

Unified Services Plan (USP)

Checklist

Funds to be combined - A minimum of two funding sources are required for a USP. Check all that apply:

Developmental Services funding	
Children’s Personal Care Services (CPCS)	
High Tech Nursing (HTN)	

Activity	Completed
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Verify funding from CPCS and/or HTN with Christina Thompson at Children with Special Health Needs (CSHN) PRIOR to presenting a funding proposal for the local and state Equity committees to consider.	
Verify a start date with CSHN (must line up with ARIS Solutions payroll period) PRIOR to submitting the funding proposal.	
Have individual/parent/guardian sign approval form that they are agreeing to combine funds, and the amount (include the verified amount from CSHN on this form).	
Explain that CPCS/HTN funds that are combined into a USP can no longer be accessed in the traditional way. A new code is required for a USP and the prior authorization is removed for the amount/hours combined into a USP. Start/stop dates of CPCS/HTN/USP must be coordinated.	
Obtain necessary signatures from agency representatives.	
If funding is approved, submit a USP request to Janelle Germaine ASAP following receipt of the funding decision: the request includes the signed approval form, the budget approved by the state Equity committee, and the rationale for the USP.	

For further assistance, please contact:

Janelle Germaine, Children’s Services Specialist, Department of Disabilities, Aging, and Independent Living, Developmental Disabilities Services Division, (802) 793-8319 or Janelle.Germaine@vermont.gov

Christina Thompson, Program Administrator, Vermont Department of Health, Children with Special Health Needs, (802) 829-6650 or Christina.Thompson@vermont.gov