

REQUEST FOR CLARIFICATION/INTERPRETATION

TO:	Name and Title: Tim Plaska, Jannis Conselyea, Bureau Chiefs	FROM:	Name and Title: Lori Wertz, QIS
	Organizational Unit: DDP Central Office		Organizational Unit: Region II Office
	Address: Helena		Address: Great Falls

1. TYPE OF REQUEST: Follow-up to Verbal Request - Date of Verbal Request: 10/23/2010 Written Request - Date:

2. STATEMENT OF QUESTION OR ISSUE:

Is there a standardized format for the estimated cost plan? Is a simple estimate of (hours X rate) in the comment section of the waiting list change form an acceptable format? If not, then what can the QIS accept an estimated cost plan for referrals? Some Case Managers are using the form developed by Marie Amundson (mailed from Central Office with the referral forms and policy on 2/17/2010). Others are using individually developed regional formats or using the old 'residential grid' form.

Current screening policy is vague. Page 6 of the policy says:

"4. Estimated Cost Plan if the person is under age 16 and referred for a children's group home or if the person is considered an outlier for the MONA; must be attached to the Waiting List/Entry Change Form at least annually."

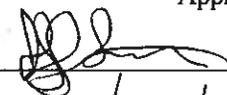
Thank-you in advance for your consideration.

References:

3. ANSWER: There is no standardized format for the estimated cost plan other than creating a draft on the Individual Cost Plan (ICP). The comment section on the Wait List/Entry Change Form is not acceptable. If an individual MONA is \$20,000 or less it is appropriate to consider whether an Estimated Cost Plan (EICP) is needed.

References:

Approved and Issued by:



Program Director
Date 11/15/10

STATE USE ONLY	4: DISTRIBUTION: One Copy: _____ One Copy: _____ Requestor One Copy: _____ Manual Coordinator Additional Copies: _____ Division Files <input type="checkbox"/> _____	5: FOLLOW-UP: <input type="checkbox"/> To be issued as Bulletin to: _____ (Division Administrator) Manual. Expected Date of Issuance: _____ <input type="checkbox"/> A.R.M. Change <input type="checkbox"/> State Plan Change
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