reflected in the dollar amount of wages/salaries paid.

% Allocated -- The calculation for the % Allocated is to divide the dollar amount reported in the program column(s) by the total dollar amount for the ATotal Agency@ on each position line. The % Allocated column is required reporting for DDD funded programs/cost centers.

Total Head-count Β This column is used by DCFS only. DDD does not use this information in CFR data analysis, and do not require it. However, if you also submit your CFR to DCFS, you should check with DCFS on their head-count reporting requirements.

Total Agency, Total Hours
EXAMPLES

Example of Total Hours for Direct Service Personnel (DSP): ABC , Inc. operates 2 - 24-Hr. CILA homes and 1 day program. The hours in a standard work week are 40, or 2,080 hours per year equals 1 full-time equivalent (FTE) employee.

   6 full-time DSP worked in the 2 CILA homes for 60 hrs/wk for 50 weeks (40 hrs/wk at base wage rate and 20 hrs/wk at 1.5 times the base wage rate) with 2 weeks vacation time at 40 hrs/wk or 18,480 hrs/yr for all 6 DSP.

   1 full-time DSP started mid-year worked 40 hrs/wk in the group homes for 26 wks or 1,040 hrs/yr.

   3 part-time DSP worked 30 hrs/wk in the day program or total 4,680 hrs/yr.

   1 substitute DSP worked 40 hrs/wk in the group homes for 13 wks or 520 hrs/yr.

2 substitute DSP worked 20 hrs/wk in the day program for 26 wks or 520 hrs/yr.
ABC, Inc. will report 25,240 hrs. in the ATotal Agency, Total Hours@ column on the DSP staff position line. DDD requires you to report DSPs on Line 5. Habilitation Aid/Child Care Aid. This provider will report the corresponding dollar amount paid in the ATotal Agency, Total Amount Paid@ column.   The appropriate dollar amounts related to CILA and DT DSPs will then be reported in the 24-Hr CILA and the DT program columns.   The % Allocation column is also required.

Which schedule you use to report each function/position depends on whether the position is considered an employee (Program Personnel) or works as a consultant or on contract (Program Consultant and Contractual).

Move to the next functional position.   Identify another staff position line, aggregate all hours and amounts paid for that position and enter them in the ATotal Agency@ columns and the applicable program columns and then identify another position and so on.   Do not back into the total hours by dividing the total amount paid by an average hourly wage rate for that position.

Lines 1 - 30

A.   **Program Personnel** - Personnel hours and salaries/wages should be reported on the line(s) that most closely fits the person=s function in your organization.   Function and job responsibilities are the primary factors in deciding on which line to report various classifications, although, education and/or professional credentials may also be considered.

Direct Service Personnel (DSP) Supervisor or Direct Care Supervisor hours and salaries/wages should be reported on Line 6 AHabilitation Professional or supervisory staff.@   This person will have the DSP training and is employed to supervise, schedule, evaluate, and monitor the people doing direct care.   They may also have direct contact with the consumers in the program.   This person would not be reported on Line 12 AProgram Director,@ unless, in your agency, the DSP Supervisor also doubles as Program Director.   In that case, allocate the person=s hours and salary/wages between Lines 6 and 12.   DSP/Direct Care Supervisors may have various certifications, licenses, educational backgrounds and/or experience, but they are employed by you to supervise DSP/direct care staff and delivery of direct care to the individuals receiving services.   Line 6 is the best choice for reporting DSP/Front Line Supervisory positions regardless of the title your agency uses for this position/function.
Do not report the DSP/Front Line/Direct Care workers on Line 6.

DSP/Direct Care Staff (front line or hands-on care givers) hours and salaries/wages should be reported on Line 5 AHabilitation Aide / Child-Care Aid.@   DSP direct care staff will have the DSP or other aide training.   They do hands-on care of the individuals in the program(s).   They may have various certifications, educational backgrounds and/or experience, but they

are employed by your organization to deliver direct care to the individuals. Line 5 is the best choice for reporting DSP (Direct Care/Front Line workers) positions.

Do not report DSP/Direct Care Supervisors on Line 5.

Supported Employment (SEP) Job Coach hours and salaries/wages must be reported on Line 24 **A**Vocational Staff (incl. Job Coach, workshop staff, etc.).**@** These are the people who are employed by your organization (or by contract) to work with individuals in a supported work environment. They may have various licenses/certifications, educational backgrounds and/or experience, but they must be reported on Line 24 with other vocational staff doing direct service to individuals in supported work settings. The SEP job coach data should then be spread to the SEP program column(s). Additional instructions related to reporting SEP Job Coaches on Line 35 will be covered in **Section III., Lines 31 - 36** below.

B.   **Reporting Agency-wide Administrative Personnel** - Do not report administrative positions on the Program Personnel/Consultant and Contractual schedules.   Administrative salaries/wages/contracts (i.e., Executive Directors, Assistant or Associate Directors, administrative support staff, etc.) should be reported on the Schedule of Program Costs in the **A**Administrative and Office expenses**@** section (Lines 36 - 42). They will not usually appear on the Program Personnel or Program Consultant and Contractual schedules unless, an identifiable portion of their time is spent in the function of one or more of the program/direct care staff positions listed on those schedules.

C.   **Reporting Hours and Dollar for the ATotal Agency@ and A% Allocated@ to Program Columns B** You must report the number of total hours for each applicable line in the **A**Total Agency**@** column. The ISBE web application will calculate the percent allocated in the program column(s) when you enter the dollar amounts. The DHS/DDD cost/rate analysts must be able to determine hourly wage rates, in some cases, by staff position line.   Do not enter **A**100%**@** in the **A**Total Agency, Total Hours**@** column and then another percent allocated to each program column. **Reporting the actual number of hours in the ATotal Hours@ column is a requirement**. You must start with the actual total number of hours in the **A**Total Agency**@** column, do not back into a number by dividing the total dollar amount by an arbitrary, average hourly wage rate.

D.   **Reporting Number of Hour in a Standard Work Week** -- In the space between Lines 30 and 31 (Program Personnel Schedule only), you will find a box for reporting the number of hours in a standard work week for your organization, i.e., 40 or 37.5 or 30 hours. This is the general number of hour worked in your organization to be considered a full-time employee. If the majority of staff in one program/cost center within your organization work 30 hrs./wk but overall, organization wide, employees are expected to work 40 hrs/wk without incurring overtime, then 40 is the correct number to enter in this box. **Completing this box is a DD reporting requirement.**

E.   **Line 30.   Total All Positions** B Enter the total of lines 1 through 29 in the total agency and cost center/program columns.   Keep in mind the Schedules of Program Personnel/Contractual and Consultants are only for direct care, direct contact, direct service type positions.   Do not report support, administrative, or occupancy positions on these schedules.

Lines 31 - 36 B These lines are for reporting the required Medicaid position in your organization. Medicaid reimbursement generally requires that you have certain qualified/certified staff in certain functions delivering required services.   These lines are used to restate some of the Medicaid position hours and salary/wages already reported above (Lines 1 - 30), which might be grouped with other employees who are not designated to fulfill the Medicaid requirements.

Lines 31. & 32. - apply to Division of Mental Health services/funding.

Line 33. Qualified Mental Retardation Professional (QMRP) - The people in your organization who are designated by you to fulfill requirements for QMRPs, will be reported twice on Program Personnel and/or Consultant and Contractual schedules. For example, if you have1 psychologist and 2 social workers on staff, those hours and salaries are reported on Lines 15 APsychologist@ and 18 ASocial Worker,@ then spread to the appropriate program column(s).   And, if the psychologist and 1 of the social workers are your organization=s designated QMRPs, their combined hours and salaries will be reported again on Line 33 AQualified Mental Retardation Professional (QMRP)@ in the ATotal Agency@ column and also spread to the appropriate cost center/program column(s).

Line 34. - applies to Division of Mental Health services/funding.

Line 35. SEP Job Coach-For DHS Reporting Only - Starting with FY04 CFR Reporting, there is a Line 35 on the Personnel and Contractual schedules.   If your agency provided SEP services, you should have included SEP Job Coach hours and salaries/wages on Line 24 with other vocational staff/workers.   Now separate the SEP Job Coach staff from the other vocational staff and list the hours and salaries/wages   on the Line 35.   Report the combined SEP Job Coach data in the ATotal Agency@ columns and then spread it to the SEP cost center/program column(s).

Line 36. Total All Positions B Enter the total of lines 31 through 35 (only) in the total agency columns and the cost center/program columns.