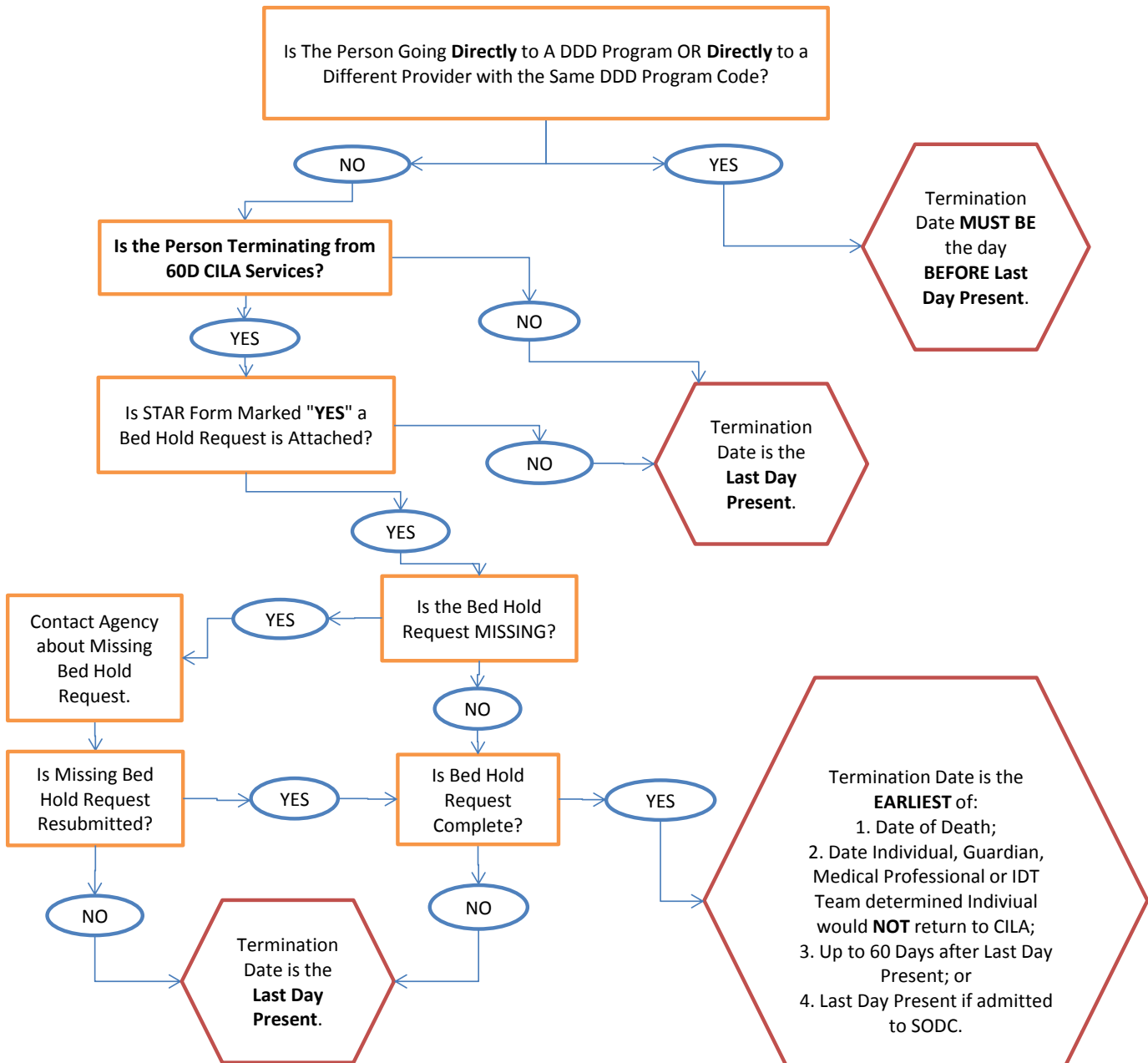


**INTERNAL & EXTERNAL DHS/DDD PROCESS for DDD PROGRAM PROVIDERS
DETERMINING LAST DAY PRESENT & TERMINATION DATE**



The Last Day Present is:

1. The last day the person received Day Program Services from the provider.
2. The last day the person received Residential Program Services from the provider even if ONLY for a partial day.
3. The last day the person received Services or Supports from another Waiver Program.
4. IF individual is A-HBS or C-HBS the Last Day Present canNOT be billed for ANY HBS Services when going to another DDD program.
5. IF individual is leaving an SODC AND Receives 31S the 31S Provider must NOT bill 31S for the Last Day Present.

A Bed Hold Request MUST Include an attachment addressing both of the following to be COMPLETE:

1. The reason(s) why this person had to leave 60D CILA residential services resulting in this person's termination
2. Your agency's involvement to facilitate this person's return to residential services at your agency.

Do NOT contact agency when Bed Hold Request is missing the attachment as it is Incomplete.

Incomplete Bed Hold Requests are DENIED.

DDD Residential Services and Supports currently open to new authorizations that require a STAR Form from any other DDD Program or closure from the previous provider or closure from a non DDD Waiver:

17D - CHG, 19D - CCI, 31S - SODC-DT, 67D - CLF, C-HBS, A-HBS, or SODC

DDD Services NOT open to new authorizations but require a STAR Form currently Include:

41D - SHP, 42D - SLA, 61D - CILA Non-Model, 65H - CILA Hourly, 68D - HIP