

Unified Services Plan

In the children's world a Unified Services Plan (USP) is blend of funding. Most often this is a blend of HCBS-DAIL funding and Children's Personal Care Services (CPCS) funding which flows through DVHA. It could potentially also include Pediatric hi-tech funding. A USP takes the prior authorizations (PA) for each of these funding streams and creates one PA to bill against.

Your role as Children's Services Specialist is to process the USP and ensure that ARIS solutions and CPCS program manager are executing the USP.

Here is a checklist that can be distributed to DAs as they navigate the USP process:

[USP Checklist](#)

USP Process for Children's Services Specialist

1. Representative from a DA emails Children's Services Specialist requesting a USP. They attach the necessary signature page, the USP budget, and *ideally* the HCBS budget page.
 - a. [USP Budget Template](#)
 - b. [USP Guardian Approval form](#)
2. Save these documents in the below folder with client's initials and DA
 - a. [I:\DDSD\USP\FY23 USP](#)
3. Check the provided USP budget and ensure funding reflects the most recent HCBS budget decision page. Make changes if needed.
4. Send email to CPCS Program Manager Christina Thompson, Christina.Thompson@vermont.gov and ARIS Solutions Britney Mann, Britney.Mann@arissolutions.org. Copy DA contact, Joanne Herring. Attach:
 - a. USP Budget and Guardian Approval Form