

**DAIL-DDSD \$200K Budget Review Process, est. 2014 (revised 3-5-20)**

1. At a frequency based on the current Vermont State System of Care Plan (SOCP) a review of all supported recipient's Home and Community Based Service (HCBS) budgets over an annual amount of \$200,000 (\$200K) will be completed by the Developmental Disabilities Services Division (DDSD).
2. A list of all HCBS budgets at or over \$200K will be created at the new calendar year. Designated DDSD staff members will then review each DAIL approved DS Agency's HCBS budget spread sheet and identify which support recipient HCBS budgets require an annual review. All HCBS budgets that are at or over the \$200K funding level will be added to a current calendar year \$200K Budgets tracking spreadsheet. After the list is created each reviewer will need to verify at the time of their specific review that a budget still requires a review or has been reduced below the \$200K threshold. If the budget is found to be below \$200K, then that should be noted in the tracking spreadsheet and no review is required.
3. A designated DDSD staff member will be tasked with creating the respective calendar year \$200K Budgets tracking spreadsheet and will use the folder I:\DDSD\200K\_Budgets, locate or create a folder for the correct calendar year, and find or copy the correct "Budgets over \$200K.xls" spreadsheet. New names will be added to the list as they are identified throughout the calendar year.
4. These budget reviews may be carried out over the phone or onsite. If possible, at least one review per year should be performed. Those supported person budgets that are members of the Public Safety (PS) Group list will be reviewed annually by the DDSD Public Safety Specialist each year. Those supported recipient budgets that are children will be reviewed annually by the DDSD Children Specialist. Budgets that are not PS Group or children will be reviewed annually by the respective DDSD Developmental Services Specialist who is assigned to the agency that the reviewed recipient receives support from. When a Specialist believes that they need assistance with performing a review, a Quality Reviewer (QR) will be asked to assist. In those cases, the DDSD QR member that supports the respective DS agency involved in the review may be requested. If a previously reviewed budget is being reviewed, the reviewer should read the last budget review report and budget review letters for familiarity and potential follow up. All previous recommendations should have been complied with and the status of such compliance should be noted in the current budget review report so that future readers can be informed.
5. After the Specialist has completed their review, they will save all related review documents in the respective support recipient's calendar year folder. This should include any review worksheets or support information used to conduct the review. A Specialist should feel free to create a new folder for any new recipients if one does not currently exist. Please try to use a naming convention that is consistent with other reviewed recipient folders in that case.

6. The Specialist will then create an email which includes a hyperlink to the review form and send it to the DDS D Director (Director) or designee for review. The Director will review, make comments as appropriate and sign/date the form. The Director will then email the respective Specialist that the director level review has been completed and that a Budget Review Letter should be completed.
7. The Specialist will complete a Budget Review Letter as appropriate from either a blank letter found at: I:\DDSD\200K\_Budgets\200KReviewForms\DDSD\_\$200K\_Budget\_Review\_Letter.doc or modify a previously used letter and save it in the respective folder. All recommendations from the Director should be contained in this letter.
8. The Specialist will then print out a paper copy or utilize an online process for the Director to initial and give to the DDS D Program Technician. The Specialist will note on the \$200K Budget tracking spreadsheet whether the budget was reduced or continued as is.
9. The DDS D Program Technician will then get the Director to initial the letter, save in the respective reviewed recipient's electronic folder, mail the letter to the respective support recipient's agency DS Director and log the date the letter was sent in the tracking spreadsheet. They will also ensure that the DAIL Business Office receives a copy of the letter for their information and/or action. This will allow the business office to follow up on any requested changes.
10. This process should be reviewed annually by the involved DDS D members. Needed corrections or modification can occur at any time as approved by the Director. If such modifications and corrections are made to this process then a new policy/practice document should be created, dated, and saved to ensure that the most current practice is used.